

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

Wednesday, January 15, 2025

Public Session - 6:30pm (Sign up for public comments will be open from 5:15pm - 6:15pm)

Normal West High School

501 N Parkside Rd

Normal, IL 61761

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.

•2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

3. RECESS

4. RETURN TO PUBLIC SESSION

5. PLEDGE OF ALLEGIANCE

6. FOCUS ON STUDENTS AND GOOD NEWS REPORTS

A Brigham Bees Announcemenet

B Grove Good News Announcement

7. SUPERINTENDENT COMMENTS

8. PUBLIC COMMENTS

9. REPORTS

A 1st Reading of 2025 - 2026 Calendar

B Facilities and Funding

C Requests for Information Pursuant to the Illinois Freedom of Information Act

The District has received and processed the following requests for information:

D Field Trips/Overnight Trips

10. Action

11. CONSENT AGENDA

A Approval of Minutes

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

1 12.18.24 Closed Session Minutes

2 12.18.24 Regular Minutes

B Personnel Matters

C Payment of Bills and Payrolls

1 Bills & Payroll Reports

D Approve Finance Department Reports

1 Financial Statements for November 2024

E Activity Fund Dissolutions - Kingsley Junior High School, Normal Community West High School, Fox Creek Elementary School.

F Approve Board Policies, Administrative Procedures, and Exhibits

1 Ethics and Gift Ban

2 Section 4: Operational Services

a. Administrative Procedure - School Threat Assessment Teams

3 Section 5: Personnel

3

5

10

51

53

56

61

a. General Personnel - Employee Ethics; Code of Professional Conduct; and Conflict of Interest	70
b. General Personnel - Personnel Records	75
c. Exhibit - Employee Request Form for Personnel Records (NEW)	77
d. Professional Personnel – Maintaining Student Discipline	79
4 Section 6: Instruction	
a. Using Animals in the Educational Program	80
b. Administrative Procedure - Dissection of Animals	81
c. Exhibit - Guidelines and Application for Using Animals in School Facilities for Educational Purposes	82
5 Section 7: Students	
a. Search and Seizure	86
b. Exhibit - Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act	88
c. Administrative Procedure – Student Discipline Guidelines	89
d. Administrative Procedure - Student Re-Engagement Guidelines	94
e. Suspension Procedures	96
f. Administrative Procedure - School Student Records	99
G Chiddix Junior High School Roof Replacement	114
H Illinois Vision 2030	
I Unit Office Postage Machine Lease	115
12. BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS	
13. ADJOURNMENT	



2025-2026 SCHOOL CALENDAR

Dates within unshadowed boxes are days when school is closed.
 Dates within grey shadowed boxes are non-attendance days for students but are work days for Unit 5 staff.
 Dates within red shadowed boxes are the first full day of school PK-12.
 Dates within blue shadowed boxes are for Progress Conferences (no student attendance).
 Dates within pink shadowed boxes are half-day K-12 student attendance days (Early Learning not in attendance).
 Date within green shadowed box is the last day of school for Early Learning (Pre-K).

JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2025-2026 UNIT 5 SCHOOL CALENDAR

JULY 2025

4 Holiday ~ District Office Closed/No Summer School

AUGUST 2025

18,19,20 Institute Days - No School

21 First Full Day of School (PK-12)

SEPTEMBER 2025

1 Labor Day - No School

9 K-12 Half-day student attendance/half day SIP

9 Pre-K No School

26 Institute Day (No School)

OCTOBER 2025

13 Indigenous People's Day-No School

22 K-12 Half-day student attendance/half day SIP

22 Pre-K No School

NOVEMBER 2024

7 Progress Conferences (No School)

26-28 Thanksgiving Vacation - No School

DECEMBER 2024

3 K-12 Half-day student attendance/half day SIP

3 Pre-K Institute (No School for Pre-K)

19 Last Day Before Winter Break

22-26 Winter Break

29-31 Winter Break

JANUARY 2026

1-2 Winter Break

5 Institute Day (No School)

6 School Resumes From Winter Break

19 Dr. Martin Luther King's Birthday - No School

FEBRUARY 2026

6 K-12 Half-day student attendance day/half day SIP

6 Pre-K No School

16 President's Day - No School

17 Institute Day (No School)

MARCH 2026

3 Half-day student attendance/half day SIP

3 Pre-K Institute (No School for Pre-K)

20 Last Day Before Spring Break

23-27 Spring Break

30 School Resumes from Spring Break

APRIL 2026

16 Half-day student attendance/half day SIP

16 Pre-K Institute (No School for Pre-K)

17 Institute Day (No School)

MAY 2026

1 K-12 Half-day student attendance/half day SIP

1 Pre-K No School

23 Graduation NCWHS 2:00 p.m. - NCHS 6:00 p.m.

25 Memorial Day - No School

26 Pre-K last day if no emergency days are used*

27 K-12 Half-day student attendance/half day SIP-Final

Day if not emergency days are used*

27 Pre-K Institute (No School for Pre-K)

JUNE 2026

19 Holiday ~ District Office Closed/No Summer School

*The closing date may be later if emergency days are used.

SCHOOLS

Benjamin Elementary	557-4410
Brigham Early Learning Center.....	557-4411
Carlock Elementary	557-4412
Cedar Ridge Elementary	557-4413
Eugene Field Vocational Training.....	557-4440
Fairview Elementary	557-4415
Fox Creek Elementary	557-4416
Glenn Elementary	557-4418
Grove Elementary	557-4417
Hoose Elementary	557-4414
Hudson Elementary	557-4419
Northpoint Elementary	557-4420
Oakdale Elementary	557-4421
Parkside Elementary	557-4422
Pepper Ridge Elementary	557-4423
Prairieland Elementary	557-4424
Sugar Creek Elementary	557-4425
Towanda Elementary	557-4426
Chiddix Jr. High	557-4454
Evans Jr. High	557-4406
Kingsley Jr. High	557-4407
Parkside Jr. High	557-4408
Normal Community High	557-4401
Normal Community West High	557-4402

UNIT 5 SUPERINTENDENT

DR. KRISTEN WEIKLE

UNIT 5 DISTRICT OFFICE

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district@unit5.org

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Alex Williams
williamsa@unit5.org—(309) 287-3434

OTHER NUMBERS

Food Service
Ph.: (309) 557-4437

Transportation, Management by First Student Inc.
Ph.: (309) 557-4287

Personnel Matters - 01/15/2025

New Hires

Administrators

Homebase	First Name	Last Name	Position	FTE	Effective
NCHS	Jason	Salrin	Assistant Principal	1.00	25-26

Certified

Homebase	First Name	Last Name	Position	Salary Placement: Lane / Step	FTE	Effective

Educational Support Personnel

Homebase	First Name	Last Name	Position	Salary Placement	FTE	Effective
Colene Hoose	Stephanie	Davis	Paraprofessional	Step 2	1.00	1/6/2025
Fairview	Ty	Hoffman	Noon Hour Supervisor	NHS	0.25	1/7/2025
Northpoint	Melissa	Stoff	Paraprofessional	Step 6	1.00	1/7/2025
Normal Community West	Mildred	Dejesus	Custodian	Step 0	1.00	1/6/2025
Brigham	Vyshnavi	Nalla	Paraprofessional	Step 2	1.00	01/13/2025
Oakdale	Angelica	Thurman	Paraprofessional	Step 2	1.00	01/08/2025
Pepper Ridge	Tonya	Wynn	Paraprofessional	Step 2	1.00	1/14/2025
Evans Junior High	Preston	Beckman	Paraprofessional	Step 2	1.00	01/15/2025
Benjamin	Amy	Newsome	Occupational Therapist TA - Multiple locations		1.00	1/9/2025
Grove	Kentayvon	Coppage	Noon Hour Supervisor	NHS	0.25	1/14/2025
Benjamin	Aarthy	Muthukumarasamy	Paraprofessional	Step 2	1.00	1/7/2025

*All new hires are replacements for current positions unless otherwise noted above.

Resignations/Retirements/Releases/Terminations

Certified

Homebase	First Name	Last Name	Position	Action	Effective
NCHS	Jeff	Barnard	Assistant Principal	Resignation	05/21/2025
Benjamin	Rachel	Harrington	Teacher	Resignation	12/20/2024
Fox Creek	Jamie	Oliver	Teacher	Separation Agreement	1/31/2025
Evans Junior High	Matt	Sherrill	Teacher	Resignation	01/13/2025
Kingsley	Karen	Dryer	Teacher	Retirement	05/21/2025
Normal Community High	Dana	Starkey	Teacher	Retirement	May 2028
Brigham	Tammy	Cave	Teacher	Retirement	May 2028
Parkside Junior High	Michelle	Durdan	Teacher	Resignation	5/21/2025
Normal Community West	Daniel	Thomas	Teacher	Resignation	12/20/2024

Educational Support Personnel

Homebase	First Name	Last Name	Position	Action	Effective
Parkside Elementary	Tracy	Siebert	Custodian	Resignation	01/03/2025
Brigham	Elizabeth	Archie	Paraprofessional	Resignation	12/20/2024
Unit Office	Nellie	Nevius	Administrative Assistant - HR	Termination	12/19/2024
Grove	Ryan	Hoke	Noon Hour	Resignation	12/18/2024
Grove	Cassie	Smith	Noon Hour	Resignation	12/19/2024
Northpoint	Sandhya	Vatsavaye	Paraprofessional	Resignation	01/07/2025
Parkside Elementary	Tracy	Siebert	Custodian	Resignation	01/03/2025
Warehouse	Angela	Vale		Resignation	12/24/2024
Pepper Ridge	Megan	Strawser	Paraprofessional	Resignation	1/6/2025
Kingsley	Ellen	Vega	Food Service	Resignation	1/24/2025
Pepper Ridge	Elizabeth	Blanks	Paraprofessional	Retirement	5/21/2025
ERRC	Debra	Bennett	Tech	Retirement	6/30/2025
Evans Junior High	Ruth	Jerome	EOP - 11.5 month	Retirement	12/19/2025

Contract Revisions

Administration

Homebase	First Name	Last Name	Position	Previous Placement	Revision	Effective

Certified

Homebase	First Name	Last Name	Position	Previous Placement	Revision	Effective

Educational Support Personnel

Homebase	First Name	Last Name	Position	Previous Placement	Revision	Effective

Leave Requests

Certified

Homebase	First Name	Last Name	Position	Leave Requested	Effective
Parkside Elementary	Nicole	Kosenesky	Teacher	Parental Leave (Year 1)	2025-26
Normal Community West	Ali	Akyuz	Teacher	Planned Extended - Rescinded	1/21/2025

Educational Support Personnel

Homebase	First Name	Last Name	Position	Leave Requested	Effective
Parkside Junior High	Robyn	Walker	Paraprofessional	Planned Extended Leave (Year 1)	January 2025 - May 2025
Parkside Junior High	Elizabeth	Pomrenke	Paraprofessional	Parental Leave (Year 1)	January 2025 - March 2025

Schedule B

Homebase	First Name	Last Name	Revision	Effective
KJHS	Phillip	Merrill	ADD - JH Wrestling Coach	12/16/2024
KJHS	Christopher	Merrill	ADD - JH Wrestling Coach	12/16/2024
PJHS	Kaminski	Kate	ADD - JH Dance Coach	1/8/2025

Information Only Changes

Homebase	First Name	Last Name	Position	Change	Effective
Normal Community West	Tamara	Ahrens	Nurse	NCWHS to Oakdale	1/13/2025
Normal Community West	Casey	Winstead	Teacher	NCWHS to Parkside Junior High	1/6/2025
Chiddix	Brad	Stivers	Custodian	Chiddix to Parkside Elementary	1/6/2025
Chiddix	Lindsey	Sherill	Teacher	Chiddix to Sugar Creek/Prairieland	1/6/2025

New Substitutes

Substitute Type	First Name	Last Name
Substitute Teacher	Ashley	Willis

Expenditure Summary Report

From Date: 1/15/2025
To Date: 1/15/2025

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
ADVANCE AUTO PARTS	6.2535E+12	2500208	263427	1/15/2025	172.34
	6.2535E+12	2500224	263427	1/15/2025	33.01
	6.2535E+12	2500224	263427	1/15/2025	7.79
	6.2535E+12	2500224	263427	1/15/2025	166.73
	6.25344E+12	2500208	263427	1/15/2025	30.08
	6.25344E+12	2500208	263427	1/15/2025	58.24
	6.25344E+12	2500224	263427	1/15/2025	204.06
	6.25344E+12	2500208	263427	1/15/2025	59.47
	6.25344E+12	2500208	263427	1/15/2025	48.75
	6.25344E+12	2500208	263427	1/15/2025	6.82
	6.25344E+12	2500224	263427	1/15/2025	320.83
	6.25344E+12	2500224	263427	1/15/2025	120.05
	6.25344E+12	2500208	263427	1/15/2025	23.44
	6.25344E+12	2500224	263427	1/15/2025	184.13
	6.25344E+12	2500208	263427	1/15/2025	(23.44)
	6.25344E+12	2500208	263427	1/15/2025	371.24
	9.86444E+12	2500208	263427	1/15/2025	72.49
6.25344E+12	2500224	263427	1/15/2025	327.72	
6.25344E+12	2500208	263427	1/15/2025	304.91	
6.25344E+12	2500208	263427	1/15/2025	39.02	
6.25344E+12	2500208	263427	1/15/2025	214.29	
6.25344E+12	2500224	263427	1/15/2025	47.38	
ADVANCE AUTO PARTS Total					2,789.35
AJS PUBLICATIONS, INC.	24249	2503359	263428	1/15/2025	23.50
AJS PUBLICATIONS, INC. Total					23.50
ALPHA BAKING CO., INC.	STMT December 2024	2503491	263429	1/15/2025	5,648.14
ALPHA BAKING CO., INC. Total					5,648.14
ALT, JESSICA L	MILES202407	(blank)	263490	1/15/2025	15.28
	MILES202408	(blank)	263490	1/15/2025	41.81
	MILES202409	(blank)	263490	1/15/2025	88.18
	MILES202411	(blank)	263490	1/15/2025	41.88
	MILES202410	(blank)	263490	1/15/2025	76.58
	MILES202412	(blank)	263490	1/15/2025	56.48
ALT, JESSICA L Total					320.21
ALTA CONSTRUCTION EQUIPMENT ILLINOI	SR4/56367	2503476	263430	1/15/2025	17,595.00
ALTA CONSTRUCTION EQUIPMENT ILLINOI Total					17,595.00
AMAZON CAPITAL SERVICES	1P6Y-F9QQ-PPRK	2503310	263431	1/15/2025	412.76
	1WX9-R3NK-DMFV	2503207	263431	1/15/2025	15.96
	1TW7-RK4R-6MIJ	2503185	263431	1/15/2025	4.94
AMAZON CAPITAL SERVICES Total					433.66
AMEREN IL	V904859	2503369	263602	1/15/2025	2,233.68
AMEREN IL Total					2,233.68
AMERICAN PEST CONTROL	754613	2500630	263432	1/15/2025	1,230.00
AMERICAN PEST CONTROL Total					1,230.00
ARJONA, MARTHA B	MILES202412	(blank)	263491	1/15/2025	2.08
ARJONA, MARTHA B Total					2.08
Aupperle, Lisa R	MILES202411	(blank)	263492	1/15/2025	90.05
Aupperle, Lisa R Total					90.05
AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON	STMT 12/16-30/24	2503493	263433	1/15/2025	713.00

Expenditure Summary Report

From Date: 1/15/2025
To Date: 1/15/2025

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON Total					713.00
BABY FOLD	19320	2503393	263434	1/15/2025	7,469.29
	19316	2503393	263434	1/15/2025	7,469.29
	19317	2503393	263434	1/15/2025	7,469.29
	19318	2503393	263434	1/15/2025	7,469.29
	19319	2503393	263434	1/15/2025	7,554.97
	19321	2503393	263434	1/15/2025	7,469.29
	19322	2503393	263434	1/15/2025	7,469.29
	19323	2503393	263434	1/15/2025	7,469.29
	19324	2503393	263434	1/15/2025	7,469.29
	19325	2503393	263434	1/15/2025	7,469.29
	19326	2503393	263434	1/15/2025	7,469.29
	19327	2503393	263434	1/15/2025	7,469.29
19328	2503393	263434	1/15/2025	7,554.97	
BABY FOLD Total					97,272.13
BACHMAN, LYNETTE S	MILES202412	(blank)	263493	1/15/2025	34.37
BACHMAN, LYNETTE S Total					34.37
BAIRDS AUTO AND TIRE	1013318	2503397	263435	1/15/2025	41.74
BAIRDS AUTO AND TIRE Total					41.74
BALASUBRAMANIAN, ABIRAMI	MILES202412	(blank)	263494	1/15/2025	35.64
BALASUBRAMANIAN, ABIRAMI Total					35.64
BENNETT ELECTRONICS	37273	2503370	263436	1/15/2025	488.00
BENNETT ELECTRONICS Total					488.00
BERGMANN, JOHN D	Reimbursement	2503324	263437	1/15/2025	187.05
BERGMANN, JOHN D Total					187.05
BISHOP BROS, INC	250100	2503385	263438	1/15/2025	17,284.00
BISHOP BROS, INC Total					17,284.00
BJK WELDING SOLUTIONS	5287	2503319	263439	1/15/2025	290.00
BJK WELDING SOLUTIONS Total					290.00
BLAUM, MELISSA MARIE	MILES202412	(blank)	263495	1/15/2025	28.48
BLAUM, MELISSA MARIE Total					28.48
BORDNER, KELLY L	MILES202412	(blank)	263496	1/15/2025	63.78
BORDNER, KELLY L Total					63.78
BRANDT, PENNY	MILES202412	(blank)	263497	1/15/2025	140.70
BRANDT, PENNY Total					140.70
BROWN, HAY & STEPHENS	574103	2503352	263440	1/15/2025	175.00
BROWN, HAY & STEPHENS Total					175.00
BRUCE, MOLLIE A	MILES202412	(blank)	263498	1/15/2025	77.59
BRUCE, MOLLIE A Total					77.59
BUDAK, HEATHER L	Fuel reimburse.	2503474	263441	1/15/2025	83.50
BUDAK, HEATHER L Total					83.50
BUSHUE BACKGROUND SCREENING	mclean5-20241231	2503459	263442	1/15/2025	5,238.00
	McLean5EHR-20242331	2503459	263442	1/15/2025	1,088.00
	McLean5Vols-20241231	2503459	263442	1/15/2025	1,825.00

Expenditure Summary Report

From Date: 1/15/2025
To Date: 1/15/2025

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
BUSHUE BACKGROUND SCREENING Total					8,151.00
BUSHUE HUMAN RESOURCES, INC.	11944	2503350	263443	1/15/2025	12,000.00
BUSHUE HUMAN RESOURCES, INC. Total					12,000.00
CAPITOL GROUP	S2562803.001	2503425	263444	1/15/2025	17.56
CAPITOL GROUP Total					17.56
CDW COMPUTER CENTERS, INC	ZR00611660	2503394	263445	1/15/2025	126.32
CDW COMPUTER CENTERS, INC Total					126.32
CENTRAL ILLINOIS TRUCKS INC	101W59378	2503401	263446	1/15/2025	431.86
	101W59414	2503401	263446	1/15/2025	431.17
	201R4188001	2503429	263446	1/15/2025	1,896.70
CENTRAL ILLINOIS TRUCKS INC Total					2,759.73
CHIEF CITY MECHANICAL, INC	18757	2503423	263447	1/15/2025	1,780.00
CHIEF CITY MECHANICAL, INC Total					1,780.00
CHRISTOPHERSON, JEFF S	V36909528	2503322	263448	1/15/2025	68.81
CHRISTOPHERSON, JEFF S Total					68.81
CIP COMPANY	4498	2503426	263449	1/15/2025	785.82
CIP COMPANY Total					785.82
CIRBN, LLC	22386	2503395	263450	1/15/2025	4,389.90
CIRBN, LLC Total					4,389.90
CLEAN THE UNIFORM COMPANY	32318951	2500225	263451	1/15/2025	83.68
	32317359	2500225	263451	1/15/2025	83.68
	32315735	2500225	263451	1/15/2025	83.68
	32314133	2500225	263451	1/15/2025	83.68
	32312489	2500225	263451	1/15/2025	83.68
CLEAN THE UNIFORM COMPANY Total					418.40
CONFIDENTIAL ON-SITE PAPER SHREDDIN	156187	2503485	263452	1/15/2025	37.17
CONFIDENTIAL ON-SITE PAPER SHREDDIN Total					37.17
CONNOR CO	S011167484.001	2503427	263453	1/15/2025	860.78
	S011165776.002	2503427	263453	1/15/2025	1,503.00
	S011166024.001	2503427	263453	1/15/2025	4.17
	S011153184.001	2503427	263453	1/15/2025	55.42
	S011155810.001	2503427	263453	1/15/2025	372.49
CONNOR CO Total					2,795.86
CONWAY, JAMIE MARIE	MILES202411	(blank)	263499	1/15/2025	68.01
CONWAY, JAMIE MARIE Total					68.01
CRESCENT ELECTRIC SUPPLY CO	S512918838.002	2503424	263454	1/15/2025	148.22
	S512919575.001	2503424	263454	1/15/2025	343.91
CRESCENT ELECTRIC SUPPLY CO Total					492.13
CUMULUS MEDIA-BLOOMINGTON	Recruitment Dec 2024	2503411	263455	1/15/2025	245.00
CUMULUS MEDIA-BLOOMINGTON Total					245.00
CUNNINGHAM CHILDREN'S HOME	8272	2503349	263456	1/15/2025	5,952.96
CUNNINGHAM CHILDREN'S HOME Total					5,952.96
DEMCO, INC	7585499	2503297	263457	1/15/2025	125.93

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DEMCO, INC	7581895	2503201	263457	1/15/2025	110.01
DEMCO, INC Total					235.94
DUPAGE COUNTY SOCIAL STUDIES CONF	INV-055	2503488	263458	1/15/2025	50.00
	INV-036	2503388	263458	1/15/2025	150.00
DUPAGE COUNTY SOCIAL STUDIES CONF Total					200.00
EMBRACE EDUCATION	18001	2503450	263459	1/15/2025	402.72
EMBRACE EDUCATION Total					402.72
Ervin, Veronica	Timesheet	2503336	263460	1/15/2025	175.00
Ervin, Veronica Total					175.00
FARM & FLEET OF BLOOMINGTON	3639	2500206	263461	1/15/2025	52.47
FARM & FLEET OF BLOOMINGTON Total					52.47
FIRST STUDENT	12018768	2503460	263462	1/15/2025	1,193,047.36
	12012669	2503460	263462	1/15/2025	1,658,168.58
FIRST STUDENT Total					2,851,215.94
FIVE STAR WATER	Parkside JHS..	2503383	263463	1/15/2025	5.00
FIVE STAR WATER Total					5.00
FLINN SCIENTIFIC INC	3097883	2503308	263464	1/15/2025	103.78
FLINN SCIENTIFIC INC Total					103.78
FOLLETT CONTENT SOLUTIONS, LLC	474278F	2502559	263465	1/15/2025	727.31
	491300F	2503059	263465	1/15/2025	1,441.32
FOLLETT CONTENT SOLUTIONS, LLC Total					2,168.63
FRANKLIN, CINDY E	MILES202412	(blank)	263500	1/15/2025	22.11
FRANKLIN, CINDY E Total					22.11
GETZ FIRE EQUIPMENT COMPANY	I2-584530	2503431	263466	1/15/2025	396.00
	I8-557056	2503432	263466	1/15/2025	3,743.75
GETZ FIRE EQUIPMENT COMPANY Total					4,139.75
GLOBAL WATER TECHNOLOGY, INC.	136728	2503430	263467	1/15/2025	1,515.95
GLOBAL WATER TECHNOLOGY, INC. Total					1,515.95
GOBEN, DENISE L	ELA Supplies	2503469	263468	1/15/2025	10.00
GOBEN, DENISE L Total					10.00
GOODFIELD DISPOSAL	STMT12312024	2503355	263501	1/15/2025	288.00
GOODFIELD DISPOSAL Total					288.00
GORDON FOOD SERVICE, INC	192457	2503368	263469	1/15/2025	(217.76)
	9017538269	2503490	263469	1/15/2025	110.14
	9017500069	2503362	263469	1/15/2025	1,080.75
	9017500073	2503362	263469	1/15/2025	213.40
	9017437085	2503362	263469	1/15/2025	1,438.04
	9017437086	2503362	263469	1/15/2025	254.91
	9017436856	2503366	263469	1/15/2025	3,153.23
	9017436894	2503368	263469	1/15/2025	1,428.73
	9017436928	2503368	263469	1/15/2025	1,740.10
	9017436975	2503368	263469	1/15/2025	1,325.16
	9017436978	2503368	263469	1/15/2025	70.53
	9017436980	2503368	263469	1/15/2025	365.22
	9017436982	2503368	263469	1/15/2025	38.44

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GORDON FOOD SERVICE, INC	9017437021	2503368	263469	1/15/2025	1,460.34
GORDON FOOD SERVICE, INC	9017437044	2503368	263469	1/15/2025	1,120.68
GORDON FOOD SERVICE, INC	9017437068	2503368	263469	1/15/2025	1,289.95
GORDON FOOD SERVICE, INC	9017438923	2503368	263469	1/15/2025	904.79
GORDON FOOD SERVICE, INC	9017397735	2503363	263469	1/15/2025	1,203.97
GORDON FOOD SERVICE, INC	9017397718	2503364	263469	1/15/2025	2,249.47
GORDON FOOD SERVICE, INC	9017397634	2503366	263469	1/15/2025	103.41
GORDON FOOD SERVICE, INC	9017397642	2503366	263469	1/15/2025	3,308.68
GORDON FOOD SERVICE, INC	9017397666	2503367	263469	1/15/2025	1,276.86
GORDON FOOD SERVICE, INC	9017397668	2503367	263469	1/15/2025	33.81
GORDON FOOD SERVICE, INC	9017397696	2503367	263469	1/15/2025	1,238.28
GORDON FOOD SERVICE, INC	9017397702	2503367	263469	1/15/2025	33.81
GORDON FOOD SERVICE, INC	9017397810	2503367	263469	1/15/2025	1,155.79
GORDON FOOD SERVICE, INC	9017397813	2503367	263469	1/15/2025	67.62
GORDON FOOD SERVICE, INC	9017419215	2503367	263469	1/15/2025	1,718.22
GORDON FOOD SERVICE, INC	9017419221	2503367	263469	1/15/2025	101.43
GORDON FOOD SERVICE, INC	9017419242	2503367	263469	1/15/2025	1,279.97
GORDON FOOD SERVICE, INC	9017419245	2503367	263469	1/15/2025	33.81
GORDON FOOD SERVICE, INC	9017419297	2503367	263469	1/15/2025	1,254.52
GORDON FOOD SERVICE, INC	9017419317	2503367	263469	1/15/2025	1,555.65
GORDON FOOD SERVICE, INC	9017419319	2503367	263469	1/15/2025	67.62
GORDON FOOD SERVICE, INC	9017344180	2503362	263469	1/15/2025	1,155.02
GORDON FOOD SERVICE, INC	9017344181	2503362	263469	1/15/2025	1,257.10
GORDON FOOD SERVICE, INC	9017344184	2503362	263469	1/15/2025	340.77
GORDON FOOD SERVICE, INC	9017344186	2503362	263469	1/15/2025	51.85
GORDON FOOD SERVICE, INC	9017344196	2503362	263469	1/15/2025	363.05
GORDON FOOD SERVICE, INC	9017346884	2503365	263469	1/15/2025	3,486.16
GORDON FOOD SERVICE, INC	9017346889	2503365	263469	1/15/2025	740.04
GORDON FOOD SERVICE, INC	9017346921	2503365	263469	1/15/2025	3,997.03
GORDON FOOD SERVICE, INC	2001948247	2503366	263469	1/15/2025	(73.29)
GORDON FOOD SERVICE, INC	9017327243	2503363	263469	1/15/2025	317.00
GORDON FOOD SERVICE, INC	9017327244	2503363	263469	1/15/2025	2,690.06
GORDON FOOD SERVICE, INC	9017302901	2503364	263469	1/15/2025	2,821.43
GORDON FOOD SERVICE, INC	9017302902	2503364	263469	1/15/2025	48.86
GORDON FOOD SERVICE, INC	2001940636	2503363	263469	1/15/2025	(64.18)
GORDON FOOD SERVICE, INC	2001939327	2503364	263469	1/15/2025	(171.16)
GORDON FOOD SERVICE, INC	2001938940	2503366	263469	1/15/2025	(27.51)
GORDON FOOD SERVICE, INC	2001938941	2503366	263469	1/15/2025	(9.20)
GORDON FOOD SERVICE, INC	2001940520	2503366	263469	1/15/2025	(13.06)
GORDON FOOD SERVICE, INC	2001939521	2503368	263469	1/15/2025	(19.22)
GORDON FOOD SERVICE, INC	193192	2503362	263469	1/15/2025	(120.54)
GORDON FOOD SERVICE, INC	194767	2503362	263469	1/15/2025	(24.11)
GORDON FOOD SERVICE, INC	199688	2503362	263469	1/15/2025	(2,000.62)
GORDON FOOD SERVICE, INC	203374	2503362	263469	1/15/2025	(446.64)
GORDON FOOD SERVICE, INC	191635	2503363	263469	1/15/2025	(2,152.97)
GORDON FOOD SERVICE, INC	195342	2503363	263469	1/15/2025	(497.01)
GORDON FOOD SERVICE, INC	191631	2503364	263469	1/15/2025	(2,312.54)
GORDON FOOD SERVICE, INC	202461	2503364	263469	1/15/2025	(462.51)
GORDON FOOD SERVICE, INC	193451	2503365	263469	1/15/2025	(177.08)
GORDON FOOD SERVICE, INC	197531	2503365	263469	1/15/2025	(194.41)
GORDON FOOD SERVICE, INC	197907	2503365	263469	1/15/2025	(972.08)
GORDON FOOD SERVICE, INC	202932	2503365	263469	1/15/2025	(885.43)
GORDON FOOD SERVICE, INC	191734	2503366	263469	1/15/2025	(992.18)
GORDON FOOD SERVICE, INC	197527	2503366	263469	1/15/2025	(198.44)
GORDON FOOD SERVICE, INC	202374	2503366	263469	1/15/2025	(1,035.91)
GORDON FOOD SERVICE, INC	204387	2503366	263469	1/15/2025	(207.18)
GORDON FOOD SERVICE, INC	191731	2503367	263469	1/15/2025	(282.67)
GORDON FOOD SERVICE, INC	192434	2503367	263469	1/15/2025	(356.67)
GORDON FOOD SERVICE, INC	194225	2503367	263469	1/15/2025	(279.45)

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GORDON FOOD SERVICE, INC	194228	2503367	263469	1/15/2025	(301.58)
GORDON FOOD SERVICE, INC	195177	2503367	263469	1/15/2025	(243.70)
GORDON FOOD SERVICE, INC	195601	2503367	263469	1/15/2025	(70.01)
GORDON FOOD SERVICE, INC	195607	2503367	263469	1/15/2025	(75.46)
GORDON FOOD SERVICE, INC	201463	2503367	263469	1/15/2025	(85.96)
GORDON FOOD SERVICE, INC	201468	2503367	263469	1/15/2025	(76.51)
GORDON FOOD SERVICE, INC	202388	2503367	263469	1/15/2025	(222.30)
GORDON FOOD SERVICE, INC	202793	2503367	263469	1/15/2025	(58.15)
GORDON FOOD SERVICE, INC	202946	2503367	263469	1/15/2025	(308.08)
GORDON FOOD SERVICE, INC	204666	2503367	263469	1/15/2025	(65.88)
GORDON FOOD SERVICE, INC	204667	2503367	263469	1/15/2025	(51.62)
GORDON FOOD SERVICE, INC	194218	2503368	263469	1/15/2025	(351.19)
GORDON FOOD SERVICE, INC	194222	2503368	263469	1/15/2025	(290.13)
GORDON FOOD SERVICE, INC	195603	2503368	263469	1/15/2025	(59.23)
GORDON FOOD SERVICE, INC	195605	2503368	263469	1/15/2025	(53.11)
GORDON FOOD SERVICE, INC	197533	2503368	263469	1/15/2025	(86.01)
GORDON FOOD SERVICE, INC	201459	2503368	263469	1/15/2025	(39.89)
GORDON FOOD SERVICE, INC	201552	2503368	263469	1/15/2025	(157.42)
GORDON FOOD SERVICE, INC	202378	2503368	263469	1/15/2025	(254.23)
GORDON FOOD SERVICE, INC	202384	2503368	263469	1/15/2025	(261.79)
GORDON FOOD SERVICE, INC	202938	2503368	263469	1/15/2025	(162.38)
GORDON FOOD SERVICE, INC	204402	2503368	263469	1/15/2025	(63.29)
GORDON FOOD SERVICE, INC	204407	2503368	263469	1/15/2025	(57.67)
GORDON FOOD SERVICE, INC	204663	2503368	263469	1/15/2025	(32.47)
	9016978338	2503364	263469	1/15/2025	2,068.44
GORDON FOOD SERVICE, INC Total					34,392.26
GRAINGER PARTS OPERATIONS WW GRAING	9350750791	2503428	263470	1/15/2025	258.47
	9348353880	2503428	263470	1/15/2025	448.80
	9347440068	2503428	263470	1/15/2025	168.38
	9347944127	2503428	263470	1/15/2025	60.00
	9342286425	2503428	263470	1/15/2025	120.41
	9342589505	2503428	263470	1/15/2025	95.70
	9343204435	2503428	263470	1/15/2025	50.04
	9343204443	2503428	263470	1/15/2025	126.12
GRAINGER PARTS OPERATIONS WW GRAING Total					1,327.92
GREAT LAKES ACE HARDWARE INC.	1572/158	2501297	263471	1/15/2025	23.72
	1574/158	2501297	263471	1/15/2025	31.98
	1575/158	2501297	263471	1/15/2025	22.89
	1561/158	2501297	263471	1/15/2025	16.18
	1566/158	2501297	263471	1/15/2025	167.39
	1541/158	2501297	263471	1/15/2025	11.86
	1544/158	2501297	263471	1/15/2025	98.95
	1549/158	2501297	263471	1/15/2025	9.29
	1555/158	2501297	263471	1/15/2025	30.58
	1523/158	2501297	263471	1/15/2025	86.94
	1504/158	2501297	263471	1/15/2025	95.66
	1498/158	2501297	263471	1/15/2025	32.37
	1499/158	2501297	263471	1/15/2025	302.28
	1482/158	2501297	263471	1/15/2025	85.97
	1484/158	2501297	263471	1/15/2025	77.35
	1485/158	2501297	263471	1/15/2025	66.73
	1487/158	2501297	263471	1/15/2025	58.10
	1480/158	2501297	263471	1/15/2025	14.91
GREAT LAKES ACE HARDWARE INC. Total					1,233.15
HADFIELD, JENNIFER N	MILES202412	(blank)	263502	1/15/2025	36.38
HADFIELD, JENNIFER N Total					36.38

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HARRIS, ELIZABETH RAE	Fuel Reimburse	2503475	263472	1/15/2025	66.54
HARRIS, ELIZABETH RAE Total					66.54
HEARTLAND COMMUNITY COLLEGE	0244897 Spring Sem	2503483	263473	1/15/2025	555.00
HEARTLAND COMMUNITY COLLEGE Total					555.00
HEARTSPRING	17745	2503446	263474	1/15/2025	30,053.33
HEARTSPRING Total					30,053.33
HEGGIE, BAYLEE NICOLE	MILES202412	(blank)	263503	1/15/2025	25.73
HEGGIE, BAYLEE NICOLE Total					25.73
HERNANDEZ, KATHY	Reimbursement	2503337	263475	1/15/2025	105.00
HERNANDEZ, KATHY Total					105.00
Hernandez, Linda J	MILES202412	(blank)	263504	1/15/2025	37.52
Hernandez, Linda J Total					37.52
HINTHORNE, DIANE KAY	MILES202412	(blank)	263505	1/15/2025	58.22
HINTHORNE, DIANE KAY Total					58.22
HOFER, SIMONA	MILES202411	(blank)	263506	1/15/2025	10.45
	MILES202410	(blank)	263506	1/15/2025	10.45
	MILES202412	(blank)	263506	1/15/2025	7.84
HOFER, SIMONA Total					28.74
HOUGHTON MIFFLIN HARCOURT	828687	2503333	263476	1/15/2025	2,800.00
HOUGHTON MIFFLIN HARCOURT Total					2,800.00
HUTSON, CALLY L	MILES202411	(blank)	263507	1/15/2025	64.86
	MILES202412	(blank)	263507	1/15/2025	65.59
HUTSON, CALLY L Total					130.45
IDEAL ENVIRONMENTAL ENGINEERING, IN	64889	2503434	263477	1/15/2025	585.15
	64887	2503434	263477	1/15/2025	1,768.10
IDEAL ENVIRONMENTAL ENGINEERING, IN Total					2,353.25
ILLINOIS DEPARTMENT OF PUBLIC HEALT	HearingVision Traini	2503484	263603	1/15/2025	400.00
ILLINOIS DEPARTMENT OF PUBLIC HEALT Total					400.00
ILLINOIS OIL MARKETING EQUIPMENT, I	56514	2503480	263478	1/15/2025	830.50
ILLINOIS OIL MARKETING EQUIPMENT, I Total					830.50
INTERSTATE ALL BATTERY CENTER	1.9004E+12	2503433	263479	1/15/2025	804.70
INTERSTATE ALL BATTERY CENTER Total					804.70
INTERSTATE BILLING SERV, INC	3039852287	2503399	263480	1/15/2025	358.42
	3039893659	2503398	263480	1/15/2025	1,433.34
	3039900757	2503399	263480	1/15/2025	2,628.57
INTERSTATE BILLING SERV, INC Total					4,420.33
IRON MOUNTAIN	JZDC718	2503354	263481	1/15/2025	2,976.24
	155876	2503458	263481	1/15/2025	255.22
IRON MOUNTAIN Total					3,231.46
JEROME, RUTH H	MILES202412	(blank)	263508	1/15/2025	22.91
JEROME, RUTH H Total					22.91

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JOHNSON CONTROLS FIRE PROTECTION LP	41786423	2503373	263482	1/15/2025	1,752.76
	24442092	2503373	263482	1/15/2025	51,569.52
	24465057	2503373	263482	1/15/2025	724.68
	24465271	2503373	263482	1/15/2025	2,599.00
JOHNSON CONTROLS FIRE PROTECTION LP Total					56,645.96
JOHNSTONE SUPPLY	7017563	2503435	263483	1/15/2025	14.96
	7017131	2503435	263483	1/15/2025	137.64
	7017039	2503435	263483	1/15/2025	320.33
	7016793	2503435	263483	1/15/2025	106.08
	7016681	2503435	263483	1/15/2025	200.92
JOHNSTONE SUPPLY Total					1,112.51
Kates, Jaz M	MILES202412	(blank)	263509	1/15/2025	4.29
Kates, Jaz M Total					4.29
KEARFOTT, NICOLAS	MILES202412	(blank)	263510	1/15/2025	325.35
KEARFOTT, NICOLAS Total					325.35
KEEN TILE, INC	64986	2503437	263484	1/15/2025	69.90
KEEN TILE, INC Total					69.90
KELLER, SHEILA ANN	MILES202412	(blank)	263511	1/15/2025	26.33
KELLER, SHEILA ANN Total					26.33
KELLEY LETT, DAWN MARIE	MILES202412	(blank)	263512	1/15/2025	176.55
KELLEY LETT, DAWN MARIE Total					176.55
KELLY, JENNIFER LYNN	Reimburse Joann	2503420	263485	1/15/2025	25.98
	Reimburse Blick	2503420	263485	1/15/2025	110.25
KELLY, JENNIFER LYNN Total					136.23
KEMMERER VILLAGE	Leah Roberts OctNov	2503348	263486	1/15/2025	55,901.99
KEMMERER VILLAGE Total					55,901.99
KENNELL, SHARON	MILES202408	(blank)	263513	1/15/2025	86.97
	MILES202409	(blank)	263513	1/15/2025	148.74
	MILES202411	(blank)	263513	1/15/2025	110.95
	MILES202410	(blank)	263513	1/15/2025	198.45
	MILES202412	(blank)	263513	1/15/2025	100.10
KENNELL, SHARON Total					645.21
KEN'S OIL SERVICE, INC.	K556032	2503477	263487	1/15/2025	1,487.18
	982939	2503477	263487	1/15/2025	21,496.80
	K555463	2503477	263487	1/15/2025	2,822.00
	K555455	2503477	263487	1/15/2025	2,375.12
	K555263	2503477	263487	1/15/2025	2,644.21
	981985	2503477	263487	1/15/2025	22,002.00
KEN'S OIL SERVICE, INC. Total					53,515.97
KERR, SEAN C	Reimburse forMenards	2503391	263488	1/15/2025	15.01
KERR, SEAN C Total					15.01
KNOLLENBERG, HOLLY N	MILES202412	(blank)	263514	1/15/2025	123.75
KNOLLENBERG, HOLLY N Total					123.75
KONE INC	1158842740	2503436	263489	1/15/2025	1,615.00

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KONE INC	1158842741	2503436	263489	1/15/2025	340.00
KONE INC Total					1,955.00
KOTOWSKI, LINDA JO	MILES202412	(blank)	263515	1/15/2025	82.28
KOTOWSKI, LINDA JO Total					82.28
LAKESHORE LEARNING MATERIALS	6.00455E+11	2503116	263516	1/15/2025	359.12
	5.51715E+11	2503061	263516	1/15/2025	65.54
LAKESHORE LEARNING MATERIALS Total					424.66
LINDE GAS & EQUIPMENT INC.	47062440	2503479	263517	1/15/2025	171.07
LINDE GAS & EQUIPMENT INC. Total					171.07
LUNZER, JANINE	MILES202412	(blank)	263518	1/15/2025	31.49
LUNZER, JANINE Total					31.49
MARTIN SULLIVAN INC.	1802938	2503438	263519	1/15/2025	85.97
	1802545	2503438	263519	1/15/2025	113.42
MARTIN SULLIVAN INC. Total					199.39
MC MASTER-CARR SUPPLY CO	38169745	2503442	263520	1/15/2025	222.53
	38004505	2503442	263520	1/15/2025	281.12
	38025167	2503442	263520	1/15/2025	14.81
MC MASTER-CARR SUPPLY CO Total					518.46
MCKENDREE UNIVERSITY	0367137 EmilyStevens	2503489	263521	1/15/2025	6,230.00
MCKENDREE UNIVERSITY Total					6,230.00
MCLEAN CO UNIT DIST NO 5 - FOOD SERVICE	NWC101	2503358	263522	1/15/2025	322.85
MCLEAN CO UNIT DIST NO 5 - FOOD SERVICE Total					322.85
MCLEAN COUNTY CHAMBER OF COMMERCE	96761	2503472	263523	1/15/2025	920.00
MCLEAN COUNTY CHAMBER OF COMMERCE Total					920.00
MIDSTATE LAND SOLUTIONS LLC	1283	2503371	263524	1/15/2025	310.71
	1279	2503371	263524	1/15/2025	800.00
	1247	2503371	263524	1/15/2025	205.92
MIDSTATE LAND SOLUTIONS LLC Total					1,316.63
MIDWEST EQUIPMENT II	774098	2503445	263525	1/15/2025	60.00
	774099	2503445	263525	1/15/2025	18.00
	772536	2503445	263525	1/15/2025	118.91
MIDWEST EQUIPMENT II Total					196.91
MIER, ANGELA M	MILES202412	(blank)	263526	1/15/2025	23.38
MIER, ANGELA M Total					23.38
MILLER JANITOR SUPPLY CO.	117382	2503403	263527	1/15/2025	654.78
MILLER JANITOR SUPPLY CO. Total					654.78
MOSIER, MEGAN A	MILES202412	(blank)	263528	1/15/2025	6.97
MOSIER, MEGAN A Total					6.97
MOTION INDUSTRIES, INC	IL66-01066377	2503444	263529	1/15/2025	109.01
	IL66-01066232	2503444	263529	1/15/2025	111.10
MOTION INDUSTRIES, INC Total					220.11
MULVANEY, WHITNEY E	MILES202408	(blank)	263530	1/15/2025	22.51
	MILES202409	(blank)	263530	1/15/2025	16.82

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
MULVANEY, WHITNEY E	MILES202411	(blank)	263530	1/15/2025	22.11
	MILES202410	(blank)	263530	1/15/2025	9.11
	MILES202412	(blank)	263530	1/15/2025	13.67
MULVANEY, WHITNEY E Total					84.22
MUTUAL WHEEL CO	8871690	2503441	263531	1/15/2025	17.00
MUTUAL WHEEL CO Total					17.00
MYERS, GABRIEL	MILES202412	(blank)	263532	1/15/2025	18.76
MYERS, GABRIEL Total					18.76
NEUMANN, KARA C	MILES202411	(blank)	263533	1/15/2025	25.93
NEUMANN, KARA C Total					25.93
NORD, ALLISON K	MILES202412	(blank)	263534	1/15/2025	31.36
NORD, ALLISON K Total					31.36
NORMAL COMMUNITY HIGH SCHOOL	NCWHS MOCK TRIAL	2503357	263535	1/15/2025	50.00
NORMAL COMMUNITY HIGH SCHOOL Total					50.00
O MALLEY CHAON, ALICIA	MILES202408	(blank)	263536	1/15/2025	11.39
	MILES202409	(blank)	263536	1/15/2025	104.86
	MILES202411	(blank)	263536	1/15/2025	104.86
	MILES202410	(blank)	263536	1/15/2025	151.42
	MILES202412	(blank)	263536	1/15/2025	87.77
O MALLEY CHAON, ALICIA Total					460.30
OAK BROS TREE CYCLE LLC	1012353639	2503449	263601	1/15/2025	270.00
	45070682	2503449	263601	1/15/2025	1,819.25
	45070709	2503449	263601	1/15/2025	600.00
OAK BROS TREE CYCLE LLC Total					2,689.25
O'CONNELL, YOLANDA M	MILES202412	(blank)	263537	1/15/2025	171.86
O'CONNELL, YOLANDA M Total					171.86
O'DAY, AMBER	MILES202412	(blank)	263538	1/15/2025	32.76
O'DAY, AMBER Total					32.76
OTIS ELEVATOR COMPANY	CTB15640001	2503448	263539	1/15/2025	1,022.91
OTIS ELEVATOR COMPANY Total					1,022.91
PAPOCCIA, BRETT MICHAEL	MILES202412	(blank)	263540	1/15/2025	50.79
PAPOCCIA, BRETT MICHAEL Total					50.79
PARTS TOWN, LLC	2104492935	2503404	263541	1/15/2025	1,060.45
	2104431486	2503404	263541	1/15/2025	235.95
	2104419952	2503404	263541	1/15/2025	1,346.33
PARTS TOWN, LLC Total					2,642.73
PAVILION	McLean CUSD5	2503451	263542	1/15/2025	528.00
PAVILION Total					528.00
PIPCO COMPANIES, LTD	72942	2503405	263543	1/15/2025	2,724.29
	72946	2503405	263543	1/15/2025	9,505.00
PIPCO COMPANIES, LTD Total					12,229.29
POWER WASH SERVICES	36455	2503478	263544	1/15/2025	4,150.00
POWER WASH SERVICES Total					4,150.00

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PRAIRIE FARMS DAIRY INC	STMT December 2024	2503492	263545	1/15/2025	28,284.20
PRAIRIE FARMS DAIRY INC Total					28,284.20
PRESLEY, DEBORAH L	MILES202412	(blank)	263546	1/15/2025	10.45
PRESLEY, DEBORAH L Total					10.45
PRO-ED	3069011	2502700	263547	1/15/2025	86.00
PRO-ED Total					86.00
QUALITY TRUCK EQUIPMENT	0102P68349	2503482	263548	1/15/2025	65.85
	0102P67975	2503482	263548	1/15/2025	177.00
QUALITY TRUCK EQUIPMENT Total					242.85
QUILL CORPORATION	42050306	2502905	263549	1/15/2025	583.12
QUILL CORPORATION Total					583.12
REGIONAL OFFICE OF EDUCATION #17	1002500165	2503440	263550	1/15/2025	356.70
	1002500175	2503452	263550	1/15/2025	119.26
REGIONAL OFFICE OF EDUCATION #17 Total					475.96
REPUBLIC SERVICES - #368	0368-001132896	2500002	263551	1/15/2025	7,489.32
	0368-0013289.	2503402	263551	1/15/2025	1,085.66
REPUBLIC SERVICES - #368 Total					8,574.98
RICHARDS BUILDING SUPPLY CO	053-0007480571-001	2503406	263552	1/15/2025	1,015.71
RICHARDS BUILDING SUPPLY CO Total					1,015.71
ROGERS SUPPLY COMPANY INC	BL060250-01	2503407	263553	1/15/2025	62.67
	BL060713	2503407	263553	1/15/2025	19.80
ROGERS SUPPLY COMPANY INC Total					82.47
ROOKER, BETH A	MILES2024	(blank)	263554	1/15/2025	90.45
ROOKER, BETH A Total					90.45
RP LUMBER COMPANY, INC	3253920	2500203	263555	1/15/2025	15.04
	3255590	2500203	263555	1/15/2025	278.31
	3237351	2500203	263555	1/15/2025	366.49
RP LUMBER COMPANY, INC Total					659.84
RUTLEDGE, KELLY LYNN	MILES202412	(blank)	263556	1/15/2025	83.21
RUTLEDGE, KELLY LYNN Total					83.21
RW VANDEGRAFT	4627	2503396	263557	1/15/2025	18,973.17
	4606	2503396	263557	1/15/2025	2,810.00
RW VANDEGRAFT Total					21,783.17
SCHERTZ, SUZANNE MARIE	V939899	2503443	263558	1/15/2025	242.95
SCHERTZ, SUZANNE MARIE Total					242.95
SCHMIDT, THERESE F	MILES202412	(blank)	263559	1/15/2025	176.34
SCHMIDT, THERESE F Total					176.34
SCHOOL NURSE SUPPLY, INC	1034717-IN	2503287	263560	1/15/2025	21.55
SCHOOL NURSE SUPPLY, INC Total					21.55
SCHOOL SPECIALTY	2.08135E+11	2503155	263561	1/15/2025	61.71
SCHOOL SPECIALTY Total					61.71
SCHROEN, STACI NICOLE	MILES202412	(blank)	263562	1/15/2025	62.71

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SCHROEN, STACI NICOLE Total					62.71
SCHWEERS, MARY ANN	V629060	2503339	263563	1/15/2025	105.00
SCHWEERS, MARY ANN Total					105.00
SCOTT, ROBERT W	MILES202412	(blank)	263564	1/15/2025	43.40
SCOTT, ROBERT W Total					43.40
SELECT SCREEN PRINTS	64604	2503372	263565	1/15/2025	2,448.75
SELECT SCREEN PRINTS Total					2,448.75
SHEPPELMAN, DAWN DEMLOW	MILES202412	(blank)	263566	1/15/2025	59.46
SHEPPELMAN, DAWN DEMLOW Total					59.46
SHERWIN WILLIAMS COMPANY	5895-2	2500202	263567	1/15/2025	46.98
	5817-6	2500202	263567	1/15/2025	119.18
	7228-5	2500202	263567	1/15/2025	259.90
	7180-8	2500202	263567	1/15/2025	690.63
SHERWIN WILLIAMS COMPANY Total					1,116.69
STILLE, KIMBERLY ANN	MILES202412	(blank)	263568	1/15/2025	32.83
STILLE, KIMBERLY ANN Total					32.83
SUNBELT RENTALS INC	162328500-0001	2503412	263569	1/15/2025	874.03
SUNBELT RENTALS INC Total					874.03
SWANN SPECIAL CARE CENTER	STMT12022024	2503473	263570	1/15/2025	6,509.47
SWANN SPECIAL CARE CENTER Total					6,509.47
SWEET, STACY	MILES202412	(blank)	263571	1/15/2025	32.56
SWEET, STACY Total					32.56
TEAGARDEN, MELISSA	V520847	2503338	263572	1/15/2025	175.00
TEAGARDEN, MELISSA Total					175.00
TEAM AUTOMOTIVE AND TIRE	7835200	2503481	263573	1/15/2025	386.29
	7835160	2503400	263573	1/15/2025	4,786.06
TEAM AUTOMOTIVE AND TIRE Total					5,172.35
TELUS HEALTH (US) LTD.	2276494	2503408	263574	1/15/2025	9,360.00
TELUS HEALTH (US) LTD. Total					9,360.00
THE MUSIC SHOPPE, INC	3843661	2503381	263575	1/15/2025	95.00
	3843665	2503381	263575	1/15/2025	75.00
	3843667	2503381	263575	1/15/2025	45.00
	3843670	2503381	263575	1/15/2025	75.00
	3843671	2503381	263575	1/15/2025	174.00
	3843673	2503381	263575	1/15/2025	145.00
	3843674	2503381	263575	1/15/2025	30.00
	3843675	2503381	263575	1/15/2025	75.00
	3843677	2503381	263575	1/15/2025	16.35
	3843681	2503381	263575	1/15/2025	10.00
	3843683	2503381	263575	1/15/2025	249.00
THE MUSIC SHOPPE, INC Total					989.35
THOMSON REUTERS-WEST	851292760	2500166	263576	1/15/2025	1,599.18
THOMSON REUTERS-WEST Total					1,599.18
TK ELEVATOR CORP	3008281017	2503414	263577	1/15/2025	3,256.89

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TK ELEVATOR CORP Total					3,256.89
TOBII DYNAVOX, LLC	OMII-00081654	2502555	263578	1/15/2025	1,720.00
TOBII DYNAVOX, LLC Total					1,720.00
TRANE U.S. INC.	315101509	2503413	263579	1/15/2025	7,177.00
	315101543	2503413	263579	1/15/2025	3,282.00
TRANE U.S. INC. Total					10,459.00
TRAYNOR, GRACE M	V47155	2503384	263580	1/15/2025	71.00
TRAYNOR, GRACE M Total					71.00
TURCOTTE, BRIANA L	MIELS202412	(blank)	263581	1/15/2025	164.15
TURCOTTE, BRIANA L Total					164.15
ULINE	187143414	2503417	263582	1/15/2025	1,586.17
	187113589	2503417	263582	1/15/2025	450.96
	ORD 29263053	2503360	263582	1/15/2025	450.96
ULINE Total					2,488.09
UNIFIRST CORPORATION	STMT12312024	2500071	263583	1/15/2025	1,272.22
UNIFIRST CORPORATION Total					1,272.22
UNIT 5 DECKER INDUSTRIES	159	2503343	263584	1/15/2025	20.00
UNIT 5 DECKER INDUSTRIES Total					20.00
UNITED PIPE & SUPPLY CO, INC	3386201	2503416	263585	1/15/2025	33.34
UNITED PIPE & SUPPLY CO, INC Total					33.34
US MECHANICAL SERVICES, INC	29578	2503418	263586	1/15/2025	3,015.12
US MECHANICAL SERVICES, INC Total					3,015.12
VILLAGE OF CARLOCK.	9169	2500009	263587	1/15/2025	87.19
VILLAGE OF CARLOCK. Total					87.19
VOEGHTLY, ELIJAH D	MILES202411	(blank)	263588	1/15/2025	262.79
	MILES202410	(blank)	263588	1/15/2025	293.70
	MILES202412	(blank)	263588	1/15/2025	216.41
VOEGHTLY, ELIJAH D Total					772.90
WALKER, VALENTINE S	MILES202408	(blank)	263589	1/15/2025	65.12
	MILES202409	(blank)	263589	1/15/2025	103.11
	MILES202411	(blank)	263589	1/15/2025	54.27
	MILES202410	(blank)	263589	1/15/2025	119.39
	MILES202412	(blank)	263589	1/15/2025	81.41
WALKER, VALENTINE S Total					423.30
WATSON, ANNA KATHLEEN	CONFREF121024	(blank)	263590	1/15/2025	202.93
WATSON, ANNA KATHLEEN Total					202.93
WEATHERPROOFING TECHNOLOGIES, INC.	97909079	2503470	263591	1/15/2025	60,580.80
WEATHERPROOFING TECHNOLOGIES, INC. Total					60,580.80
Wellwood, Abigail	MILES202412	(blank)	263592	1/15/2025	112.43
Wellwood, Abigail Total					112.43
WEST MUSIC COMPANY, INC	SI2483128	2503386	263593	1/15/2025	419.99
WEST MUSIC COMPANY, INC Total					419.99

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WILCOX ELECTRIC & SERVICES INC.	241130	2503419	263594	1/15/2025	550.00
WILCOX ELECTRIC & SERVICES INC. Total					550.00
WINN, CARLY A	V202787	2503468	263595	1/15/2025	54.84
WINN, CARLY A Total					54.84
WINSUPPLY	377179	2503421	263596	1/15/2025	1,641.57
	377150	2503421	263596	1/15/2025	22.01
	377167	2503421	263596	1/15/2025	46.88
	377187	2503421	263596	1/15/2025	318.39
	376954	2503421	263596	1/15/2025	346.29
	376837	2503421	263596	1/15/2025	22.87
	376767	2503421	263596	1/15/2025	253.54
	376654	2503421	263596	1/15/2025	65.85
	376655	2503421	263596	1/15/2025	32.44
	376535	2503421	263596	1/15/2025	53.39
	376232 02	2503421	263596	1/15/2025	129.87
	376232	2503421	263596	1/15/2025	4.17
	376078	2503421	263596	1/15/2025	129.69
	375961	2503421	263596	1/15/2025	44.74
WINSUPPLY Total					3,111.70
WITTRIG, HALEY KYLENE	CONFREF11152024	(blank)	263597	1/15/2025	118.00
WITTRIG, HALEY KYLENE Total					118.00
YOUTHBUILD MCLEAN CO.CHARTER SCHOOL	OCT -DEC 2024	2503335	263598	1/15/2025	57,642.09
YOUTHBUILD MCLEAN CO.CHARTER SCHOOL Total					57,642.09
ZIMMERMAN, CLAIRE CHRISTINE	MILES202412	(blank)	263599	1/15/2025	105.06
ZIMMERMAN, CLAIRE CHRISTINE Total					105.06
ZINK, LAURA SUSANNE	MILES202412	(blank)	263600	1/15/2025	85.96
ZINK, LAURA SUSANNE Total					85.96
Grand Total					3,574,818.93

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Fund	Amount
10	376,976.44
20	79,821.45
40	2,947,371.76
80	110,068.48
90	60,580.80
Grand Total	3,574,818.93

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
A & M PRODUCTS	V5876227	(blank)	15659	12/20/2024	35.50
A & M PRODUCTS Total					35.50
ADKINS TRAK TIMING ASSOCIATES		11015 (blank)	48575	1/14/2025	1,000.00
ADKINS TRAK TIMING ASSOCIATES Total					1,000.00
Albrecht, Hailey	Choreography	(blank)	48576	1/14/2025	200.00
Albrecht, Hailey Total					200.00
ALL ILLINOIS JUNIOR BAND	V65191967	(blank)	25327	1/14/2025	120.00
ALL ILLINOIS JUNIOR BAND Total					120.00
ALL SMALL ENGINES N MORE		6653 2503415	263418	1/10/2025	330.00
		6601 2503415	263418	1/10/2025	132.00
		6494 2503415	263418	1/10/2025	264.00
		6481 2503415	263418	1/10/2025	132.00
		6407 2503415	263418	1/10/2025	117.00
		6366 2503415	263418	1/10/2025	330.00
		6354 2503415	263418	1/10/2025	249.00
		6341 2503415	263418	1/10/2025	594.00
ALL SMALL ENGINES N MORE Total					2,148.00
ALLEN, VINCENT T	V21609214	(blank)	15672	1/14/2025	125.00
ALLEN, VINCENT T Total					125.00
ALSBERY, CHARLES RAYMOND	V93378934	(blank)	15673	1/14/2025	142.08
ALSBERY, CHARLES RAYMOND Total					142.08
AMAZON CAPITAL SERVICES	1YV96J3VRNWL	302250063	48577	1/14/2025	67.98
	1pcl-f6j4-mxm7	105250002	5164	1/10/2025	5.00
	1K1JJXCGY7M1	302250062	48563	1/13/2025	279.33
	1NJH7FWC4QLF	302250061	48544	1/8/2025	42.15
	1TW7-RK4R-6M1J	2503166	263398	1/8/2025	13.69
	14GD-R6WQ-4NJ1	2503221	263398	1/8/2025	254.70
	13LM-YDKN-4L3L	2503234	263398	1/8/2025	51.28
	1RQ63M4WTR6F	(blank)	48541	12/20/2024	26.50
	1V6N-4W4G-74M4	2503135	263398	1/8/2025	71.40
	16VT-Q1QG-7JHJ	2503184	263398	1/8/2025	47.83
	1RV4-M17R-3PLD	2503150	263398	1/8/2025	47.27
	1W7F-TG9W-36W7	2503156	263398	1/8/2025	15.20
	1XTH-3YVH-3NVH	2503158	263398	1/8/2025	15.48
	137K37XQGLY3	302250058	48530	12/19/2024	159.51
AMAZON CAPITAL SERVICES Total					1,097.32
ANDERSON, HEATHER MARIE	CONFREF11152024	(blank)	263311	1/8/2025	118.00
ANDERSON, HEATHER MARIE Total					118.00
ARMSTRONG, AMANDA RENEE	CONFREF12102024	(blank)	263312	1/8/2025	18.91
ARMSTRONG, AMANDA RENEE Total					18.91
ARTHUR J. GALLAGHER		5404625 2503312	263308	12/20/2024	35,000.00
ARTHUR J. GALLAGHER Total					35,000.00
AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON	Dec 2024 Statement	(blank)	48564	1/13/2025	331.97
	V68387202	(blank)	6996	1/9/2025	705.50
AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON Total					1,037.47
B & B AWARDS & RECOGNITION		20055312 (blank)	49085	12/20/2024	18.50
		20055347 2503282	263399	1/8/2025	68.97

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B & B AWARDS & RECOGNITION Total					87.47	
BARBEAU, KIMBERLY ANN	V23163089	(blank)	7006	1/10/2025	1,229.39	
BARBEAU, KIMBERLY ANN Total					1,229.39	
Bardwell, Meredith K	CONFREF121024	(blank)	263313	1/8/2025	25.36	
Bardwell, Meredith K Total					25.36	
BAUER CROPS & CATTLE	V51158787	(blank)	6442	12/20/2024	40.00	
		1135 (blank)	49086	12/20/2024	154.00	
BAUER CROPS & CATTLE Total					194.00	
BENNETT ELECTRONICS		37253	2503243	263400	1/8/2025	366.00
		37252	2503244	263400	1/8/2025	244.00
		37251	2503245	263400	1/8/2025	1,282.00
BENNETT ELECTRONICS Total					1,892.00	
BENNETT, SUSAN C	V38719496	(blank)	1941	1/10/2025	162.04	
BENNETT, SUSAN C Total					162.04	
BIERBAUM, JOHN	Plantains	(blank)	48531	12/19/2024	37.23	
BIERBAUM, JOHN Total					37.23	
BISHOP, JOHN	Boys Swim 1/11/25	(blank)	49104	1/9/2025	130.00	
BISHOP, JOHN Total					130.00	
BLOOMINGTON HIGH SCHOOL	V14577018	(blank)	20941	1/9/2025	175.00	
		(blank)	20924	1/9/2025	250.00	
		(blank)	20945	1/9/2025	225.00	
		(blank)	20946	1/9/2025	75.00	
BLOOMINGTON HIGH SCHOOL Total					725.00	
BLOOMINGTON JUNIOR HIGH SCHOOL	Fees for BJHS Invite	(blank)	22579	1/8/2025	275.00	
BLOOMINGTON JUNIOR HIGH SCHOOL Total					275.00	
BLUE CROSS BLUE SHIELD OF ILLINOIS	3.83167E+11	(blank)	0	12/24/2024	434,354.89	
BLUE CROSS BLUE SHIELD OF ILLINOIS Total					434,354.89	
Blue Ridge Community Unit Dist. #18	Scholastic Bowl	(blank)	48562	1/10/2025	65.00	
Blue Ridge Community Unit Dist. #18 Total					65.00	
BOKESCH-PARSONS, CHARLENE L	V14159253	(blank)	15660	12/20/2024	213.01	
BOKESCH-PARSONS, CHARLENE L Total					213.01	
BORST, EDWARD A	MILES202411	(blank)	263314	1/8/2025	55.68	
		(blank)	263314	1/8/2025	38.19	
BORST, EDWARD A Total					93.87	
BRANDT, PENNY	V39822413	(blank)	6994	1/8/2025	616.02	
		(blank)	6994	1/8/2025	148.54	
BRANDT, PENNY Total					764.56	
BRIENEN, NICOLE E	Reimbursement	2503235	263401	1/8/2025	50.00	
BRIENEN, NICOLE E Total					50.00	
BROWN, JESSIE	MILES202412	(blank)	263315	1/8/2025	143.05	
BROWN, JESSIE Total					143.05	
BSN SPORTS	928419888	(blank)	48578	1/14/2025	493.50	

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BSN SPORTS	928473477	(blank)	48578	1/14/2025	629.99
	928330095	(blank)	49105	1/9/2025	353.10
	928418099	(blank)	22580	1/8/2025	548.00
	928328052	(blank)	48545	1/8/2025	287.43
BSN SPORTS Total					2,312.02
BURROUGHS, JILL A	MILES202412	(blank)	263316	1/8/2025	76.65
BURROUGHS, JILL A Total					76.65
BUSHUE BACKGROUND SCREENING	McLean5-20241130	2503326	263402	1/8/2025	2,931.00
	McLean5EHR-20241130	2503326	263402	1/8/2025	1,408.00
	MCLEAN5VOLS-20241130	2503326	263402	1/8/2025	1,336.00
BUSHUE BACKGROUND SCREENING Total					5,675.00
BUTLER, ALICIA	V536235	(blank)	5247	12/20/2024	57.16
BUTLER, ALICIA Total					57.16
CARDIFF, BENJAMIN R	MILES202412	(blank)	263317	1/8/2025	25.33
CARDIFF, BENJAMIN R Total					25.33
CASEY'S GARDEN CENTER	V768184	(blank)	5251	1/14/2025	150.00
	V74725133	(blank)	25320	1/10/2025	115.00
CASEY'S GARDEN CENTER Total					265.00
CAUSARANO, PEI-NI	CONFREF12102024	(blank)	263318	1/8/2025	62.00
CAUSARANO, PEI-NI Total					62.00
CAVANAUGH, JOANN	Reimburse	2503285	263403	1/8/2025	37.94
CAVANAUGH, JOANN Total					37.94
CENTURY RESOURCES	V3360990	(blank)	15674	1/14/2025	62.40
CENTURY RESOURCES Total					62.40
CHARLESTON HIGH SCHOOL	V173687	(blank)	127124	1/7/2025	75.00
CHARLESTON HIGH SCHOOL Total					75.00
CHELI, SHARRI LOUISE	Monitor treats	(blank)	48532	12/19/2024	8.75
CHELI, SHARRI LOUISE Total					8.75
CHILDERS, LEONARD JAMES	MILES202408	(blank)	263319	1/8/2025	11.12
	MILES202409	(blank)	263319	1/8/2025	8.38
	MILES202411	(blank)	263319	1/8/2025	6.03
	MILES202410	(blank)	263319	1/8/2025	74.24
CHILDERS, LEONARD JAMES Total					99.77
CHLEBOWSKI, JENNIFER SUSANNE	Reimburse 504 Plan	2502624	263404	1/8/2025	191.99
CHLEBOWSKI, JENNIFER SUSANNE Total					191.99
CITY OF BLOOMINGTON - UTILITIES	1417963	2500073	263419	1/10/2025	776.80
	1420084	2500073	263419	1/10/2025	1,247.02
	1420616	2500073	263419	1/10/2025	1,332.25
	1420902	2500073	263419	1/10/2025	1,231.14
	1435285	2500073	263419	1/10/2025	1,487.12
CITY OF BLOOMINGTON - UTILITIES Total					6,074.33
CLAYTON HOLDINGS, LLC	CHOL1236	(blank)	0	12/20/2024	41,630.15
CLAYTON HOLDINGS, LLC Total					41,630.15
CLINTON HIGH SCHOOL	V369457	(blank)	127125	1/9/2025	75.00

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CLINTON HIGH SCHOOL	V2435684	(blank)	20942	1/9/2025	300.00
	V58548212	(blank)	20925	1/9/2025	300.00
	Dance Invite	(blank)	49106	1/9/2025	100.00
CLINTON HIGH SCHOOL Total					775.00
COMMERCE BANK - COMMERCIAL CARDS	GUTI-6642-20241215	2503232	0	1/6/2025	253.47
	HICK-9710-20241215	2503410	0	1/6/2025	916.22
	OGRA-9211-20241215	2503453	0	1/6/2025	1,775.50
	FITZ-8864-20241215	2503328	0	1/6/2025	610.19
	STYC-1202-20241215	2503265	0	1/6/2025	185.48
	GIBL-9284-20241215	2503273	0	1/6/2025	389.59
	TENU-2922-20241215	2503250	0	1/6/2025	1,473.08
	MART-9924-20241215.	2503299	0	1/6/2025	3,924.95
	RANE-5925-20241215	2503300	0	1/6/2025	139.29
	SPRI-7699-20241215	2503301	0	1/6/2025	19.79
	CURB-3555-20241215	2503302	0	1/6/2025	104.07
	MART-9924-20241215	2503303	0	1/6/2025	4,685.28
	LEWI-8302-20241215	2503286	0	1/6/2025	171.78
	NICA-1228-20241215	2503320	0	1/6/2025	4,977.32
	CROW-9292-20241215	2503327	0	1/6/2025	8,992.05
	PALM-4404-20241215	2503374	0	1/6/2025	6,959.59
	RILE-3787-20241215	2503382	0	1/6/2025	581.07
	THOM-3811-20241215	2503256	0	1/6/2025	615.48
	BERG-3449-20241215	2503325	0	1/6/2025	576.38
	KEAR-7294-20241215	2503340	0	1/6/2025	715.62
	ZBRO-7828-20241215	2503341	0	1/6/2025	5,044.48
	HAYW-4263-20241215	2503267	0	1/6/2025	53.70
	YOUN-0504-20241215	2503268	0	1/6/2025	368.34
	LEHR-6634-20241215	2503269	0	1/6/2025	53.62
	SUDD-7414-20241215	2503270	0	1/6/2025	85.60
	FRAN-5999-20241215	2503271	0	1/6/2025	398.07
	TEMP-5124-20241215	2503272	0	1/6/2025	348.35
	CODR-4075-20241215	2503293	0	1/6/2025	7,081.14
	MACK-1210-20241215	2503313	0	1/6/2025	10,313.95
	KNEP-3795-20241215	2503304	0	1/6/2025	431.78
	TAYL-9219-20241215	2503455	0	1/6/2025	954.26
	VOGE-3494-20241215	2503252	0	1/6/2025	1,883.30
	PANE-9235-20241215	2503379	0	1/6/2025	79.92
	PETE-3753-20241215	2503284	0	1/6/2025	365.87
	DAVE-8038-20241215	2503281	0	1/6/2025	657.38
	EDWA-1551-20241215	2503342	0	1/6/2025	983.00
	ELLI-7313-20241215	2503353	0	1/6/2025	3,791.86
	MABL-9243-20241215	2503467	0	1/6/2025	1,610.08
	BOZA-5117-20241215	2503263	0	1/6/2025	85.88
	ADEL-7777-20241215	2503249	0	1/6/2025	557.55
	REWE-0094-20241215	2503361	0	1/6/2025	330.95
STAN-7019-20241215	2503251	0	1/6/2025	3,830.85	
ROGE-2319-20241215	2503258	0	1/6/2025	609.75	
KEND-6613-20241215	2503257	0	1/6/2025	100.91	
COOP-2498-20241215.	2503259	0	1/6/2025	179.00	
SARG-8482-20241215	2503314	0	1/6/2025	9,094.06	
SHEL-8505-20241215.	2503346	0	1/6/2025	3,625.30	
BROW-5896-20241215	2503378	0	1/6/2025	11.31	
LAMB-1341-20241215	2503389	0	1/6/2025	3,871.36	
RICH-0715-20241215	2503471	0	1/6/2025	350.75	
HILL-5932-20241215	2503486	0	1/6/2025	257.94	
BACK-9856-20241215	2503254	0	1/6/2025	4,895.31	
COOP-2498-20241215	2503255	0	1/6/2025	366.34	
VOGE-4560-20241215	2503296	0	1/6/2025	112.44	

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COMMERCE BANK - COMMERCIAL CARDS	SHEL-8505-20241215..	2503344	0	1/6/2025	36.08
	RIPK-9227-20241215	2503238	0	1/6/2025	53.00
	CHAP-8793-20241215	2503347	0	1/6/2025	21,439.04
	LAMB-1341-20241215.	2503392	0	1/6/2025	2,099.99
	WEBB-7756-20241215	2503246	0	1/6/2025	2,172.15
	PENN-4743-20241215	2503264	0	1/6/2025	4,672.94
	SHEL-8505-20241215	(blank)	0	1/6/2025	(96.00)
COMMERCE BANK - COMMERCIAL CARDS Total					131,227.80
COMPUTER INFORMATION CONCEPTS, INC.	PSI39394	2503291	263405	1/8/2025	229,453.00
COMPUTER INFORMATION CONCEPTS, INC. Total					229,453.00
CONLEY, REBECCA RENAE	Pizzas 12/20/24	(blank)	49107	1/9/2025	150.00
CONLEY, REBECCA RENAE Total					150.00
CONSOLIDATED HIGH SCHOOL DISTRICT 230	V65759902	(blank)	20923	12/19/2024	400.00
CONSOLIDATED HIGH SCHOOL DISTRICT 230 Total					400.00
CONSTELLATION NEWENERGY, INC.	STMT12302024	2500435	263420	1/10/2025	95,339.24
CONSTELLATION NEWENERGY, INC. Total					95,339.24
Corpus, Christine	MILES202412	(blank)	263320	1/8/2025	65.12
Corpus, Christine Total					65.12
COSGROVE DISTRIBUTORS	161136	(blank)	49087	12/20/2024	465.49
COSGROVE DISTRIBUTORS Total					465.49
CRUMBL NORMAL	Cheer Invite 1	(blank)	48533	12/19/2024	574.56
CRUMBL NORMAL Total					574.56
CULBERTSON, CHRISTINA MARIE	CONFREF12102024	(blank)	263321	1/8/2025	169.64
CULBERTSON, CHRISTINA MARIE Total					169.64
CULLIGAN WATER CONDITIONING	V84968250	(blank)	6997	1/9/2025	65.50
	V50996073	(blank)	5163	1/7/2025	34.50
CULLIGAN WATER CONDITIONING Total					100.00
DANIELS, COLLEEN	Cheer Trainer 1	(blank)	48579	1/14/2025	125.00
DANIELS, COLLEEN Total					125.00
DAVENPORT, LESLIE A	V99934817	(blank)	1942	1/10/2025	29.50
DAVENPORT, LESLIE A Total					29.50
DAVIS, ALLISON	V53678594	(blank)	15661	12/20/2024	368.03
DAVIS, ALLISON Total					368.03
DEHNER, MEREDITH R	MILES202411	(blank)	263322	1/8/2025	33.10
DEHNER, MEREDITH R Total					33.10
DENNY'S DOUGHNUTS & BAKERY	V47496	(blank)	5248	12/20/2024	45.00
	1027231	(blank)	49088	12/20/2024	55.40
	1027430	(blank)	48542	12/20/2024	95.00
	1027529	(blank)	48534	12/19/2024	84.00
DENNY'S DOUGHNUTS & BAKERY Total					279.40
DILLMAN, PAMELA KIM	MILES202412	(blank)	263323	1/8/2025	23.58
DILLMAN, PAMELA KIM Total					23.58
DILLOW, NICOLE M	V573909	(blank)	5252	1/14/2025	37.61

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DILLOW, NICOLE M Total					37.61
DIVITA, MARGHERITA	MILES202412	(blank)	263324	1/8/2025	21.17
	V56324025	(blank)	25326	1/10/2025	23.94
DIVITA, MARGHERITA Total					45.11
DODGE, KATRINA	G Bball Team Meals	(blank)	48535	12/19/2024	802.99
DODGE, KATRINA Total					802.99
DRENGWITZ, JASON	Reimb 50th Anniv	(blank)	49089	12/20/2024	256.65
DRENGWITZ, JASON Total					256.65
DRYER, KAREN S	V31176596	(blank)	15668	1/9/2025	31.57
DRYER, KAREN S Total					31.57
EASTSIDE VOLLEYBALL CLUB LTD	V93337848	(blank)	15675	1/14/2025	125.00
EASTSIDE VOLLEYBALL CLUB LTD Total					125.00
EDWARDS, SARAH LYNN	V859417	(blank)	5249	12/20/2024	139.47
EDWARDS, SARAH LYNN Total					139.47
EL PASO - GRIDLEY CUSD #11	V97085454	(blank)	20926	1/9/2025	200.00
EL PASO - GRIDLEY CUSD #11 Total					200.00
ELLISON, AARON T	V45921992	(blank)	25323	1/10/2025	85.75
ELLISON, AARON T Total					85.75
EMERICK, DREW MATHEW	MILES202412	(blank)	263325	1/8/2025	55.28
EMERICK, DREW MATHEW Total					55.28
EUGENE FIELD SECONDARY SERVICE		183 2503226	263406	1/8/2025	49.50
EUGENE FIELD SECONDARY SERVICE Total					49.50
EUREKA MIDDLE SCHOOL	Wrestling Fees	(blank)	22581	1/8/2025	175.00
EUREKA MIDDLE SCHOOL Total					175.00
FEENEY, DAVID GEORGE	Ice Cream 1/2025	(blank)	49108	1/9/2025	191.60
	Team meal 12/24	(blank)	49090	12/20/2024	260.14
FEENEY, DAVID GEORGE Total					451.74
FELIX, SUSAN M	V13845367	(blank)	1943	1/10/2025	41.60
FELIX, SUSAN M Total					41.60
FISHER, CHARLES E	MILES202411	(blank)	263326	1/8/2025	69.95
	MILES202410	(blank)	263326	1/8/2025	99.09
	MILES202412	(blank)	263326	1/8/2025	69.95
FISHER, CHARLES E Total					238.99
FIVE STAR WATER	V47203029	(blank)	2939	1/7/2025	52.70
	V73525325	(blank)	2935	12/19/2024	402.80
	V65561854	(blank)	6439	12/19/2024	81.20
FIVE STAR WATER Total					536.70
FOLLETT CONTENT SOLUTIONS, LLC	488278F	2502989	263407	1/8/2025	1,507.83
FOLLETT CONTENT SOLUTIONS, LLC Total					1,507.83
FOSTER, NATHAN C	Reimb Meeting/Meal	(blank)	49109	1/9/2025	57.53
FOSTER, NATHAN C Total					57.53

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FOX ANVICK, CAROLINE	IMC coffee supply 25	(blank)	49110	1/9/2025	115.40
FOX ANVICK, CAROLINE Total					115.40
FREYMANN, MEGAN MARIE	MILES202412	(blank)	263327	1/8/2025	82.88
FREYMANN, MEGAN MARIE Total					82.88
FRIENDS OF IRONMEN FOOTBALL	FB Conc 2024	(blank)	49111	1/9/2025	4,528.92
FRIENDS OF IRONMEN FOOTBALL Total					4,528.92
FRONTIER	V759408	2500075	263421	1/10/2025	6,054.26
FRONTIER Total					6,054.26
FUDGE, DAWN M	Food over Break	(blank)	48580	1/14/2025	190.34
	Breakfast	(blank)	48536	12/19/2024	64.57
	State and Banquet	(blank)	48536	12/19/2024	234.78
FUDGE, DAWN M Total					489.69
FURTHER	41224998	(blank)	0	12/31/2024	5,979.49
	41218612	(blank)	0	12/24/2024	6,536.67
	V4150071	(blank)	0	12/24/2024	4,101.74
	17143209	(blank)	0	12/23/2024	7.50
	17135991	(blank)	0	12/23/2024	2,606.50
FURTHER Total					19,231.90
GAME TIME	PJI-0251694	2503108	263408	1/8/2025	18,948.27
GAME TIME Total					18,948.27
GANNAWAY, RACHEL L	MILES202412	(blank)	263328	1/8/2025	86.77
GANNAWAY, RACHEL L Total					86.77
GENTSCH, KELLY M	Senior Banners 2024	(blank)	49091	12/20/2024	290.00
GENTSCH, KELLY M Total					290.00
GERRIETTS, JENNIFER LEE	PBIS 2	(blank)	22582	1/8/2025	43.40
	Wellness - Santa Sup	(blank)	22582	1/8/2025	93.99
GERRIETTS, JENNIFER LEE Total					137.39
GHRIST, TRACIE NICOLE	MILES202412	(blank)	263329	1/8/2025	100.30
GHRIST, TRACIE NICOLE Total					100.30
GIERMANN, JENNIFER	Holiday lunch	(blank)	49092	12/20/2024	89.17
GIERMANN, JENNIFER Total					89.17
GLATT, MICHELLE L	V37588828	(blank)	7009	1/14/2025	24.99
	V27295600	(blank)	25319	1/10/2025	-
GLATT, MICHELLE L Total					24.99
GLENWOOD HIGH SCHOOL	V16057669	(blank)	20927	1/9/2025	150.00
GLENWOOD HIGH SCHOOL Total					150.00
GOBEN, DENISE L	V78923022	(blank)	25325	1/10/2025	481.00
GOBEN, DENISE L Total					481.00
GODDARD, LISA ANN	MILES202411	(blank)	263330	1/8/2025	38.32
	MILES202412	(blank)	263330	1/8/2025	20.64
GODDARD, LISA ANN Total					58.96
GRUBIC, ANGELA MARIE	MILES202411	(blank)	263331	1/8/2025	123.28
	MILES202412	(blank)	263331	1/8/2025	80.94

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GRUBIC, ANGELA MARIE Total					204.22
G-SPORTS CORPORATION	V30739401	(blank)	6998	1/9/2025	91.90
G-SPORTS CORPORATION Total					91.90
GSPORTS WRESTLING	V56618034	(blank)	15662	12/20/2024	336.88
GSPORTS WRESTLING Total					336.88
HADDEN, ERIC B	concessions 12/18	(blank)	22575	12/19/2024	259.34
HADDEN, ERIC B Total					259.34
HAFEN, JOY M	Cotume Sewing	(blank)	49112	1/9/2025	169.05
HAFEN, JOY M Total					169.05
HAFERMANN, EDUARD P	Coaches Meals	(blank)	48565	1/13/2025	43.20
	Gift for Tyson	(blank)	48546	1/8/2025	27.50
	Get Well Gift	(blank)	48546	1/8/2025	35.00
	Mgr Gifts	(blank)	48546	1/8/2025	50.00
	CONFREF11132024	(blank)	263332	1/8/2025	277.38
HAFERMANN, EDUARD P Total					433.08
HAFERMANN, TERA L	AP Lit Books and IMC	(blank)	48581	1/14/2025	59.76
	IMC Dec End Month	(blank)	48537	12/19/2024	100.73
HAFERMANN, TERA L Total					160.49
HARR, MATTHEW	V76255403	(blank)	6440	12/19/2024	46.76
HARR, MATTHEW Total					46.76
HARRIS, ELIZABETH RAE	Aroma kits 12/2024	(blank)	49093	12/20/2024	481.05
	Ground zero	(blank)	49093	12/20/2024	170.04
HARRIS, ELIZABETH RAE Total					651.09
HAYS, CAITLIN D	Welcome supplies	(blank)	48582	1/14/2025	71.92
HAYS, CAITLIN D Total					71.92
Health Equity	V37676737	(blank)	0	12/31/2024	120,860.00
Health Equity Total					120,860.00
HENDRICKS, CARLY E	V71701963	(blank)	2934	12/19/2024	65.00
HENDRICKS, CARLY E Total					65.00
HENRICHSMEYER, KRISTA ANN	MILES202412	(blank)	263333	1/8/2025	41.20
HENRICHSMEYER, KRISTA ANN Total					41.20
HENRIKSON, EDEN E	Tournament supplies	(blank)	49094	12/20/2024	27.64
HENRIKSON, EDEN E Total					27.64
HERREN, KELLY LYNN	MILES202411	(blank)	263334	1/8/2025	96.48
	MILES202412	(blank)	263334	1/8/2025	96.48
HERREN, KELLY LYNN Total					192.96
HIGHLAND COMMUNITY UNIT SCHOOL NO. 5	V369457	(blank)	127126	1/9/2025	75.00
	Dance Invite	(blank)	49113	1/9/2025	100.00
HIGHLAND COMMUNITY UNIT SCHOOL NO. 5 Total					175.00
HINSHAW, RACHEL M	V37562534	(blank)	25317	12/20/2024	1,292.50
HINSHAW, RACHEL M Total					1,292.50
HITCHINS, TRACY LYNN	MILES202412	(blank)	263335	1/8/2025	45.60

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HITCHINS, TRACY LYNN Total					45.60
HOLLAND, ANITA	Reimbursement.	2503237	263409	1/8/2025	21.92
	V31875374	(blank)	15676	1/14/2025	116.16
	V2587552	(blank)	15669	1/9/2025	25.00
HOLLAND, ANITA Total					163.08
HOLLAND, LISA PEELER	V76027425	(blank)	1944	1/10/2025	22.22
	V137661	(blank)	5086	12/19/2024	24.09
HOLLAND, LISA PEELER Total					46.31
HOLLEY, TYRA MICHAEL	MILES202409	(blank)	263336	1/8/2025	112.43
	MILES202410	(blank)	263336	1/8/2025	117.65
HOLLEY, TYRA MICHAEL Total					230.08
HOLLYWOOD, ALYSSA	Reimbursement.	2503233	263410	1/8/2025	32.40
HOLLYWOOD, ALYSSA Total					32.40
HOPPER, DANIELE A	Science supplies.	2503225	263411	1/8/2025	6.20
HOPPER, DANIELE A Total					6.20
HUDSON MUNICIPAL WATER	STMT121724	2500007	263422	1/10/2025	335.60
HUDSON MUNICIPAL WATER Total					335.60
IL ASSOCIATION VOCATIONAL AG TEACHERS		88653 (blank)	48566	1/13/2025	48.00
IL ASSOCIATION VOCATIONAL AG TEACHERS Total					48.00
INFINITE CAMPUS	V52248908	(blank)	0	12/31/2024	223.90
	V25422844	(blank)	0	12/27/2024	61.27
	V40554919	(blank)	0	12/27/2024	65.83
	V33403705	(blank)	0	12/24/2024	710.50
	V50378508	(blank)	0	12/23/2024	369.16
	V46531705	(blank)	0	12/20/2024	523.03
	V87176460	(blank)	0	12/19/2024	658.36
INFINITE CAMPUS Total					2,612.05
INTERCITY PROGRAM FUND	Wrestling	(blank)	48547	1/8/2025	879.00
INTERCITY PROGRAM FUND Total					879.00
International Technology Engineering Edu		25925 (blank)	49095	12/20/2024	195.00
International Technology Engineering Edu Total					195.00
J W PEPPER & SONS INCORP	V40683461	(blank)	15663	12/20/2024	125.00
J W PEPPER & SONS INCORP Total					125.00
JACKSONVILLE SCHOOL DISTRICT #117	V67752161	(blank)	20928	1/9/2025	150.00
JACKSONVILLE SCHOOL DISTRICT #117 Total					150.00
JC SCREENPRINTING		12136 (blank)	22583	1/8/2025	1,504.17
JC SCREENPRINTING Total					1,504.17
Jennings, Chad	V17561100	(blank)	6441	12/19/2024	28.00
Jennings, Chad Total					28.00
JOHNS, SARA LYN	V73947808	(blank)	2936	12/20/2024	50.00
JOHNS, SARA LYN Total					50.00
Jones, Chelsea B	Reimburse	2503315	263412	1/8/2025	27.15
Jones, Chelsea B Total					27.15

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JOSTENS INC.	N003341939	(blank)	48567	1/13/2025	293.34
JOSTENS INC. Total					293.34
KAUFMAN, TREVOR ALLEN	Wrestling Bands	(blank)	49114	1/9/2025	71.98
	Wrestling Hotels 24	(blank)	49114	1/9/2025	1,254.72
KAUFMAN, TREVOR ALLEN Total					1,326.70
KEARFOTT, NICOLAS	Athletic Event Music	(blank)	49115	1/9/2025	10.99
	GC & Hospitality	(blank)	49115	1/9/2025	125.36
	Hosp & AD conf	(blank)	49115	1/9/2025	1,728.47
KEARFOTT, NICOLAS Total					1,864.82
KELLEY LETT, DAWN MARIE	V57371271	(blank)	6999	1/9/2025	189.16
KELLEY LETT, DAWN MARIE Total					189.16
KELLY, JENNIFER LYNN	GC/game	(blank)	49116	1/9/2025	144.97
KELLY, JENNIFER LYNN Total					144.97
KEN'S OIL SERVICE, INC.	K555086	2503292	263413	1/8/2025	3,593.20
		981464	263413	1/8/2025	21,334.89
KEN'S OIL SERVICE, INC. Total					24,928.09
KEPURAITIS, ALEC JAMES	V34045499	(blank)	6995	1/8/2025	1,100.40
KEPURAITIS, ALEC JAMES Total					1,100.40
KERR, SEAN C	Reimburse	2503317	263414	1/8/2025	2.76
KERR, SEAN C Total					2.76
KINTNER, RACHAEL E	stu council	(blank)	22584	1/8/2025	22.50
KINTNER, RACHAEL E Total					22.50
KLIEBER, BRANDEE LEIGH	Cheese	(blank)	48568	1/13/2025	26.54
KLIEBER, BRANDEE LEIGH Total					26.54
KLOKKENGA, JASON	AP Gov Activity	(blank)	48569	1/13/2025	44.44
KLOKKENGA, JASON Total					44.44
KOBEL, VICTORIA R STOUT	girls state	(blank)	22576	12/19/2024	25.00
KOBEL, VICTORIA R STOUT Total					25.00
KOECHLE, CRISTIE LAMAR	V62607369	(blank)	7326	12/19/2024	75.00
KOECHLE, CRISTIE LAMAR Total					75.00
LAKEBRINK, MARGARET CHRISTINA	MILES202412	(blank)	263337	1/8/2025	17.02
LAKEBRINK, MARGARET CHRISTINA Total					17.02
LAMBOLEY, MICHELLE MARIE	MILES202408	(blank)	263338	1/8/2025	41.34
	MILES202409	(blank)	263338	1/8/2025	69.88
	MILES202410	(blank)	263338	1/8/2025	187.06
	MILES20241112	(blank)	263338	1/8/2025	69.55
LAMBOLEY, MICHELLE MARIE Total					367.83
LEE, CASSANDRA LEIGH	H Team 2	(blank)	22585	1/8/2025	19.96
LEE, CASSANDRA LEIGH Total					19.96
LEHR, DAVID M	Software	(blank)	48548	1/8/2025	101.00
	Wrestling Hotel Rms	(blank)	48548	1/8/2025	274.12
LEHR, DAVID M Total					375.12

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LEROY HIGH SCHOOL	Wrestling Invite	(blank)	22586	1/8/2025	200.00
LEROY HIGH SCHOOL Total					200.00
LILLGE, TERENCE M	V33430937	(blank)	15664	12/20/2024	85.89
LILLGE, TERENCE M Total					85.89
LITTLE CAESAR'S PIZZA	Pizza Jan 4 2025	(blank)	48543	12/20/2024	328.05
LITTLE CAESAR'S PIZZA Total					328.05
LUDWIG, DENNIS	V75055302	(blank)	20929	1/9/2025	70.00
	Boys Swim 1/11/25	(blank)	49117	1/9/2025	130.00
LUDWIG, DENNIS Total					200.00
LUGINBUHL, BENJAMIN	V392408	2503318	263339	1/8/2025	2,460.00
	Candy for SecretSant	(blank)	49096	12/20/2024	73.75
	ILMEA lunches 2024	(blank)	49096	12/20/2024	487.70
LUGINBUHL, BENJAMIN Total					3,021.45
LUTES, KELSEY	12/13/24 12/16/24	2503294	263340	1/8/2025	822.50
LUTES, KELSEY Total					822.50
MACKIN EDUCATIONAL FUND		903599 2503076	263341	1/8/2025	5,694.00
MACKIN EDUCATIONAL FUND Total					5,694.00
MAHOMET SEYMOUR JUNIOR HIGH	Wrestling - Mahomet	(blank)	22587	1/8/2025	250.00
MAHOMET SEYMOUR JUNIOR HIGH Total					250.00
MANDROS, STACI L	V65334968	(blank)	4203	1/8/2025	207.99
MANDROS, STACI L Total					207.99
Mannepalli, Rajani	MILES202412	(blank)	263342	1/8/2025	41.27
	CONFREF121024	(blank)	263342	1/8/2025	40.61
Mannepalli, Rajani Total					81.88
Martinez, Mireia	TFASEP Test Reimb	(blank)	49097	12/20/2024	119.00
Martinez, Mireia Total					119.00
MATTOON HIGH SCHOOL	V369457	(blank)	127127	1/9/2025	75.00
	Dance Invite	(blank)	49118	1/9/2025	100.00
MATTOON HIGH SCHOOL Total					175.00
MCLEAN CO UNIT DIST NO 5	V9722512	(blank)	1658	1/9/2025	249.10
	V824016	(blank)	0	12/19/2024	212.35
MCLEAN CO UNIT DIST NO 5 Total					461.45
MENARDS LUMBER		53748 2503305	263343	1/8/2025	47.95
		52905 2503276	263343	1/8/2025	269.02
		51160 2503276	263343	1/8/2025	153.93
MENARDS LUMBER Total					470.90
MEYER, DAMON	MILES202412	(blank)	263415	1/8/2025	92.46
MEYER, DAMON Total					92.46
MICHAELS, TIFFANY	Cheer Judge 1	(blank)	48549	1/8/2025	300.00
MICHAELS, TIFFANY Total					300.00
MIDWEST MAILING & SHIPPING SYSTEMS,	SI92238	2503331	263344	1/8/2025	216.44
MIDWEST MAILING & SHIPPING SYSTEMS, Total					216.44

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MILLER, HALL & TRIGGS LAW OFFICES		245	2503329	263345	1/8/2025	145.00
MILLER, HALL & TRIGGS LAW OFFICES Total					145.00	
MINOOKA COMMUNITY HIGH SCHOOL	V40853201	(blank)	20930	1/9/2025	300.00	
MINOOKA COMMUNITY HIGH SCHOOL Total					300.00	
MODGLIN, MARGARET KATHLEEN	GC Social Activity	(blank)	48550	1/8/2025	50.00	
MODGLIN, MARGARET KATHLEEN Total					50.00	
MOLENHOURL, JAMALE ALICIA	V11311030	(blank)	7327	12/19/2024	43.42	
MOLENHOURL, JAMALE ALICIA Total					43.42	
MORTON HIGH SCHOOL	V44023811	(blank)	20931	1/9/2025	100.00	
MORTON HIGH SCHOOL Total					100.00	
MOSS, KEVIN	Boys Swim 1/11/25	(blank)	49119	1/9/2025	130.00	
MOSS, KEVIN Total					130.00	
NATIONAL ACADEMIC QUIZ TOURNAMENTS, LLC	RM7R9Y	(blank)	48583	1/14/2025	326.00	
NATIONAL ACADEMIC QUIZ TOURNAMENTS, LLC Total					326.00	
NATIONAL LOUIS UNIVERSITY	INV3U52490	2503222	263346	1/8/2025	4,000.00	
	U52490	2503227	263346	1/8/2025	7,200.00	
	2U52490	2503228	263346	1/8/2025	6,000.00	
NATIONAL LOUIS UNIVERSITY Total					17,200.00	
NELSON, LEA	Cheer Judge 2	(blank)	48551	1/8/2025	275.00	
NELSON, LEA Total					275.00	
NEUMANN, KARA C	MILES202412	(blank)	263347	1/8/2025	29.55	
NEUMANN, KARA C Total					29.55	
NEVELS, PHILLIP	Girls State Basketba	(blank)	22577	12/19/2024	50.00	
NEVELS, PHILLIP Total					50.00	
NICASIO, MARIANA	V35985271	(blank)	25324	1/10/2025	64.95	
	V56381072	(blank)	25318	12/20/2024	163.78	
NICASIO, MARIANA Total					228.73	
NICOR GAS	V807407	2500063	263423	1/10/2025	1,696.68	
	V467204	2500063	263416	1/8/2025	286.41	
NICOR GAS Total					1,983.09	
NIKOLANCI, JULIE M	MILES202411	(blank)	263348	1/8/2025	24.12	
	MILES202410	(blank)	263348	1/8/2025	43.55	
	MILES202412	(blank)	263348	1/8/2025	30.15	
NIKOLANCI, JULIE M Total					97.82	
NORMAL , TOWN OF		10896	2503290	263309	12/20/2024	268,867.22
NORMAL , TOWN OF Total					268,867.22	
NORMAL COMMUNITY HIGH SCHOOL	V51126796	(blank)	20932	1/9/2025	150.00	
NORMAL COMMUNITY HIGH SCHOOL Total					150.00	
NORMAL THEATRE	V6879879	(blank)	25316	12/20/2024	450.00	
	V22061397	(blank)	25314	12/19/2024	450.00	
NORMAL THEATRE Total					900.00	

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NORMAL WEST HIGH SCHOOL	CI Activity Cash	(blank)	48584	1/14/2025	70.00
NORMAL WEST HIGH SCHOOL Total					70.00
NYBAKKE VACUUM SHOP, INC	121124-1	2503277	263349	1/8/2025	59.99
NYBAKKE VACUUM SHOP, INC Total					59.99
O DEA, COLLEEN M	CONFREF121024	(blank)	263350	1/8/2025	234.86
O DEA, COLLEEN M Total					234.86
OSF OCCUPATIONAL HEALTH	00218530-00	2503220	263351	1/8/2025	1,125.00
OSF OCCUPATIONAL HEALTH Total					1,125.00
OWENS, JAKE	V471477	2503262	263352	1/8/2025	295.08
OWENS, JAKE Total					295.08
PALMER, ELISA L	V32925275	(blank)	15670	1/9/2025	56.23
	V14258654	(blank)	15665	12/20/2024	94.12
PALMER, ELISA L Total					150.35
PARKSIDE JUNIOR HIGH SCHOOL	V42641425	(blank)	22578	12/19/2024	200.00
PARKSIDE JUNIOR HIGH SCHOOL Total					200.00
PECK, RYAN J	V47032115	2503275	263353	1/8/2025	75.44
	Chess Gifts	(blank)	48552	1/8/2025	54.48
PECK, RYAN J Total					129.92
PEKIN COMMUNITY HIGH SCHOOL	V88584828	(blank)	20933	1/9/2025	150.00
PEKIN COMMUNITY HIGH SCHOOL Total					150.00
PEOPLES, TERESA	V74603021	(blank)	25321	1/10/2025	551.36
PEOPLES, TERESA Total					551.36
PEORIA NOTRE DAME HIGH SCHOOL	V848827	(blank)	127128	1/14/2025	350.00
PEORIA NOTRE DAME HIGH SCHOOL Total					350.00
PETERSEN, JAMITH L G	MILES202412	(blank)	263354	1/8/2025	11.52
PETERSEN, JAMITH L G Total					11.52
PETERSON, KAILEY A	Solstice Snacks	(blank)	48538	12/19/2024	26.94
PETERSON, KAILEY A Total					26.94
PHILLIPS, KRISTAL RAE	MILES202408-12	(blank)	263355	1/8/2025	114.70
PHILLIPS, KRISTAL RAE Total					114.70
PLAINFIELD CO SCHOOL DIST #202	V47693859	(blank)	20934	1/9/2025	300.00
	V67825781	(blank)	20943	1/9/2025	275.00
PLAINFIELD CO SCHOOL DIST #202 Total					575.00
PLATTNER, HEATHER PAULLIN	MILES202412	(blank)	263356	1/8/2025	125.09
PLATTNER, HEATHER PAULLIN Total					125.09
PLS 3RD LEARNING	PS-INV002211	2503356	263424	1/10/2025	450.90
PLS 3RD LEARNING Total					450.90
PRO-TYPE PRINTING		68199 (blank)	48553	1/8/2025	1,242.00
PRO-TYPE PRINTING Total					1,242.00
PUMMILL, MELISSA E	Christmas Shopping	(blank)	49098	12/20/2024	1,329.75
PUMMILL, MELISSA E Total					1,329.75

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PURITAN SPRINGS	Dec 31 Statement	(blank)	48570	1/13/2025	244.83
	V191965	(blank)	5250	12/20/2024	71.98
PURITAN SPRINGS Total					316.81
QUAKENBUSH, MAXINE J	V77456911	(blank)	15671	1/9/2025	61.89
QUAKENBUSH, MAXINE J Total					61.89
QUALITY TRUCK EQUIPMENT	0104S3892	2503278	263357	1/8/2025	113.40
QUALITY TRUCK EQUIPMENT Total					113.40
QUATTRO, TRACY JEAN	V25747183	(blank)	6227	12/19/2024	46.95
QUATTRO, TRACY JEAN Total					46.95
RAGLAN, MELISSA N	MILES202412	(blank)	263358	1/8/2025	134.13
RAGLAN, MELISSA N Total					134.13
RAPTOR TECHNOLOGIES, LLC	INV133631	2503288	263359	1/8/2025	1,276.06
RAPTOR TECHNOLOGIES, LLC Total					1,276.06
RAY, ANGELA	MILES202412	(blank)	263360	1/8/2025	36.85
RAY, ANGELA Total					36.85
READ'S SPORTING GOODS	B4703	(blank)	48571	1/13/2025	85.75
	B4599	(blank)	49120	1/9/2025	126.00
READ'S SPORTING GOODS Total					211.75
REDBIRD CATERING	V42512210	(blank)	6228	12/19/2024	663.50
REDBIRD CATERING Total					663.50
REGIONAL OFFICE OF EDUCATION #17	1002500136	2503260	263361	1/8/2025	35,200.00
	1002500137	2503283	263361	1/8/2025	706.82
REGIONAL OFFICE OF EDUCATION #17 Total					35,906.82
REPUBLIC SERVICES - #368	0368-001128783..	2503316	263362	1/8/2025	512.26
REPUBLIC SERVICES - #368 Total					512.26
Revuru, Sachi	Sams Club Reimb	(blank)	49099	12/20/2024	44.22
Revuru, Sachi Total					44.22
RICHARDSON, MICHEAL CURT	MILES202412	(blank)	263363	1/8/2025	349.74
RICHARDSON, MICHEAL CURT Total					349.74
ROLLER, R MICHAEL	V886984	2503321	263364	1/8/2025	14.96
ROLLER, R MICHAEL Total					14.96
RON SMITH PRINTING COMPANY	159613	2503247	263365	1/8/2025	1,093.50
RON SMITH PRINTING COMPANY Total					1,093.50
ROSS, TYLER ALEXANDER	V717592	2503309	263366	1/8/2025	100.00
	V188405	2503274	263366	1/8/2025	100.00
ROSS, TYLER ALEXANDER Total					200.00
RYAN, JULIE	V75077719	(blank)	15666	12/20/2024	365.00
RYAN, JULIE Total					365.00
Salmonson, Jessica	MILES202412	(blank)	263367	1/8/2025	65.12
Salmonson, Jessica Total					65.12

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SALYER, TISA MARIE	MILES202412	(blank)	263368	1/8/2025	43.55
SALYER, TISA MARIE Total					43.55
SCHLIPF, BETHANY L	CONFREF121024	(blank)	263369	1/8/2025	21.47
SCHLIPF, BETHANY L Total					21.47
SCHMIDT, TODD	V2454535	(blank)	20935	1/9/2025	70.00
SCHMIDT, TODD Total					70.00
SCHOLASTIC BOOK FAIRS - 15	V65909182	(blank)	2940	1/13/2025	3,624.61
	V25434310	(blank)	6443	12/20/2024	2,326.00
	V60879679	(blank)	6229	12/19/2024	1,597.10
SCHOLASTIC BOOK FAIRS - 15 Total					7,547.71
SCHOLASTIC INC EDUCATION	V60707294	(blank)	2699	1/13/2025	71.52
	V4944716	(blank)	2698	12/19/2024	409.38
SCHOLASTIC INC EDUCATION Total					480.90
SCHOLASTIC INC.	V67337991	(blank)	1945	1/10/2025	104.62
SCHOLASTIC INC. Total					104.62
SCHWENK, ASHLEY	Cheer Judge 5	(blank)	48572	1/13/2025	275.00
SCHWENK, ASHLEY Total					275.00
SEFTON, NATHANIEL J	V95356468	(blank)	7000	1/9/2025	109.80
	V60290980	(blank)	6992	1/7/2025	111.59
SEFTON, NATHANIEL J Total					221.39
SELECT SCREEN PRINTS	V36367019	(blank)	7010	1/14/2025	66.00
	V84854226	(blank)	7001	1/9/2025	1,070.50
		65497 (blank)	48539	12/19/2024	834.00
SELECT SCREEN PRINTS Total					1,970.50
SHIRT TECH		1140 (blank)	49100	12/20/2024	774.00
		1143 (blank)	49100	12/20/2024	323.00
SHIRT TECH Total					1,097.00
SHOWALTER, KAREN R	MILES202412	(blank)	263370	1/8/2025	24.59
	CONFREFL11152024	(blank)	263370	1/8/2025	118.00
SHOWALTER, KAREN R Total					142.59
SHUMAKER, NATALIE ELISE	MILES202411	(blank)	263371	1/8/2025	80.13
	MILES202412	(blank)	263371	1/8/2025	59.76
SHUMAKER, NATALIE ELISE Total					139.89
SIEBENTHAL, MELISSA A	MILES202411	(blank)	263372	1/8/2025	94.47
	MILES202412	(blank)	263372	1/8/2025	56.68
SIEBENTHAL, MELISSA A Total					151.15
SNAP MOBILE, INC.	INV-501575	2503306	263373	1/8/2025	600.00
SNAP MOBILE, INC. Total					600.00
SPATH, NATALIE	Gift Card	(blank)	48554	1/8/2025	10.00
SPATH, NATALIE Total					10.00
SPECIALIZED EDUCATION OF ILLINOIS	INV207875	2503261	263374	1/8/2025	19,330.02
SPECIALIZED EDUCATION OF ILLINOIS Total					19,330.02
SPEECHWIRE TOURNAMENT SERVICES		1594 (blank)	48585	1/14/2025	160.00

Expenditure Summary Report

From Date: 12/19/2024
To Date: 1/14/2025

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
SPEECHWIRE TOURNAMENT SERVICES Total					160.00
SPRINGFIELD HIGH SCHOOL	V31641514	(blank)	20936	1/9/2025	250.00
	V47415793	(blank)	20944	1/9/2025	150.00
SPRINGFIELD HIGH SCHOOL Total					400.00
ST. AUBIN, MICHAEL		24004 (blank)	49101	12/20/2024	100.00
ST. AUBIN, MICHAEL Total					100.00
STACK, ANDREA C	MILRD202411	(blank)	263375	1/8/2025	63.05
STACK, ANDREA C Total					63.05
STAHMER, JEREMY	BB supplies	(blank)	22588	1/8/2025	185.41
STAHMER, JEREMY Total					185.41
STARK EXCAVATING, INC	FINAL PORTABLES	2503289	263376	1/8/2025	20,333.06
STARK EXCAVATING, INC Total					20,333.06
STARKEY, MEGAN RUTH	CONFREF09102024	(blank)	263377	1/8/2025	75.00
STARKEY, MEGAN RUTH Total					75.00
STARR, DAVID E	MILES202418	(blank)	263378	1/8/2025	150.15
STARR, DAVID E Total					150.15
STATE OF IL FIRE MARSHALL/ELEVATORS	5125148810	2503279	263310	12/20/2024	125.00
	5125148528	2503280	263310	12/20/2024	125.00
STATE OF IL FIRE MARSHALL/ELEVATORS Total					250.00
STAY ANOTHER DAY LTD	D246	(blank)	49102	12/20/2024	1,020.00
STAY ANOTHER DAY LTD Total					1,020.00
STILLE, KIMBERLY ANN	MILES202411	(blank)	263379	1/8/2025	51.59
STILLE, KIMBERLY ANN Total					51.59
STILLWELL, TONYA	Reimbursement	(blank)	48586	1/14/2025	92.01
STILLWELL, TONYA Total					92.01
STUTZ, JESSICA LYNN	V98649802	(blank)	25322	1/10/2025	116.42
STUTZ, JESSICA LYNN Total					116.42
TANNER, DANNY	V79199351	(blank)	15667	12/20/2024	126.00
TANNER, DANNY Total					126.00
TEAM FITZ GRAPHICS		67734 (blank)	48555	1/8/2025	192.00
TEAM FITZ GRAPHICS Total					192.00
TECHNIQUE TUMBLING & CHEER PREP, LLC	V77916467	(blank)	7007	1/10/2025	200.00
	V55385858	(blank)	6993	1/7/2025	1,100.00
TECHNIQUE TUMBLING & CHEER PREP, LLC Total					1,300.00
TEMPLES, WESLEY G	MILES202412	(blank)	263380	1/8/2025	31.22
	Cheer Worker Food	(blank)	48556	1/8/2025	48.79
TEMPLES, WESLEY G Total					80.01
THE MUSIC SHOPPE, INC	V94298021	(blank)	7011	1/14/2025	174.18
	V74909100	(blank)	15677	1/14/2025	40.80
THE MUSIC SHOPPE, INC Total					214.98
THOENNES, LISA A	CONFREFL11152024	(blank)	263381	1/8/2025	118.00

Expenditure Summary Report

From Date: 12/19/2024
To Date: 1/14/2025

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
THOENNES, LISA A Total					118.00
T-MOBILE	CUSTODIAN122224	2500069	263425	1/10/2025	1,844.15
	CELL12212024	2500070	263425	1/10/2025	7,363.10
	HOTSPOT122124	2500067	263425	1/10/2025	1,137.75
T-MOBILE Total					10,345.00
TOPPING, ELIZABETH E	Reimbursement P Team	(blank)	22589	1/8/2025	111.00
TOPPING, ELIZABETH E Total					111.00
TOWANDA WATER DEPARTMENT	STMT12232024	2500008	263426	1/10/2025	288.34
TOWANDA WATER DEPARTMENT Total					288.34
TOWN OF NORMAL - UTILITY BILLING	V431051	2500165	263417	1/8/2025	222.98
	V60131	2500165	263417	1/8/2025	977.82
	V253737	2500165	263417	1/8/2025	90.20
TOWN OF NORMAL - UTILITY BILLING Total					1,291.00
TRENT, JAMES T	V3618215	(blank)	1946	1/10/2025	35.03
TRENT, JAMES T Total					35.03
TRIAD HIGH SCHOOL	V48938861	(blank)	20937	1/9/2025	225.00
TRIAD HIGH SCHOOL Total					225.00
TWIN CITY AWARDS		3323 (blank)	48557	1/8/2025	128.00
TWIN CITY AWARDS Total					128.00
TWORK, KAYLEIGH ANN	V2082512	(blank)	2937	1/4/2025	45.00
TWORK, KAYLEIGH ANN Total					45.00
TYLER TECHNOLOGIES, INC	045-497331	2503332	263382	1/8/2025	15,500.50
TYLER TECHNOLOGIES, INC Total					15,500.50
TYPING.COM LLC	INV-3209	2503230	263383	1/8/2025	9,000.00
TYPING.COM LLC Total					9,000.00
UCHTORFF, KERRY K	MILES202412	(blank)	263384	1/8/2025	73.70
UCHTORFF, KERRY K Total					73.70
UNIT 5 DECKER INDUSTRIES		171 (blank)	48540	12/19/2024	80.00
UNIT 5 DECKER INDUSTRIES Total					80.00
UNIT 5 IT	TV for Castrejon	(blank)	22590	1/8/2025	139.99
UNIT 5 IT Total					139.99
UNIVERSITY HIGH SCHOOL	V38919592	(blank)	20938	1/9/2025	150.00
	Reimburse Cheer	(blank)	48558	1/8/2025	275.00
UNIVERSITY HIGH SCHOOL Total					425.00
VAZQUEZ, SARA E	CONFREF12112024	(blank)	263385	1/8/2025	139.00
VAZQUEZ, SARA E Total					139.00
VILLAGE OF CARLOCK	2024-09	2503266	263386	1/8/2025	516.46
VILLAGE OF CARLOCK Total					516.46
VINCENT, SUSAN ANNE	V85433676	(blank)	25315	12/19/2024	193.04
VINCENT, SUSAN ANNE Total					193.04
VISSERING, DIANA L	GUTI-6642-20241215	2503236	263387	1/8/2025	57.78

Expenditure Summary Report

From Date: 12/19/2024
To Date: 1/14/2025

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
VISSERING, DIANA L Total					57.78
WALKER, KAREN L	MILES202412	(blank)	263388	1/8/2025	21.91
WALKER, KAREN L Total					21.91
WALKER, VALENTINE S	B Soccer Supplies	(blank)	48573	1/13/2025	98.38
WALKER, VALENTINE S Total					98.38
WALTON, CARLA L	Cheer Judge 4	(blank)	48559	1/8/2025	275.00
WALTON, CARLA L Total					275.00
WASHINGTON HIGH SCHOOL	V62923506	(blank)	20939	1/9/2025	350.00
WASHINGTON HIGH SCHOOL Total					350.00
WATSON, ROBERT B	V68285889	(blank)	20940	1/9/2025	300.00
	V640056	(blank)	127123	1/7/2025	300.00
WATSON, ROBERT B Total					600.00
WATTS COPY SYSTEMS, INC. - LEASING	38213758	2500064	263389	1/8/2025	12,167.40
	38213757	2500066	263389	1/8/2025	15,799.62
	38140803	2503330	263389	1/8/2025	1,852.95
WATTS COPY SYSTEMS, INC. - LEASING Total					29,819.97
WEAKLY, SHELLY	MILES202412	(blank)	263390	1/8/2025	314.23
WEAKLY, SHELLY Total					314.23
WEBER, DAVID JONATHAN	V601119	2503311	263391	1/8/2025	63.53
WEBER, DAVID JONATHAN Total					63.53
WELLS, CANDACE	Cheer Judge 6	(blank)	48574	1/13/2025	275.00
WELLS, CANDACE Total					275.00
WHEELER, SAMUEL JAMES	MILES202412	(blank)	263392	1/8/2025	90.72
WHEELER, SAMUEL JAMES Total					90.72
WILD COUNTRY	5703	(blank)	49103	12/20/2024	700.00
WILD COUNTRY Total					700.00
WILMINGTON, ANGELA	Cheer Judge 3	(blank)	48560	1/8/2025	275.00
WILMINGTON, ANGELA Total					275.00
WINSLER, ANNETTE	MILES202412	(blank)	263393	1/8/2025	4.69
WINSLER, ANNETTE Total					4.69
WIRTZ, BECCA LYNN	V29056064	(blank)	2815	1/9/2025	54.46
WIRTZ, BECCA LYNN Total					54.46
WITTRIG, HALEY KYLENE	MILES202408	(blank)	263394	1/8/2025	57.69
	MILES202409	(blank)	263394	1/8/2025	103.65
	MILES202411	(blank)	263394	1/8/2025	82.81
	MILES202410	(blank)	263394	1/8/2025	137.48
	MILES202412	(blank)	263394	1/8/2025	89.31
WITTRIG, HALEY KYLENE Total					470.94
WITZIG, DAVID G	Streaming	(blank)	49121	1/9/2025	25.00
WITZIG, DAVID G Total					25.00
WORLD BOOK INC	ARI0006112	2503188	263395	1/8/2025	9,860.28
WORLD BOOK INC Total					9,860.28

Expenditure Summary Report

From Date: 12/19/2024
To Date: 1/14/2025

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
WRIGHT, MEGAN K	V909723	2503323	263396	1/8/2025	34.39
WRIGHT, MEGAN K Total					34.39
X-TREME LIGHT AND SOUND	675907 (blank)		48561	1/8/2025	468.00
X-TREME LIGHT AND SOUND Total					468.00
YAKLICH, MEGAN KATHRYN	V58169239	(blank)	2938	1/5/2025	50.00
YAKLICH, MEGAN KATHRYN Total					50.00
YERKE, MOLLY	MILES202412	(blank)	263397	1/8/2025	17.55
YERKE, MOLLY Total					17.55
ZEMAN, JOSEPH	V25951648	(blank)	7008	1/10/2025	63.48
	V83151052	(blank)	7002	1/9/2025	75.94
ZEMAN, JOSEPH Total					139.42
ZIMMERMAN, CLAIRE CHRISTINE	Incentive Jan 9	(blank)	48587	1/14/2025	100.00
ZIMMERMAN, CLAIRE CHRISTINE Total					100.00
Grand Total					1,707,948.68

Expenditure Summary Report

From Date: 12/19/2024
To Date: 1/14/2025

Fund	Amount
07	133,376.16
08	441,070.63
10	517,613.45
20	137,623.78
30	51,197.25
40	49,035.03
80	311,103.82
99	66,928.56
Grand Total	1,707,948.68

Expenditure Summary Report

From Date: 12/18/2024
To Date: 12/18/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
AMAZON CAPITAL SERVICES	1M3M1QD16WVN	302250060	48514	12/18/2024	39.98
AMAZON CAPITAL SERVICES Total					39.98
BERARDI, ANTHONY S	Hot Glue	(blank)	48515	12/18/2024	11.00
BERARDI, ANTHONY S Total					11.00
BOZARTH, MEGAN E	V27879476	(blank)	3130	12/18/2024	203.98
BOZARTH, MEGAN E Total					203.98
BSN SPORTS	V59486802	(blank)	25312	12/18/2024	57.78
		927833650 (blank)	48516	12/18/2024	625.39
BSN SPORTS Total					683.17
GLATT, MICHELLE L	V82070310	(blank)	25309	12/18/2024	37.30
GLATT, MICHELLE L Total					37.30
HAFERMANN, EDUARD P	Sr Posters	(blank)	48517	12/18/2024	140.60
HAFERMANN, EDUARD P Total					140.60
HARKINS, ANNA H	Freshmen Banquet	(blank)	48518	12/18/2024	63.72
HARKINS, ANNA H Total					63.72
HAWKINS, CHRISTOPHER	Clinic Hotel 2025	(blank)	48519	12/18/2024	412.92
HAWKINS, CHRISTOPHER Total					412.92
HEIDEMANN, ELIZABETH ANNE	JV Volleyball	(blank)	48520	12/18/2024	761.92
HEIDEMANN, ELIZABETH ANNE Total					761.92
J W PEPPER & SONS INCORP	V55151323	(blank)	25310	12/18/2024	685.70
J W PEPPER & SONS INCORP Total					685.70
KEAG, SARA E	Shirts and Gifts	(blank)	48521	12/18/2024	139.12
KEAG, SARA E Total					139.12
MERCER, KAREN JANE	V98169244	(blank)	9551	12/18/2024	13.98
MERCER, KAREN JANE Total					13.98
MINERVA PROMOTIONS	V69173937	(blank)	25311	12/18/2024	2,315.00
MINERVA PROMOTIONS Total					2,315.00
MUELLER, KELSEY RAE	PE and Snacks	(blank)	48522	12/18/2024	290.52
MUELLER, KELSEY RAE Total					290.52
NEVCO SPORTS, LLC		263760 (blank)	48523	12/18/2024	109.43
NEVCO SPORTS, LLC Total					109.43
NORMAL WEST GRIDIRON CLUB	Sponsor Payout	(blank)	48524	12/18/2024	2,300.00
NORMAL WEST GRIDIRON CLUB Total					2,300.00
SELECT SCREEN PRINTS	V2289363	(blank)	25313	12/18/2024	568.00
	V61369281	(blank)	25313	12/18/2024	498.00
SELECT SCREEN PRINTS Total					1,066.00
SENNETT, TIMOTHY E	Reimburse Fish Team	(blank)	48525	12/18/2024	793.87
SENNETT, TIMOTHY E Total					793.87
SHIRT TECH		1144 (blank)	48526	12/18/2024	697.00
SHIRT TECH Total					697.00

Expenditure Summary Report

From Date: 12/18/2024
 To Date: 12/18/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
SPATH, NATALIE	Journalism Dec	(blank)	48527	12/18/2024	93.43
SPATH, NATALIE Total					93.43
TURNER, ANDREA RENE	V37769743	(blank)	4202	12/18/2024	427.71
TURNER, ANDREA RENE Total					427.71
VAUX, KRISTEEN	Balloon Artist	(blank)	48528	12/18/2024	330.00
VAUX, KRISTEEN Total					330.00
ZIEMER, JENNIFER	VB Cookies	(blank)	48529	12/18/2024	62.94
ZIEMER, JENNIFER Total					62.94
Grand Total					11,679.29

Expenditure Summary Report

From Date: 12/18/2024
To Date: 12/18/2024

Fund	Amount
99	11,679.29
Grand Total	11,679.29

CUSD No. 5, McLean and Woodford Counties, Illinois

Payroll Fund Totals

Fiscal Year: 2024-2025

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	12	12/01/2024	12/15/2024	12/30/2024
Certified - Semi	12.1	12/01/2024	12/15/2024	12/30/2024
Certified - Semi	12.2	12/01/2024	12/15/2024	12/30/2024
Certified - Semi	12.3	12/16/2024	12/30/2024	12/30/2024
Certified - Semi	12.4	12/01/2024	12/15/2024	12/30/2024
Certified - Semi	13	12/16/2024	12/31/2024	01/15/2025
Certified - Semi	13.1	12/16/2024	12/31/2024	01/15/2025
Certified - Semi	13.2	12/16/2024	12/31/2024	01/15/2025
Certified - Semi	13.3	12/16/2024	12/31/2024	01/15/2025
Classified - Semi	12	12/01/2024	12/15/2024	12/30/2024
Classified - Semi	13	12/16/2024	12/31/2024	01/15/2025
Classified - Semi	13.1	11/01/2024	11/15/2024	01/15/2025

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
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Certified - Semi - Period Number: 12

10	3,433,847.48	0.00	197,016.11	443,546.50	4,074,410.09	
50	0.00	47,647.00	0.00	0.00	47,647.00	
80	4,260.41	0.00	502.41	600.00	5,362.82	
Period Total:		\$3,438,107.89	\$47,647.00	\$197,518.52	\$444,146.50	\$4,127,419.91

Certified - Semi - Period Number: 13

10	3,406,527.94	0.00	194,500.28	434,168.00	4,035,196.22	
50	0.00	46,924.57	0.00	0.00	46,924.57	
80	4,260.41	0.00	502.41	637.50	5,400.32	
Period Total:		\$3,410,788.35	\$46,924.57	\$195,002.69	\$434,805.50	\$4,087,521.11

Classified - Semi - Period Number: 12

10	900,713.85	0.00	2,387.65	250,279.00	1,153,380.50	
20	292,438.47	0.00	1,027.74	45,780.00	339,246.21	
40	9,525.39	0.00	0.00	2,295.00	11,820.39	
50	0.00	86,880.67	0.00	0.00	86,880.67	
51	0.00	0.00	80,698.22	0.00	80,698.22	
80	8,250.67	0.00	378.93	1,372.00	10,001.60	
Period Total:		\$1,210,928.38	\$86,880.67	\$84,492.54	\$299,726.00	\$1,682,027.59

Classified - Semi - Period Number: 13

10	868,104.50	0.00	2,416.63	230,209.00	1,100,730.13	
20	277,465.73	0.00	1,018.31	45,340.00	323,824.04	
40	10,194.50	0.00	0.00	2,295.00	12,489.50	
50	0.00	83,866.63	0.00	0.00	83,866.63	
51	0.00	0.00	82,471.92	0.00	82,471.92	
80	7,791.67	0.00	378.93	1,479.50	9,650.10	
Period Total:		\$1,163,556.40	\$83,866.63	\$86,285.79	\$279,323.50	\$1,613,032.32

Certified - Semi - Period Number: 12.1

10	98,592.50	0.00	881.87	0.00	99,474.37	
50	0.00	1,429.69	0.00	0.00	1,429.69	
Period Total:		\$98,592.50	\$1,429.69	\$881.87	\$0.00	\$100,904.06

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Certified - Semi - Period Number: 12.2					
10	18,740.00	0.00	0.00	0.00	18,740.00
50	0.00	1,433.61	0.00	0.00	1,433.61
Period Total:	\$18,740.00	\$1,433.61	\$0.00	\$0.00	\$20,173.61
Certified - Semi - Period Number: 13.1					
10	43,062.50	0.00	396.98	0.00	43,459.48
50	0.00	624.51	0.00	0.00	624.51
Period Total:	\$43,062.50	\$624.51	\$396.98	\$0.00	\$44,083.99
Certified - Semi - Period Number: 13.2					
10	8,912.00	0.00	0.00	0.00	8,912.00
50	0.00	681.78	0.00	0.00	681.78
Period Total:	\$8,912.00	\$681.78	\$0.00	\$0.00	\$9,593.78
Certified - Semi - Period Number: 12.4					
10	125.00	0.00	1.57	0.00	126.57
50	0.00	1.81	0.00	0.00	1.81
Period Total:	\$125.00	\$1.81	\$1.57	\$0.00	\$128.38
Certified - Semi - Period Number: 12.3					
10	15,593.04	0.00	767.53	0.00	16,360.57
50	0.00	226.10	0.00	0.00	226.10
Period Total:	\$15,593.04	\$226.10	\$767.53	\$0.00	\$16,586.67
Certified - Semi - Period Number: 13.3					
10	3,708.24	0.00	99.66	0.00	3,807.90
50	0.00	105.86	0.00	0.00	105.86
Period Total:	\$3,708.24	\$105.86	\$99.66	\$0.00	\$3,913.76
Grand Totals:	\$9,412,114.30	\$269,822.23	\$565,447.15	\$1,458,001.50	\$11,705,385.18

End of Report

MCLEAN COUNTY UNIT DISTRICT NO. 5
Authorization for Payment of Bills and Payrolls
December 19, 2024 through January 15, 2025

SUMMARY OF BILLS & PAYROLLS BY FUND

Fund	¹ Prepaid Bills	² Bills To Be Paid	³ Payrolls	Total
07 Flexible Benefit Plan Trust Fund	133,376.16	0.00	0.00	133,376.16
08 Unit 5 Self-Funded Insurance	441,070.63	0.00	0.00	441,070.63
10 Educational	517,613.45	376,976.44	10,554,597.83	11,449,187.72
20 Operations & Maintenance	137,623.78	79,821.45	663,070.25	880,515.48
30 Debt Service	51,197.25	0.00	0.00	51,197.25
40 Transportation	49,035.03	2,947,371.76	24,309.89	3,020,716.68
50 Social Security	0.00	0.00	269,822.23	269,822.23
51 IMRF	0.00	0.00	163,170.14	163,170.14
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	311,103.82	110,068.48	30,414.84	451,587.14
90 Life Safety	0.00	60,580.80	0.00	60,580.80
99 Student Activity Funds ⁴	78,607.85	0.00	0.00	78,607.85
Grand Total	\$1,719,627.97	\$3,574,818.93	\$11,705,385.18	\$16,999,832.08

¹ For funds 8 through 90, these bills were paid on and between 12/19/24 and 1/14/25. Please see the "Vendor Bill Listing - PREPAID" report for details.

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

³ Please see the "Payroll Fund Totals" report for details.

⁴ 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 12/18/24 and 1/14/25. 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 certify that the Board of Education has reviewed and authorized the payment of bills and payrolls in the amount of \$16,999,832.08.

 Jeremy DeHaai, President, Board of Education

 Date

 Alex Williams, Secretary, Board of Education

 Date



MCLEAN COUNTY UNIT SCHOOL DISTRICT NO. 5
Statement of Revenues, Expenditures, And Changes In Fund Balances
Operating Funds (Educational, Operations & Maintenance, Transportation and Tort)
Fiscal Year-To-Date Ending November 30, 2024

	Month-To-Date	Year-To-Date	Budget	% YTD Budget
REVENUE COLLECTED				
Local Sources:				
Property Taxes	2,836,290	51,506,401	121,384,903	42.4%
Personal Property Replacement Tax (PPRT)	-	1,117,966	2,470,524	45.3%
Food Service	312,159	1,304,717	3,064,429	42.6%
District Fees	33,287	1,418,904	1,800,971	78.8%
Other Local Sources	179,090	1,396,463	1,574,750	88.7%
State Sources:				
Evidence Based Funding	2,254,696	9,018,784	24,801,659	36.4%
Special Education	-	798,160	1,705,760	46.8%
Transportation Claim	-	1,832,018	7,753,857	23.6%
Early Childhood	-	523,039	1,843,534	28.4%
Other State Sources	11,289	27,321	509,381	5.4%
Federal Sources:				
Food Service	846,503	1,207,377	3,464,158	34.9%
ESEA Title I	286,920	1,984,885	2,502,372	79.3%
Special Education (IDEA)	711,035	1,879,080	3,557,577	52.8%
Medicaid Matching	-	1,009,324	1,400,000	72.1%
Other Federal Sources	91,657	4,267,843	5,511,575	77.4%
Total Revenue Collected	7,562,926	79,292,281	183,345,450	43.2%
EXPENDITURES PAID				
Instruction:				
Salaries & Benefits	7,982,857	38,963,981	92,272,078	42.2%
Other Objects	269,935	2,909,433	8,076,552	36.0%
Support Services - Pupil Related:				
Salaries & Benefits	1,296,633	5,702,137	12,946,302	44.0%
Other Objects	61,773	489,668	1,494,585	32.8%
Support Services - Other:				
Salaries & Benefits	2,306,740	11,197,484	26,605,607	42.1%
Other Objects	2,950,012	10,547,365	31,001,028	34.0%
Community Services	87,878	405,893	1,089,160	37.3%
Nonprogrammed Charges	-	556,476	647,954	85.9%
Capital Outlay	205,558	3,425,012	2,596,744	131.9%
Debt Service	-	46,224	46,225	100.0%
Total Expenditures Paid	15,161,387	74,243,673	176,776,235	42.0%
NET CHANGE IN FUND BALANCE BEFORE OTHER FINANCING SOURCES (USES)	(7,598,461)	5,048,608	6,569,215	
OTHER FINANCING SOURCES (USES)				
Proceeds from Issuance of Debt	99,444	888,645	-	0.0%
Proceeds from Fixed Asset Disposal	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Other Sources	-	-	-	0.0%
Transfers Out	(41,159)	(368,863)	(1,229,734)	30.0%
Other Uses	-	-	-	0.0%
Total Other Financing Sources (Uses)	58,285	519,783	(1,229,734)	-42.3%
NET CHANGE IN FUND BALANCE	(7,540,176)	5,568,391	5,339,481	



MCLEAN COUNTY UNIT SCHOOL DISTRICT NO. 5
Statement of Fund Balances
Governmental Funds (Excluding Student Activity Funds) and Internal Service Funds
Fiscal Year-To-Date Ending November 30, 2024

	Fund Balance 7/1/2024	Revenues	Expenditures	Other Sources (Uses)	Fund Balance 11/30/2024	Interfund Loan (Receivable)	Cash Balance	Investments
GOVERNMENTAL FUNDS								
Operating Funds:								
Educational	21,086,959	62,914,620	59,455,436	48,956	24,595,099	-	29,612,421	-
Operations & Maintenance	1,641,659	7,622,035	7,584,083	470,826	2,150,438	-	2,533,378	-
Transportation	2,263,172	5,612,890	5,192,372	-	2,683,690	-	2,696,889	-
Tort Immunity	476,952	3,142,736	2,011,781	-	1,607,906	-	1,624,045	-
Total Operating Funds	25,468,742	79,292,281	74,243,673	519,783	31,037,132	-	36,466,732	-
Other Funds:								
Debt Service	18,563,917	18,430,061	10,834,946	368,863	26,527,894	-	1,527,891	25,000,002
Social Security	1,422,068	1,560,930	1,334,194	-	1,648,804	-	1,783,017	-
Municipal Retirement (IMRF)	1,811,099	980,906	781,674	-	2,010,331	-	3,512,267	-
Capital Projects	-	-	-	-	-	-	-	-
Working Cash	54,478,129	1,256,816	-	-	55,734,946	(2,500,000)	21,532,032	31,702,913
Fire Prevention & Safety	384,616	702,114	552,949	-	533,781	-	486,151	-
Total Other Funds	76,659,829	22,930,828	13,503,764	368,863	86,455,756	(2,500,000)	28,841,359	56,702,916
Total Governmental Funds	102,128,570	102,223,109	87,747,437	888,645	117,492,888	(2,500,000)	65,308,091	56,702,916
INTERNAL SERVICE FUNDS								
Self-Funded Insurance Fund	524,436	8,296,272	11,249,917	-	(2,429,210)	2,500,000	60,581	-

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 Kingsley Junior High School

Student Activity Fund Name Promise Council (9665)

1. The balance of the Student Activity Fund is \$ 1,181.86

2. Reason for dissolution: The Promise Council is now a separate organization with it's own bank account.

3. The balance in the fund is to be transferred to:

<u>General Fund</u>	<u>9500</u>
<i>Account Title</i>	<i>Account Number</i>

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

N/A
Student Representative

N/A
Faculty Advisor

Elsa Palmer
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 Promise Council (9665)

1. The balance of the Student Activity Fund is \$ 0.00


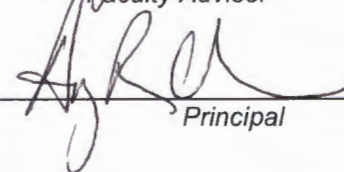
2. Reason for dissolution: The Promise Council is now a separate organization with it's own bank account.

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:

N/A
Student Representative

 *Faculty Advisor*
 *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 Fox Creek Elementary School

Student Activity Fund Name Promise Council (9665)

1. The balance of the Student Activity Fund is \$ 0.00

2. Reason for dissolution: The Promise Council is now a separate organization with it's own bank account.

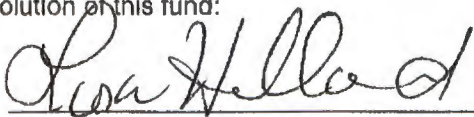
3. The balance in the fund is to be transferred to:

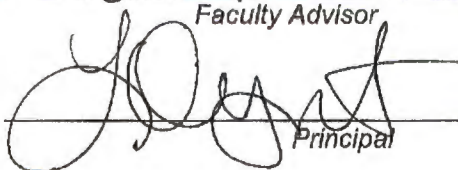
n/a	_____	n/a	_____
	<i>Account Title</i>		<i>Account Number</i>

4. Authorized Signatures:

The following individuals authorized the dissolution of this fund:

N/A
Student Representative


Faculty Advisor


Principal

This request was approved by the Board of Education on _____

Business Manager

Date

Ethics and Gift Ban

Prohibited Political Activity

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

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

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

Limitations on Receiving Gifts

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or the Board member’s or employee’s spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss District business.

6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or the recipient's spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume, which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. "*Intra-governmental gift*" means any gift given to a Board member or employee from another Board member or employee, and "*inter-governmental gift*" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

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

A Board member or employee, the Board member's or employee's spouse, or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code.

Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2.260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

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

"*Political activity*" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

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

“*Prohibited source*” means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) the Board member, or (b) with an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) by an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee.
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

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

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

LEGAL REF.: 105 ILCS 5/22-93.
5 ILCS 430/, State Officials and Employees Ethics Act.
10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.: 2.100 (Board Member Conflict of Interest), 2.110 (Qualifications, Term, and Duties of Board Officers), 2.260 (Uniform Grievance Procedure), 4.60 (Purchases and Contracts), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

Adopted: June 9, 2004
Reviewed: December 2024
Amended: January 15, 2025

Administrative Procedure – School Threat Assessment Teams

This procedure implements School Threat Assessment Teams. School Threat Assessment Team members are professional educators, mental health professionals, law enforcement professionals, and professionals from other disciplines as necessary who are trained in behavioral threat assessment. 105 ILCS 128/45(a).

School Threat Assessment Teams function at the building level, taking direction from the District Safety Team. They identify, inquire, assess, and manage a range of threats that may be posed by the school community. Threats may be posed from a broad range of individuals affecting the school environment, including:

- Students: current and former (and potentially prospective)
- Employees: current and former (and potentially prospective)
- Parents/guardians or other family members of students
- Persons who are (or have been) in relationships with staff or students
- Contractors, vendors, or other visitors
- Persons unaffiliated with the District

Customize this procedure to each School Threat Assessment Team's building-specific needs, and use it in conjunction with Administrative Procedure 4.190-AP1, *Targeted School Violence Prevention Program*, and Exhibits 4.190-AP2, E1, *Principles of Threat Assessment*; 4.190-AP2, E2, *Threat Assessment Documentation*; 4.190-AP2, E3, *Threat Assessment Key Areas and Questions; Examples*; 4.190-AP2, E4, *Responding to Types of Threats*; and 4.190-AP2, E5, *Threat Assessment Case Management Strategies*. This procedure contains five sections as follows:

1. Glossary of Terms
2. School Threat Assessment Team Formation, Development, and Responsibilities
3. Assessing and Classifying Threats
4. Responding to and Managing Threats
5. Reporting Threats to Outside Agencies

Glossary of Terms

Individual of Concern – an individual who has been identified to pose a threat of violence or serious harm to self/others.

Pose a Threat – To pose a threat means an individual has, or is in the process of obtaining, the intent and capability to cause harm to self or others through planning and preparation.

Protective Factors – Characteristics or resources that make it less likely that an individual will engage in violence.

Risk Factors – Characteristics that make it more likely that an individual may engage in violence. Risk factors are usually stable over time.

Target – a school or an individual who is the intended target of the threat posed by the individual of concern.

Threat – A concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others. The threat may be expressed/communicated behaviorally, orally,

visually, in writing, electronically, or through any other means; it is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by or communicated to a third party, and regardless of whether the target of the threat is aware of the threat.

Threat Assessment – A systematic, fact-based process emphasizing an appraisal of observed (or reasonably observable) behaviors to identify potentially dangerous or violent situations, to assess them, and to manage/address them.

School Threat Assessment Team – A multidisciplinary building-level team led by the Building Principal to perform specific threat assessments that must include at least one law enforcement official as well as cross-disciplinary representatives of the District who are most directly familiar with the mental and behavioral health needs of students and staff. The law enforcement official shall be the school resource officer. The cross-disciplinary representatives include the following individuals employed by the District and who are available to serve: the Building Principal, associate or assistant principals, one or two classroom teachers, a special education teacher, the school counselor, the school psychologist, the school social worker, and the school nurse.

School Threat Assessment Triage Team – Consists of at least two members of the School Threat Assessment Team designated by the Building Principal to triage reported cases of concerning, aberrant, or threatening behavior and/or communication. Considers the nature and level of concern of cases to determine if existing resources and mechanisms are sufficient to address concerns, or whether the full School Threat Assessment Team should further assess and manage the situation, and initiates any crisis responses as appropriate.

Types of Threats –

Routine/No Known Concern: Individual of concern/situation does not indicate a threat of violence or harm to self or others, or need for assistance or intervention. No impact on others, environmental factors, or precipitants that need School Threat Assessment Team intervention. Close the case.

Low Level: The individual of concern/situation does not indicate a threat of violence or serious harm to self or others; would or may benefit from intervention or assistance with concerns. Individual of concern, environmental/systemic, or precipitating events may be present at low levels. May involve some ongoing assessment management with passive monitoring and/or periodic active monitoring, and referrals as appropriate. Close the case if no team interventions or monitoring are indicated.

Moderate Level: The individual of concern/situation does not appear to pose a threat of serious violence or harm though risk cannot be ruled-out. Individual of concern may be developing the capability for harm and is engaging in aberrant or concerning behaviors that indicate a need for assistance/intervention. Targets/others are likely concerned and impacted. Environmental/systemic or precipitating factors may be present. Consider law enforcement/security notification as appropriate. Requires ongoing assessment and management plan, active monitoring, and referrals as appropriate.

High Level: The individual of concern/situation poses, or is rapidly developing the capability for, a threat of serious violence or harm to self or others; or is in urgent need of hospitalization or treatment. Targets/others are impacted. Typically involves environmental/systemic factors and consideration for precipitating events. Requires immediate notification of school administration and law enforcement, subject containment, target protection and safety plan,

activation of crisis response protocols as appropriate, ongoing assessment and management plan, active monitoring, and referrals as appropriate.

Imminent Level: The individual of concern/situation poses an imminent threat of serious violence or harm to self/others and has or may reasonably have significant impact on others. Requires immediate law enforcement and school administration notification, subject containment, target protection and safety planning, implementation of crisis response and notification protocols, ongoing assessment and management plan, and active monitoring.

Warning Signs – Characteristics or behaviors that are associated with a current or escalating risk of violence. These tend to be dynamic, acute, and often associated with new stresses, events, losses, or failures.

School Threat Assessment Team Formation, Development, and Responsibilities

Following are tasks to integrate School Threat Assessment Teams into the District’s Targeted School Violence Prevention Plan.

Actor	Action
Superintendent or designee	<p>Ensures School Threat Assessment Teams are trained in threat assessment by a threat assessment expert. Free statewide training is available through the Ill. School and Campus Safety Program, at: https://ready.illinois.gov/plan/schools.html.</p> <p>Prior to the start of each school year, files this procedure and a list identifying members of all School Threat Assessment Teams with (1) a local law enforcement agency, and (2) the Regional Office of Education or Intermediate Services Center, as applicable. 105 ILCS 5/128/45(b), amended by P.A. 102-791 and 103-175. Informs the Board that this filing was completed.</p>
Building Principal	<p>Leads the School Threat Assessment Team.</p> <p>Selects School Threat Assessment Team members, including the school resource officer, as well as cross-disciplinary representatives of the District who are most directly familiar with the mental and behavioral health needs of students and staff. The cross-disciplinary representatives include the following individuals employed by the District or a special education cooperative that serves the District and who are available to serve:</p> <ul style="list-style-type: none"> School administration, e.g., associate or assistant principals; Classroom teacher(s); Special education teacher (if applicable); School counselor; School psychologist; School social worker; and

Actor	Action
	<p>Other District employees and or community resource persons (as members or consultants as determined by the School Threat Assessment Team).</p> <p>When resources allow, selects designated back-up for each core TAT member, from the same or similar areas of expertise, to fulfill their duties in the event of their absence or inability.</p> <p>Designates a School Threat Assessment Triage Team. Ensures that any reporting mechanisms used by the school community are kept up to date, work consistently, and are checked on a regular and timely basis.</p> <p>Establishes an intake and triage process for reports regarding concerning, aberrant, or threatening behavior and/or communication.</p> <p>When a report is received, activates the TAT and uses this procedure 4.190-AP2, <i>School Threat Assessment Team</i>.</p>
<p>School Threat Assessment Team</p>	<p>Receives education and seeks training resources, including but not limited to Exhibits 4.190-AP2, E1, <i>Principles of Threat Assessment</i>; 4.190-AP2, E2, <i>Threat Assessment Documentation</i>; 4.190-AP2, E3, <i>Threat Assessment Key Areas and Questions; Examples</i>; 4.190-AP2, E4, <i>Responding to Types of Threats</i>; and 4.190-AP2, E5, <i>Threat Assessment Case Management Strategies</i>.</p> <p>Receives initial and periodic refresher threat assessment training by a threat assessment expert.</p> <p>Commits to work collaboratively with each other, with other school staff, and (as appropriate) with community resource persons to support the purposes of the School Threat Assessment Team and the safety of the school, its students, and its staff.</p> <p>Actively, lawfully, and ethically communicates with each other, District administrators, and other school staff who have a need to know particular information to support the safety of the school, its students, and its staff.</p> <p>Trains staff, students, parents/guardians, and other members of the school community to recognize and report possible threats by conducting presentations, broadly disseminating relevant information, and ensuring access to consultation from the School Threat Assessment Team.</p> <p>Identifies and trains members of the school community who can take reports of possible threats.</p> <p>Effectively implements Board Policy 4.190, <i>Targeted School Violence Prevention Program</i>.</p>

Assessing and Classifying Threats

When a threat is reported, the Building Principal and School Threat Assessment Team assess and classify the threat using the criteria and process outlined below.

Actor	Action
Building Principal and/or School Threat Assessment Triage Team	<p>When a potential threat report is received, initiates the following intake and triage process.</p> <p><u>Intake</u></p> <p>Obtains basic information about the potential threat, including but not limited to:</p> <p>Initial Report of Concern: Date/time reported, date/time reviewed, person receiving report.</p> <p>Reporting Party: Name, affiliation, contact information, relationship to subject of concern.</p> <p>Incident/Nature of Concern: Date/time occurred, location, nature of threat/concern, weapons involved/threatened, details about concerns, and any relevant background information.</p> <p>Individual of Concern: Name, affiliation, contact information, relationship to reporting party or target(s).</p> <p>Identified/Identifiable Target(s): Name, affiliation, contact information, relationship to report party or subject.</p> <p>Determines if an imminent threat exists. An imminent threat is indicated by such factors as:</p> <ol style="list-style-type: none"> 1. Subject intends imminent and/or serious harm to self/others; or 2. Subject lacks inhibitions for using violence. <p>If an imminent threat exists, initiates Emergency Operations Plan (EOP) and notifies law enforcement in accordance with Administrative Procedure 4.170-AP1, <i>Comprehensive Safety and Security Plan, Part G, Emergency Operations Plan (EOP)</i>. If no imminent threat exists, or once an imminent threat is contained, proceeds to triage.</p> <p><u>Triage</u></p> <p>Triages threat to determine if the full School Threat Assessment Team must be involved.</p> <p>Triage may include as necessary and appropriate:</p> <p>Reviewing the reported concerning, aberrant, or threatening behavior and/or communication.</p>

Actor	Action
	<p>Reviewing school and other records for any prior history or interventions with the individual(s) involved.</p> <p>Conducting timely and thorough interviews (as necessary) with the person(s) who reported the threat, the recipient(s) or target(s) of the threat, other witnesses who have knowledge of the threat, and when reasonable, the individual of concern who allegedly engaged in the threatening behavior or communication. The purpose of the interviews is to gain a holistic understanding of the situation, determine the nature and level of the concerns, identify areas where more information may be needed, and inform appropriate strategies or interventions to address any concerns identified.</p> <p>Determines if the full School Threat Assessment Team must be involved.</p> <p>To determine that the full School Threat Assessment Team does not need to be involved, all School Threat Assessment Team Triage Team members must concur that there is no identifiable threat/concern, or that there is a low level of concern regarding issues that are being adequately addressed.</p> <p>If the full School Threat Assessment Team needs to be involved, convenes it as soon as possible.</p> <p>Documents intake and triage using Exhibit 4.190-AP2, E2, <i>Threat Assessment Documentation</i>.</p>
<p>School Threat Assessment Team</p>	<p>Conducts a comprehensive and holistic assessment of the threat using the STEP framework set forth in Exhibit 4.190-AP2, E1, <i>Principles of Threat Assessment</i>. See Exhibit 4:190-AP2, E3, <i>Threat Assessment Key Areas and Questions; Examples</i>, for key questions to ask the person(s) who reported the threat, the threat recipient(s)/target(s), other witnesses, and the individual of concern in order to assess the threat.</p> <p>Once the assessment is complete, classifies the threat as one of the following: Routine/No Known Concern, Low Level, Moderate Level, High Level, or Imminent.</p> <p>Documents the threat assessment and classification using Exhibit 4.190-AP2, E2, <i>Threat Assessment Documentation</i>, and ensures that School Threat Assessment Team documentation follows the acronym FORT:</p> <p>Fair – sought to understand situations and give individuals an opportunity to be heard and understood;</p> <p>Objective – sought information based on facts and observations of the case and not speculation or bias;</p>

Actor	Action
	<p>Reasonable – engaged in responses that were effective and proportionate to the situation; and</p> <p>Timely – quickly and responsively addressed reports of threatening behavior.</p>
Building Principal	<p>Where the School Threat Assessment Team classifies the threat as a Moderate, High, or Imminent level of concern and the threat requires further intervention to prevent violence or serious harm, notifies:</p> <ol style="list-style-type: none"> 1. The parent(s)/guardian(s) of any student who is the target/recipient of a threat; and 2. The parent(s)/guardian(s) of any student who engaged in threatening behaviors.

Responding to and Managing Threats

Actor	Action
School Threat Assessment Team	<p>Identifies appropriate responses to the threat based upon its level. See Exhibit 4.190-AP2, E4, <i>Responding to Types of Threats</i>, for guidance on responses to each threat level.</p> <p>Develops, implements, and monitors an individualized, fact-based case management plan to intervene with, address, and reduce the threat by:</p> <p style="padding-left: 40px;">Designating a School Threat Assessment Team member as case manager to monitor the status of the subject and to notify the School Threat Assessment Team of any change in status, response to interventions/referrals, or additional information that would be cause for reassessment and/or changes in interventions strategies;</p> <p style="padding-left: 40px;">Assisting the individual of concern, and any impacted staff or students, in accessing appropriate school and community-based resources for support and/or further intervention;</p> <p style="padding-left: 40px;">Appointing one or more School Threat Assessment Team members to engage directly with the individual of concern to prevent the individual from becoming isolated; and</p> <p style="padding-left: 40px;">Using the least intrusive interventions and strategies that are sufficient, fair, and reasonable to address the concerns identified. See Exhibit 4.190-AP2, E5, <i>Threat Assessment Case Management Strategies</i>, for interventions and strategies, including those that are subject-based, target-based, and environmental/systems-based.</p> <p>Documents this process and any case updates using Exhibit 4.190-AP2, E2, <i>Threat Assessment Documentation</i>.</p> <p>Submits updates to the Building Principal regularly, e.g., at least every 30 days, until the case is resolved and the individual of concern no longer poses a threat to the school, its students, or its staff.</p>

Actor	Action
	Maintains documentation in accordance with Board policy, State records laws, and administrative procedures.

Reporting Threats to Outside Agencies

The following is the process to notify the Local Law Enforcement Agency (LLEA) and/or the Ill. Dept. of State Police (ISP) about certain types of threats. See also Administrative Procedure 4.170-AP1, *Comprehensive Safety and Security Plan, Part J, Required Notices*.

Actor	Action
Superintendent or designee	<p>Immediately notifies the local law enforcement agency and the ISP upon receiving a report from any school personnel regarding a verified incident involving:</p> <p>Batteries committed against teachers, teacher personnel, administrative personnel, or educational support personnel. 105 ILCS 5/10-21.7, amended by P.A. 102-894.</p> <p>A firearm in a school or on school-owned or leased property. 105 ILCS 5/10-27.1A(c). amended by P.A.s 103-34, 103-609, and 103-780.</p> <p>Drugs in a school or on school-owned or leased property, including any conveyance owned, leased, or used by the school for the transport of students or school personnel. 105 ILCS 5/10-27.1B(b), amended by P.A.s 103-609 and 103-780; 105 ILCS 127/).</p> <p>Reports all of the above incidents to ISBE through its web-based School Incident Reporting System (SIRS) as they occur during the year but no later than July 31 for the preceding school year. 105 ILCS 5/10-27.1A, amended by P.A.s 103-34, 103-609 (first to pass both houses), and 103-780 (second to pass both houses and controlling); 105 ILCS 5/10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling); and 105 ILCS 5/10-21.7</p>
Building Principal	<p>Reports to the local law enforcement agency threats to the safety and welfare of students and teachers by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by gang activity. 105 ILCS 5/10-21.4a.</p> <p>Reports other threats to the local law enforcement agency as necessary and appropriate.</p> <p>Immediately notifies the local law enforcement agency upon receiving a report that any person has been observed in possession of a firearm on school grounds (other than a law enforcement official engaged in the conduct of his or her official duties).</p> <p>If the person found to be in possession of a firearm on school grounds is a student, the Building Principal or designee shall also</p>

Actor	Action
	<p>immediately notify the student's parent/guardian. 105 ILCS 5/10-21.7A(b).</p> <p>Reports directly to the ISP within 24 hours of a determination that a student or other person poses a clear and present danger to himself, herself, or others. 430 ILCS 66/105 and 405 ILCS 5/6-103.3; 20 Ill. Admin. Code §1230.120(b). See Exhibit 3.60-E, <i>Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security</i>, for further information.</p>

General Personnel –

Employee Ethics; Code of Professional Conduct; and Conflict of Interest

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

The Superintendent or designee shall post this policy on the District's website and include it in any staff, student, or parent handbook provided.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries to protect students from sexual misconduct by employees and employees from the appearance of impropriety. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse.

The District must monitor its employees for violations of employee-student boundaries. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior, this policy, and federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify appropriate employee conduct standards including, but not limited to, the following:

1. Administrative Procedure 5.120-AP2, *Employee Conduct Standards*, and Exhibit 5.120-E1, *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), are incorporated by reference into this policy. All employees will comply with the *Employee Conduct Standards*, and the *Code of Ethics for Illinois Educators*, if governed thereby.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and Board policies 2.265, *Title IX Grievance Procedure*; 4.165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5.90, *Abused and Neglected Child Reporting*; and 5.100, *Staff Development Program*.
3. Employees will maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:

- a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees will report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
5. Any employee who engages in any of the following or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal:
- a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

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

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

Adopted: April 14, 1999

Reviewed: December 2024

Amended: January 15, 2025

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

Ethics and Gift Ban

Board policy 2.105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA)(30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

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

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2.105, *Ethics and Gift Ban*.

School Counselor Gift Ban

School counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For school counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.

2. Anything for which the school counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the school counselor believes that it was provided due to the official position or employment of the school counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the school counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the school counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the school counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the school counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.
8. Travel, lodging, food, and beverage costs incurred by the school counselor and paid by an institution of higher education for attendance by the school counselor of an educational or military program at the institution of higher education.

A school counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a tax-exempt charity.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours and such other times as are necessary to fulfill appropriate assigned duties.

Incorporated

by reference: Administrative Procedure 5.120-AP2, *Employee Conduct Standards*
Exhibit 5.120-E1, *Code of Ethics for Illinois Educators*

LEGAL REF.: U. S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1)
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.
5 ILCS 430/, State Officials and Employees Ethics Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.

Adopted: April 14, 1999

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325 ILCS 5/, Abused and Neglected Child Reporting Act.
775 ILCS 5/5A-102, Illinois Human Rights Act.
23 Ill. Admin. Code Part 22, Code of Ethics for Illinois Educators.
Pickering v. Board of Township H. S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2.105 (Ethics and Gift Ban), 2.265 (Title IX Grievance Procedure), 4.60 (Purchases and Contracts), 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5.90 (Abused and Neglected Child Reporting), 5.100 (Staff Development Program), 5.125 (Personal Technology and Social Media; Usage and Conduct), 5.200 (Terms and Conditions of Employment and Dismissal), 5.290 (Employment Terminations and Suspensions), 7.20 (Harassment of Students Prohibited)

General Personnel – Personnel Records

Maintenance and Access to Records

The Superintendent or designee shall manage the maintenance of personnel records in accordance with state and federal law and Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's or designee's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2.250, *Access to District Public Records*.

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent or designee shall:

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that the District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
3. Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with *Faith's Law*.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 20 U.S.C. §7926.
105 ILCS 5/22-94.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/1, Personnel Record Review Act.
23 Ill. Admin. Code §1.660.

Adopted: April 23, 1997
Reviewed: December 2024
Amended: January 15, 2025

CROSS REF.: 2.250 (Access to District Public Records), 5.90 (Abused and Neglected Child Reporting), 7.340 (Student Records)

Exhibit – Employee Request Form for Personnel Records

To be used when an employee requests to inspect, copy, or receive copies of their personnel records under the Personal Record Review Act. An employee must be granted at least two requests per calendar year, made at reasonable intervals unless otherwise provided in a collective bargaining agreement. 820 ILCS 40/2(b), added by P.A. 103-727, eff. 1-1-25.

Employee Name: _____ Phone Number: _____

Address: _____ Email: _____

The Personnel Record Review Act (820 ILCS 40/) grants every employee the right to inspect, copy, and receive copies of the following documents:

1. Personnel documents which are, have been, or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, compensation, benefits, discharge, or other disciplinary action, except as provided in 820 ILCS 40/10;
2. Employment-related contracts or agreements that are legally binding on the employee;
3. Employee handbooks made available to the employee or that the employee acknowledged receiving; and
4. Written District policies or procedures the employee was subject to and that concern qualifications for employment, promotion, transfer, compensation, benefits, discharge, or other disciplinary action.

I request to (*check one*):

Inspect
 Copy

Receive Hard Copies of
 Receive Electronic Copies of

my personnel records as follows (*identify what records are sought*): _____

Will the records inspection, copying, or receipt of copies be performed by the employee?

Yes

No, by the employee's representative*:

Representative's Name: _____

Representative's Role (*check one*):

Family member

Lawyer

Union steward/official

Translator

*If the request includes medical information and medical records, attach a signed waiver to release medical information and medical records to the employee's representative.

Employee Signature

Date

Adopted: January 15, 2025
Reviewed: December 2024
Amended:

Completed by the Records Custodian or Privacy Officer.

Request received on: _____

Personnel records due to employee on: _____

Personnel records provided to employee on: _____

Record Custodian or Privacy Officer Signature

Date

Professional Personnel – Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent or designee shall ensure that all teachers, other licensed employees, and persons providing a student's related services:

- (1) maintain discipline in the schools as required in the School Code, and
- (2) follow the Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

School personnel shall address behavior concerns in a manner which maintains student dignity. School personnel shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) is prohibited in all circumstances. School personnel may only use:

- (1) Momentary periods of physical restriction by direct person to person contact, without the aid of material or mechanical devices, that are accomplished with limited force and that are designed to prevent a student from completing an act that would result in potential physical harm to self or another or damage to property; or
- (2) Reasonable force as part of an isolated time out, time out, or physical restraint as permitted by 105 ILCS 5/10-20.33.

LEGAL REF.: 105 ILCS 5/22-100 and 5/24-24.
23 Ill. Admin. Code §1.280.

CROSS REF.: 2.150 (Committees), 7.190 (Student Behavior), 7.230 (Misconduct by Students with Disabilities)

Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. See Administrative Procedure 6.120-AP3, *Service Animal*, regarding the use of service animals at school facilities. Emotional support animals are not allowed in school facilities.

Animal Experiments

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

Animal Dissection

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

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection.

The Superintendent shall inform students of:

- 1) their right to refrain from performing, participating in, or observing dissection; and
- 2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.: 105 ILCS 5/2-3.122, 5/27-14, and 112/1.

CROSS REF.: 6.40 (Curriculum Development), 6.120-AP3 (Service Animal)

Adopted: May 28, 1997
Reviewed: December 2024
Amended: January 15, 2025

Administrative Procedure - Dissection of Animals

Actor	Action	Time
Superintendent or designee	<p>Identifies: which, if any, courses contain a dissection project; and (2) the available alternative projects. Reports this information to the Building Principal.</p> <p>“Dissection” includes cutting, killing, preserving, or mounting of living or dead animals or animal parts for scientific study; it does not include the cutting, preserving, or mounting of: (1) meat or other animal products that have been processed for use as food or in the preparation of food; or (2) wool, silk, glue, or other commercial or artistic products derived from animals. 105 ILCS 112/10.</p> <p>Students who object to performing, participating in, or observing a dissection must be excused from classroom attendance without penalty. 105 ILCS 112/25.</p>	Throughout the curriculum development process.
Building Principal	<p>Ensures that course descriptions indicate which courses contain a dissection unit. For such courses, indicate that objecting students have the right to refrain, and the availability, if any, of an alternative.</p> <p>ISBE guidelines for notifying students, parents, administrators, and teachers are available at: www.isbe.net/Documents/alternatives_dissection_2000.pdf#search=dissection.</p>	Annually when course offerings and descriptions are distributed to students.
School Counselors and Teachers	Reminds objecting students to check the expectations and requirements of the post-secondary schools that they may be interested in attending. 105 ILCS 112/20(b).	Whenever a student may choose between dissection and an alternative program.
Students	If dissection is objectionable, asks the teacher to be excused from the dissection project and request an alternative project.	Within the first 10 days of the course, if possible.
All Staff Members	Do not penalize or discriminate against a student in any way for refusing to perform, participate in, or observe dissection. 105 ILCS 112/25.	Continuously

Exhibit - Guidelines and Application for Using Animals in School Facilities for Educational Purposes

To be submitted to the Building Principal

This application must be approved before an animal may be brought into any school facility. Animals may be brought into the classroom or learning center for educational purposes, provided: 1) prior permission is received from both the supervising teacher and the Building Principal or designee; and the following *Guidelines for Using Animals in School Facilities* are agreed to by the applicant, supervising teacher, and/or the animal owner.

Please print

Name and type of animal	School facility
Materials (i.e., cages, carriers, food, etc.)	Date(s) requested
Educational purpose	

Guidelines for Using Animals in School Facilities

Prohibited Animals

The following animals are prohibited in school facilities:

1. Inherently dangerous animals (e.g., lions, tigers, cougars, and bears)
2. Nonhuman primates (e.g., monkeys and apes)
3. Mammals at high-risk for transmitting rabies (e.g., bats, raccoons, skunks, foxes, and coyotes)
4. Aggressive or unpredictable animals, wild or domestic
5. Stray animals with unknown health and vaccination history
6. Venomous or toxin-producing animals (e.g., certain spiders, insects, reptiles, and amphibians)

Vaccination Requirements

Prior to bringing certain animals into school facilities, current health records and/or proof of current vaccination is required as follows:

1. **Cats** – A health certificate signed by a licensed veterinarian showing proof of current vaccination against feline distemper/upper respiratory vaccine (FVRCP), feline leukemia, feline chlamydiosis, and rabies; and proof of a negative fecal exam or successful treatment for internal parasites within the past six months.
2. **Dogs** – A health certificate signed by a licensed veterinarian showing proof of current vaccination against canine distemper, hepatitis, leptospirosis, canine parainfluenza (CPIV), parovirus, Bordatella, and rabies; and proof of a negative fecal exam or successful treatment for internal parasites within the past six months.

3. **Ferrets** – A health certificate signed by a licensed veterinarian showing proof of current vaccination against rabies; and proof of a negative fecal exam or successful treatment for internal parasites within the past six months.
4. **Psittacine Birds** – Proof of treatment or negative test results for psittacosis (avian chlamydiosis).

General Guidelines

To protect students and staff from zoonotic diseases, the following guidelines apply to animals brought into school facilities for educational purposes:

1. The Building Principal or designee must approve all animals brought into school facilities.
2. Animals must be clean and free of intestinal parasites, fleas, ticks, and mites.
3. Students must be supervised by District staff during all human-animal contact.
4. Animals should be handled humanely.
5. Animals should be displayed in enclosed cages or under appropriate restraint (e.g., leash).
6. Animals may not roam free, fly free or have contact with wild animals.
7. No animals are allowed in areas where food or drink is prepared or consumed.
8. Food for animals must be stored in air-tight, closed containers (preferably hard plastic) to prevent spills and attracting nuisance animals and/or insects.
9. Anyone handling animals must wash his/her hands thoroughly with warm water and soap afterwards. Hand sanitizer may not be used as a substitute for soap and water.
10. Areas where animals have been present must be cleaned and disinfected by District staff.
11. Animal waste must be appropriately disposed of by a District staff member (e.g., using disposable plastic gloves and plastic bags). **Under no circumstances are students allowed to clean cages/aquariums or handle animal waste.**
12. The supervising teacher must:
 - A. Consult with parent(s)/guardian(s) to determine any special considerations needed for students who are immunocompromised or have allergies, asthma, or other health concerns; and
 - B. Complete and issue the *Student Permission for Exposure to Animal(s)* form to the parent(s)/guardian(s) of all students who will be exposed to the animal(s).
13. A responsible adult must accompany all animal visits into school facilities.

Procedures for the Housing, Care and Handling of Specific Animals

1. **Dogs** – All dogs must be housebroken.
2. **Farm animals** – Due to the risk of E. coli O157:H7, Salmonella, Campylobacter, and Cryptosporidium, these animals are not appropriate unless meticulous attention to personal hygiene can be assured.
3. **Ferrets** – Ferrets bite when startled, therefore students should not handle ferrets in the classroom. Students under the age of five are prohibited from having contact with these animals.
4. **Fish** – Use disposable gloves when cleaning aquariums. Do not dispose of aquarium water in sinks used for food preparation or for obtaining drinking water.
5. **Hamsters, Guinea pigs, and Gerbils** – Due to the risk of Salmonella bacteria and Lymphocytic choriomeningitis virus, special care must be taken when students handle these animals. Students under the age of five are prohibited from having contact with these animals.

6. **Psittacine Birds** – Because these birds (e.g., parrots, parakeets, budgies, and cockatiels) can carry disease, students are prohibited from handling them. Staff members should clean cages when students are not present.
7. **Reptiles and Amphibians** – Due to the risk of Salmonella bacteria, special precautions must be taken when students handle these animals. Students under the age of five are prohibited from having contact with these animals.

Animal-Related Injuries

If an animal bites, scratches, or otherwise injures someone at school and the skin is pierced, the Building Principal or designee will ensure:

1. The teacher immediately reports the incident to the Building Principal or designee and school nurse;
2. If necessary, the school nurse notifies public health authorities;
3. The school nurse notifies the student's parent(s)/guardian(s); and
4. An incident/accident report is completed by the staff member responsible at the time of the injury and forwarded to the school nurse.

Additional Applicant, Supervising Teacher, and Animal Owner Responsibilities

1. Applicant responsibilities:
 - A. The applicant must have a plan that assures the animal is appropriately housed, humanely cared for, and properly handled.
 - B. The applicant must submit health records and/or proof of current vaccination as set forth in these *Guidelines for Using Animals in School Facilities*.
 - C. Animals are not to be transported on school buses.
2. Supervising teacher and/or facility staff responsibilities:
 - A. The supervising teacher signing the application must assume primary responsibility for the animal.
 - B. Only the teacher or students designated by the teacher are to handle the animals.
 - C. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.

Animal owner's responsibilities:

1. The animal's owner agrees to hold the District, its employees, agents, and assigns harmless for any injury to, including death of, the animal.
2. The animal's owner, if different from the person making the application, must sign below demonstrating that they granted permission for the animal to come into the classroom and agrees to the conditions set forth in this application.

I agree to abide by the *Guidelines for Using Animals in School Facilities* outlined above in this application.

Applicant (<i>please print</i>)	Telephone number
Address	
Applicant signature	Date
Supervising teacher (<i>please print</i>)	
Supervising teacher's signature	Date
Animal owner's name if different from applicant (<i>please print</i>)	
Animal owner's signature	Date

The Building Principal will base his or her decision on the information being provided in this application as well as other criteria deemed important. *Note to Building Principal or designee: after approving or denying this application, return a copy of it to the applicant and keep the original in the school office.*

Approved **Denied**

Principal's or designee's signature	Date
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Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school resource officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of their vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objective and not excessively intrusive in light of the student's age and gender and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or school resource officer of the same gender as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parents/guardians shall be notified of the search as soon as possible.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act. 105 ILCS 75/:

1. School officials may not request or require a student or their parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
Right to Privacy in the School Setting Act, 105 ILCS 75/.
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).
People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).
People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996) *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).
T.L.O. v. New Jersey, 469 U.S. 325 (1985).
Vernonia School District 47J v. Acton, 515 U.S. 364 (1995).
Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009).

CROSS REF.: 7.130 (Student Rights and Responsibilities), 7.150 (Agency and Police Interviews), 7.190 (Student Behavior)

Adopted: July 9, 1997
Reviewed: December 2024
Amended: January 15, 2025

**Exhibit - Letter to Parents/Guardians Regarding the Right to Privacy
in the School Setting Act**

On District Letterhead

Date

Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?

Dear Parents / Guardians:

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parents/guardians to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking website* include Facebook, Instagram, X (formerly Twitter), TikTok, and Snapchat.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Please contact the school if you have any questions.

Sincerely,

Building Principal.

Administrative Procedure – Student Discipline Guidelines

The intent of these guidelines is to enhance school climate, improve school discipline practices, and ensure that students are disciplined without discrimination on the basis of race, color, national origin, gender, disability, or other protected status. Data collected from Ill. school districts on student discipline is available at www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx.

Recordkeeping

1. Develop and implement a District-wide uniform discipline process (currently Infinite Campus) that documents each of the following (if known):
 - a. Student name
 - b. Identity of staff member making referral
 - c. Date and time of incident
 - d. Location of incident
 - e. Description of incident
 - f. Description of interventions attempted prior to incident
 - g. Description of the incident's effect on other students and/or the learning environment
 - h. Parent/guardian contact made (when, how, and by whom)

2. Maintain each of the following data related to student discipline referrals:
 - a. Race of the student referred for discipline
 - b. Gender of the student referred for discipline
 - c. Disability status of the student referred for discipline
 - d. Basis for the referral
 - e. Identity of the staff member making referral
 - f. Race of the staff member making referral
 - g. Gender of the staff member making referral
 - h. Basis for imposing or not imposing discipline
 - i. Description of discipline imposed, if any, and the rationale for its selection
 - j. Whether the referral was made to the school resource officer (SRO) or law enforcement
 - k. Basis for making the referral to the SRO or law enforcement (if applicable)
 - l. Whether there were any criminal charges filed as a result of the student's misconduct
 - m. If the student received an exclusionary consequence (out-of-school suspension or expulsion) for his/her misconduct, whether the student was offered any academic or behavior support services and, if so, which support services

Periodic Review and Self-Monitoring

Review the following on a periodic basis and at least annually:

1. Discipline-related District policies and procedures
 - a. Such policies may include:

7.20, Harassment of Students Prohibited
7.70, Attendance and Truancy

Adopted: April 27, 2016

Reviewed: December 2024

Amended: January 15, 2025

- 7.130, *Student Rights and Responsibilities*
- 7.140, *Search and Seizure*
- 7.150, *Agency and Police Interviews*
- 7.160, *Student Appearance*
- 7.165, *School Uniforms*
- 7.170, *Vandalism*
- 7.180, *Prevention and Response to Bullying, Intimidation, and Harassment*
- 7.185, *Teen Dating Violence Prohibited*
- 7.190, *Student Behavior*
- 7.200, *Suspension Procedures*
- 7.210, *Expulsion Procedures*
- 7.220, *Bus Conduct*
- 7.230, *Misconduct by Students With Disabilities*
- 7.240, *Conduct Code For Participants in Extracurricular Activities*
- 7.250, *Student Support Services*
- 7.310, *Restrictions on Publications; Elementary Schools*

b. This review should:

- 1) Include input from all members of the school community (administrators, staff, students, parents/guardians, volunteers and community members). Such input may be obtained through school climate surveys, school forums, and the District's parent-teacher advisory committee (established per 105 ILCS 5/10-20.14, amended by P.A. 103-896) and the behavior interventions committee for students with disabilities (established per 105 ILCS 5/14-8.05).
- 2) Ensure policies and procedures (e.g., an individual school's conduct code) have clear definitions of prohibited student conduct, especially those entailing the subjective exercise of discretion.
- 3) Attempt to incorporate alternative disciplinary measures into Board policies and procedures.
- 4) Implement a system of Positive Behavioral Interventions and Support (PBIS) or, if PBIS has been implemented, analyze and monitor its effectiveness and ways to improve it.

2. Discipline data

a. Data review should analyze each of the following:

- 1) Number of referrals by teacher/staff member.
- 2) Race/gender/disability status of referred students by teacher/staff member.
- 3) Overall percentage of student disciplinary referrals by race, gender, and disability status versus the overall percentage of said student groups in the school and District.
- 4) Overall percentage of student disciplinary referrals for a specific offense (i.e. tardy, dress code violation) by race, gender, and disability status versus the overall percentage of said student groups in the school and District.

- 5) Overall percentage of student disciplinary referrals resulting in an exclusionary consequence by race, gender, and disability status versus the overall percentage of said student groups in the school and District.
 - 6) Overall percentage of student disciplinary referrals resulting in a referral to law enforcement by race, gender, and disability status versus the overall percentage of said student groups in the school and District.
 - 7) Comparison of discipline imposed for the same or similar offense for students of different races, gender, and disability statuses.
- b. Compare the District's student discipline data with the data from other school districts. As required by 105 ILCS 5/2-3.162, by Oct. 31 annually, ISBE prepares a report on student discipline from data collected from all Ill. school districts. The report includes data on the issuance of out-of-school suspensions, expulsions, and removals to alternative settings in lieu of another disciplinary action, disaggregated by race and ethnicity, gender, age, grade level, whether a student is an English learner, incident type, and discipline duration. It is available at www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx.
- c. According to section 2-3.162:
- 1) School districts that are identified in the top 20% of any of the metrics for 3 consecutive years must submit a plan identifying its strategies to reduce the use of exclusionary disciplinary practices or racial disproportionality or both, if applicable.
 - 2) The plan must be approved by the school board and posted on the district's website. Within one year after being identified, the school district must submit to ISBE and post on the district's website a progress report describing the plan's implementation and the results achieved.
- d. If there are any red flags resulting from the data analysis, the discipline committee should meet to determine if there are comparably effective alternative practices or policies that would meet the school's stated educational goal with less of a burden or adverse impact on the disproportionately affected group.

Training

1. Annually train all District staff and school-based law enforcement on each of the following:
 - a. The District's discipline-related policies and procedures, including which behaviors fall into categories of misconduct defined therein so that there is consistency in application.
 - b. How to apply school discipline policies, procedures, and practices in a fair and equitable manner so as not to disproportionately impact students of color, students of a particular gender, students with disabilities, or at-risk students.
 - c. Effective classroom management strategies, recognizing that the removal of students from the classroom is to be used as a last resort.
 - d. How to engage students and support positive behavior, including through any PBIS program implemented in the District.

Adopted: April 27, 2016

Reviewed: December 2024

Amended: January 15, 2025

- e. Classroom management techniques and resources available to staff who are having difficulty with classroom management.
 - f. The role that school-based law enforcement is expected to play in the discipline process, including when it is or is not appropriate to refer a student to school-based law enforcement.
2. Make reasonable efforts to provide ongoing professional development to all District staff, school board members, and SROs on the requirements of 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14, adverse consequences of exclusion and justice system involvement, effective classroom management strategies, culturally responsive discipline, trauma responsive learning environments, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

Notice

Annually notify students and parents/guardians of the District's discipline-related policies and procedures.

1. Use varied communication methods, such as student handbooks, District or school websites, posters, classroom instruction, assemblies, etc.
2. Ensure such notice is provided in an age-appropriate, easily understood manner.
3. Ensure such notice is provided in multiple languages.
4. Explain to students:
 - a. The District's discipline-related policies and procedures, including which behaviors fall into categories of misconduct.
 - b. Their particular school's discipline-related procedures and conduct codes, including which behaviors fall into categories of misconduct.
 - c. Behavior expectations.
 - d. Resources and support services available to students

Collaboration with Law Enforcement

1. Annually train SROs on the District's discipline-related policies and procedures (if applicable).
2. Review the District's reciprocal reporting agreement with local law enforcement agencies to determine if revisions are necessary.
3. Develop and enter into a memorandum of understanding (MOU) with local law enforcement agencies. The MOU should clearly define law enforcement's role in the District's schools. Follow an existing MOU and suggest modifications as the need arises.

Resources

School Climate and Student Discipline Resources: Know the Law (multiple guidance documents), at: <https://www.ed.gov/teaching-and-administration/safe-learning-environments/school-safety-andsecurity/school-climate-and-student-discipline/school-climate-and-student-discipline-resourcesknow-the-law>.

Dear Colleague Letter on Nondiscriminatory Administration of School Discipline, issued by the Civil Rights Division of the U.S. Dept. of Justice and the Office for Civil Rights of the U.S. Dept. of Education on 1-8-14 (no longer available on the U.S. Dept. of Education's website).

Note: This guidance document was rescinded by a joint Dear Colleague letter dated 12-21-18, at: www.ed.gov/sites/ed/files/about/offices/list/ocr/letters/colleague-201812.pdf.

Civil Rights Data Collection at: www2.ed.gov/about/offices/list/ocr/data.html?src=rt.

ISBE Data Analysis of Expulsions, Suspensions, and Truants by District at: www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx.

Administrative Procedure ~ Student Re-Engagement Guidelines

Actor	Action
Building Principal or designee, student's teacher	<p>Determine on a case-by-case basis whether a <i>re-engagement conference</i> and/or a <i>re-engagement plan</i> is/are appropriate.</p> <p>School boards must adopt a policy on the re-engagement of students who are returning from an exclusionary discipline or an alternative school. 105 ILCS 5/10-22.6(b-25), amended by P.A. 103-896. See Board Policy 7.190, <i>Student Behavior</i>.</p> <p>While neither a <i>re-engagement conference</i> nor a <i>re-engagement plan</i> is mandatory, one or both will advance “supporting the student’s ability to be successful in school following a period of exclusionary discipline,” from Board Policy 7.190.</p> <p>As appropriate:</p> <ol style="list-style-type: none"> 1. Initiate and schedule a <i>re-engagement conference</i> with the suspended or expelled student and the student’s parent(s)/guardian(s) for a time soon after the student is excluded. If the student is expelled, a second re-engagement conference may be needed before the student’s scheduled return date. 2. Develop a <i>re-engagement plan</i> for each student who is returning from an exclusionary discipline. The plan may address each of the following, as determined on a case-by-case basis: <ol style="list-style-type: none"> a. Appropriate and available support services, if any, during the period of exclusionary discipline. For students who are suspended out-of-school for 4 or more school days, districts are required to: <ol style="list-style-type: none"> (1) provide “appropriate and available support services” during the period of their suspension, (2) determine what are the “appropriate and available support services,” and (3) document whether such services are to be provided or whether there are no “appropriate and available support services.” 105 ILCS 5/10-22.6(b-25), amended by P.A. 103-896. Districts may refer students who are expelled to “appropriate and available support services.” <i>Id.</i> b. Provisions for a suspended student to continue work during an out-of-school suspension or makeup academic credit, such as completing academic work; taking tests or exams; or enrolling in an alternative education program. Districts are required to do this for students who are suspended; it is optional whether to give expelled students this opportunity. 105 ILCS 5/10-22.6(b-30), amended by P.A. 99-456, eff. 9-15-2016.

Adopted: July 13, 2016
 Reviewed: December 2024
 Amended: January 15, 2025

Actor	Action
	<p>c. Academic and behavioral re-engagement strategies and interventions, such as the following:</p> <ol style="list-style-type: none"> 1) A plan for the student to receive tutoring (during school, after school, at an alternative site, etc.). 2) Regularly scheduled and/or impromptu meetings with counseling, guidance, or other staff members. 3) Steps to prevent future misconduct, such as avoiding certain other students and/or situations. 4) Ways to develop the social and emotional skills to cope with adversity. 5) An altered schedule. 6) A communication plan between the school and the student and his or her parent(s)/guardian(s). 7) Completion of identified behavioral assessments, with the consent of the parent/guardian, and/or a safety plan where appropriate. <p>3. Identify community resources that may help the student, such as mental health and behavioral support services and academic supports.</p> <p>Note: 20 ILCS 1705/76, requires the Ill. Dept. of Public Health to create and maintain an online database and resource page on its website that contains mental health resources specifically geared toward school social workers, school counselors, parents, teachers, and school support personnel. See the database at: www.dhs.state.il.us/page.aspx?item=118331. Also, the Ill. Public Aid Code, 305 ILCS 5/5-5.23(g), requires the Ill. Dept. of Healthcare and Family Services to restructure the Family Support Program (formerly known as the Individual Care Grant program) to enable early treatment of youth, emerging adults, and transition-age adults with a serious mental illness or serious emotional disturbance.</p>
<p>Parent(s)/Guardian(s), Student, and Building Principal and/or Assistant Principal designee(s)</p>	<p>If scheduled, attend the re-engagement conference during which the following occurs:</p> <ol style="list-style-type: none"> 1. Help the student understand why he or she was suspended or expelled. 2. Review the re-engagement plan, if any, and make adjustments as needed. 3. Identify community resources that may help the student, such as mental health and behavioral support services and academic supports.

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program, if any, shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel (e.g. paraprofessional).
3. Students are given an opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information;
 - i. For a suspension of 3 school days or less, an explanation:

- a) Of the other behavioral and disciplinary interventions that have been or will be attempted;
 - b) Of the restorative justice practices that will be attempted; and
 - c) That the student's continuing presence in school would either pose:
 - i) A threat to school safety; or
 - ii) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) Of the other behavioral and disciplinary interventions that have been attempted;
 - b) That other appropriate and available behavioral and disciplinary interventions have been exhausted;
 - c) Of the restorative justice practices that have been or will be attempted; and
 - d) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff or members of the school community, or
 - ii) Substantially disrupt, impede or interfere with the operation of the school.
 - iii. For a suspension of 4 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parents/guardians, a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parents/guardians may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel at their own expense. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.: Goss v. Lopez, 19 U.S. 565 (1975).
105 ILCS 5/10-20.14, 5/10-22.6.
23 Ill. Admin. Code §1.280.

CROSS REF.: 5.100 (Staff Development Program), 7.130 (Student Rights and Responsibilities),
7.190 (Student Behavior), 7.220 (Bus Conduct)

Administrative Procedure - School Student Records

This procedure implements Board Policy 7.340, *Student Records*. It contains a **Table of Contents** and lettered **Sections**.

Table of Contents

- A. Legal Citations and Definitions
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- C. Eligible Students Accorded the Rights of Parent/Guardian
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Sections

A. Legal Citations and Definitions

The legal requirements contained in this procedure are followed by a citation to the controlling rule and/or statute. Citations in parentheses indicate the location of a named law. For additional clarification regarding a requirement, the cited law should be reviewed.

Definitions are found in the Illinois School Student Records Act and the Illinois State Board of Education (ISBE) rules. 105 ILCS 10/2; 23 Ill. Admin. Code §375.10. For easy reference, some definitions are re-printed in this procedure.

The release of confidential information given by a student to a therapist (e.g., school counselor or psychologist) is not included in these procedures but is governed by the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA). 740 ILCS 110/.

B. School Student Records Defined

School Student Record means any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored. 105 ILCS 10/2(d).

Special Education Records means school records that relate to identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities under the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*) and Article 14 of the School Code. These records include the report of the multidisciplinary staffing conference on which placement or nonplacement was based and all records and audio recordings in any format relating to special education placement hearings and appeals. 23 Ill. Admin. Code §375.10.

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A school student record does not include any of the following:

1. Writings or other recorded information maintained by an employee for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a substitute teacher. 105 ILCS 10/2(d).
2. Information maintained by law enforcement professionals working in the school. 105 ILCS 10/2(d).
3. Any information, either written or oral, received from law enforcement officials pursuant to 105 ILCS 5/22-20 concerning a student less than the age of 18 years who has been arrested or taken into custody. 23 Ill. Admin. Code §375.10.

C. Eligible Students Accorded the Rights of Parent/Guardian

All rights and privileges concerning school student records that are accorded to parents/guardians become exclusively those of the student when the student reaches 18 years of age, graduates from high school, marries, or enters military service, whichever occurs first. 105 ILCS 10/2(g). Such students are called *eligible students* in this procedure.

D. Official Records Custodians

Each Building Principal is designated the Official Records Custodian for his or her respective school and has the duties, without limitation, listed below.

1. Is responsible for the maintenance, care, and security of all school student records, whether or not the records are in his or her personal custody or control, and shall take all reasonable measures to protect school student records through administrative, technical, and security safeguards against risks, such as unauthorized access, release, or use. 105 ILCS 10/4(a) & (b); 23 Ill. Admin. Code §375.40(g).
2. Reviews student temporary records at least every four years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary, or irrelevant information. The records review is required in any given school year at the time a student first changes attendance centers within the District, but it does not need to be conducted if the student enrolls in a different attendance center later in that same school year. 23 Ill. Admin. Code §375.40(b).
3. When requested by the Dept. of Children and Family Services (DCFS), due to an indicated finding being overturned in an appeal or hearing, purges DCFS's final finding report from the student's record in accordance with the Ill. School Student Records Act (105 ILCS 10/) on the date of expungement provided by the report. 325 ILCS 5/8.6, amended by P.A. 103-624, eff. 1-1-25.
4. Manages requests to access school student records.
5. Transfers a certified copy of the records of students transferring to another school and retains the original records.
6. Provides all required notices to parents/guardians and students, including without limitation, each of the following:

- a. Upon initial enrollment or transfer to the school, notification of rights concerning school student records; the notification may be delivered by any means likely to reach parents, including direct mail or email, delivery by the student to the parent, or incorporation into a student handbook. 23 Ill. Admin. Code §375.30.
 - b. Annual notification of information that is considered to be *directory information* and of the procedures to be used by parents/guardians to request that specific information not be released. 23 Ill. Admin. Code §375.80.
 - c. Notification to secondary students and their parents/guardians that they may opt out of the disclosure of students' names, addresses, and telephone listings to military recruiters and institutions of higher learning by submitting a written request that such information not be released without the prior written consent of the parent/guardian. 20 U.S.C. §7908.
 - d. Notification of their right to a hearing to challenge any entry in the school student records (except for academic grades) and Official Records Custodian's name and contact information. 23 Ill. Admin. Code §375.90.
 - e. Upon a student's graduation, transfer, or permanent withdrawal, notification to the parents/guardians, and if the student is in the legal custody of DCFS, DCFS' Office of Education and Transition Services, of the destruction schedule for the student's permanent and temporary school student records and of their right to request a copy. Notice to parents/guardians or the student may be provided through: (1) the school's parent or student handbook, (2) publication in a newspaper published in the District or, if no newspaper is published in the District, in a newspaper of general circulation within the district, (3) U.S. mail delivered to the last known address of the parent/guardian or student, or (4) other means provided notice is confirmed to have been received, e.g., hand delivery, return receipt, or read receipt email. 105 ILCS 10/4(h), amended by P.A. 102-199; 23 Ill. Admin. Code §375.40(c).
7. Takes all action necessary to ensure that school personnel are informed of the provisions of the School Student Records Act. 105 ILCS 10/3(c).
 8. Performs all actions required of the District described in this procedure and the laws governing school student records.

The Building Principal may delegate any of these duties to an appropriate staff member but shall remain responsible for the duties' execution.

E. Maintenance of School Student Records 105 ILCS 10/2; 23 Ill. Admin. Code §375.10.

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record.

The *student permanent record* shall consist of the following and only the following:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
2. Evidence required by the Missing Children's Records Act (325 ILCS 50/5(b)(1)).

3. Academic transcripts, including grades, class rank, graduation date, and grade level achieved, as applicable; scores received on college entrance examinations if that inclusion is requested in writing by an eligible student or the student's parent/guardian; the unique student identifier assigned and used by ISBE's Student Information System (23 Ill. Admin. Code §1.75.); as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements set forth in 105 ILCS 5/27-22; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with 105 ILCS 5/2-3.159 and 23 Ill. Admin. Code Part 680; as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy, awarded in accordance with 23 Ill. Admin. Code §680.20(c); and as applicable, designation of the student's achievement of the Global Scholar Certification, awarded in accordance with 105 ILCS 5/2-3.169. amended by P.A. 103-979, eff. 1-1-25, and 23 Ill. Admin. Code §1.443.
4. Attendance record.
5. Health record, defined by ISBE rule as "medical documentation necessary for enrollment and proof of having certain examinations, as may be required under Section 27-8.1 of the [School] Code."
6. Record of release of permanent record information that contains the information listed in Section I, **Record of Release**, below.
7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12). 105 ILCS 5/2-3.64a-5.

If not maintained in the temporary record, the *permanent record* may include:

1. Honors and awards received.
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

No other information shall be placed in the permanent record.

The *student temporary record* contains all information not required to be kept in the student permanent record and must include:

1. Record of release of temporary record information that contains the information listed in Section I, **Record of Release**, below.
2. Scores received on the State assessment tests administered in the elementary grade levels (kindergarten through grade 8).
3. Completed home language survey. 23 Ill. Admin. Code §228.15(d).
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. Any final finding report received from a DCFS provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6

of that Act (325 ILCS 5/8.6) shall be placed in the student record 23 Ill. Admin. Code §375.40(f).

6. Any biometric information that is collected in accordance with 105 ILCS 5/10-20.40.
7. Health-related information, defined by ISBE rule as “current documentation of a student’s health information, not otherwise governed by the MHDDCA or other privacy laws, that includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, documentation regarding a student athlete’s and his or her parents’ acknowledgment of the District’s concussion policy adopted under Section 22-80 of the [School] Code, and other health-related information that is relevant to school participation (e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports)”.
8. Accident report, defined by ISBE rule as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or if the school nurse has referred the student for a medical evaluation, regardless of whether the parent or guardian, student (if 18 years or older) or an unaccompanied youth ... has followed through on that request.”
9. Any documentation of a student's transfer, including records indicating the school or school district to which the student transferred (23 Ill. Admin. Code §375.75(e)).
10. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement (23 Ill. Admin. Code §1.445).
11. Information contained in related service logs maintained by the District for a student with an individualized education program under 105 ILCS 5/14-8.02f(d), including for speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services.

The *temporary record* may also consist of:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results

6. Participation in co-curricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §701 *et seq.*)
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

F. Retention and Destruction of School Student Records

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(e). The temporary record is maintained for at least five years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(f). Individuals adding information to a student's temporary record must include their name, signature, and position and the date the information was added. 105 ILCS 10/4(d). Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent(s)/guardian(s) or to the eligible student. Appropriate District personnel shall explain to the student and the parent/guardian the future usefulness of these records. 23 Ill. Admin. Code §375.40(d). Be sure to provide notice of destruction of school student records pursuant to 105 ILCS 10/4(h), amended by P.A. 102-199, as noted in D(6)(e), above.

G. Social Security Numbers

School officials, with limited exceptions, may not require students or their parents/guardians to provide social security numbers. 5 ILCS 179/, Identity Protection Act. The collection and retention of social security numbers shall be in accordance with Board policy 4.15, *Identity Protection*.

H. Access to School Student Records

The phrase "access to a school student record" means any release or disclosure of information from a student's school record, whether or not any record is copied. Access in all cases is limited to the designated portion of the record to which the consent or statutory authority applies.

Neither the District nor any of its employees shall release, disclose, or grant access to information found in any school student record except under the conditions set forth in the Illinois School Student Records Act. 105 ILCS 10/6. Absent a court order, school officials do not provide educational records to the Immigration Customs Enforcement.

The Building Principal shall grant access to school student records as detailed below. The Building Principal shall consult with the Superintendent and, if authorized, the Attorney for the District concerning any questions.

Access to Parent/Guardian, Eligible Student, or DCFS

1. A student's parent(s)/guardian(s) or eligible student, or designee, or DCFS' Office of Education and Transition Services, when a student is in the legal custody of DCFS, are entitled to inspect and copy information in the student's school record; a student less than 18 years old may inspect or copy information in his or her permanent school record. 105 ILCS 10/5. A request to inspect or copy school student records shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 10 school days after the receipt of such a request. 105 ILCS 10/5(c). The District may extend this timeline by up to five additional business days if one or more of these six reasons applies:
 - a. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
 - b. The request required the collection of a substantial number of specified records;
 - c. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
 - d. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
 - e. The request for records cannot be complied with by the school district within the time limits prescribed by subsection (c) without unduly burdening or interfering with the operations of the school district; or
 - f. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request.

105 ILCS 10/5(c-5).

The District and the person making the request may also agree in writing to extend the timeline for response. The response to an access request for a special education student's records shall include those school student records located in the special education office.

2. The parent(s)/guardian(s), DCFS, if applicable, or the District may request a qualified professional to be present to interpret the student's records. 105 ILCS 10/5(b), amended by P.A. 102-199. If the District makes the request, it is responsible for securing and bearing the cost of the professional's presence.
3. Unless the District has actual notice of a court order or a notice of a *parenting plan* under the Illinois Marriage and Dissolution of Marriage Act, indicating otherwise:
 - a. Divorced or separated parents/guardians with and without *parental responsibility* (formerly custody) are both permitted to inspect and copy the student's school student records 750 ILCS 5/602.11.
 - b. The Building Principal shall send copies of the documents listed below to both divorced or separated parents/guardians at either's request. 105 ILCS 5/10-21.8.
 - 1) Academic progress reports or records

- 2) Emotional and physical health reports
 - 3) Notices of school-initiated parent-teacher conferences
 - 4) School calendar regarding the student
 - 5) Notices about open houses, graduations, and other major school events including student-parent/guardian interaction
4. The school will deny access to a student's school records to a parent against whom an order of protection (OP) was issued if OP prohibits the parent from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. See the Ill. Marriage and Dissolution of Marriage Act, 750 ILCS 5/602.11(a), and 750 ILCS 60/214(b)(15) and 222(f). Also see **Orders of Protection**, below.
 5. Parent(s)/guardian(s) or the student, or if applicable, DCFS' Office of Education and Transition Services, shall not be granted access to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to 1/1/75, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements. 105 ILCS 10/5(e), amended by P.A. 102-199.

Access With Consent of Parent/Guardian or Eligible Student

1. Access will be granted to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student, stating to whom the records may be released, the information or record to be released, and the reason for the release. 105 ILCS 10/6(a)(8); 23 Ill. Admin. Code §375.70(e). Whenever the District requests the consent to release records, the Building Principal shall inform the parent(s)/guardian(s) or eligible student in writing of the right to inspect, copy, and challenge their contents and to limit such consent to designated portions of the records. 105 ILCS 10/6(a)(8).
2. Access to any record that is protected by the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA, 740 ILCS 110/), specifically that of a therapist, social worker, psychologist, nurse, agency, or hospital that was made in the course of providing mental health or developmental disabilities services to a student, will be granted according to the consent requirements contained in MHDDCA. 740 ILCS 110/4 and 5.

Access Without Notification to or Consent of Parent/Guardian or Eligible Student

1. District employees or officials of the Illinois State Board of Education will be granted access, without parental/guardian consent or notification, when a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need. 105 ILCS 10/6(a)(2). Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest. 105 ILCS 10/6(a)(2).

2. Access will be granted, without parental/guardian consent or notification, to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent/guardian can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. 105 ILCS 10/6(a)(4).
3. Access will be granted, without parental/guardian consent or notification, to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information between them. 105 ILCS 10/6(a)(13), added by P.A. 102-557.
4. The District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the parent(s)/guardian(s). 20 U.S.C. §1232(g)(j), as added by the Sec. 507 of the U.S.A. Patriot Act of 2001. An *ex parte* order is an order issued by a court of competent jurisdiction without notice to an adverse party.
5. A Serious Habitual Offender Comprehensive Action Program (SHOCAP) committee member will be granted access, but only to the extent that the release, transfer, disclosure, or dissemination is consistent with the Family Educational Rights and Privacy Act. 105 ILCS 10/6(a)(10) allows disclosure to SHOCAP committee members who are "state and local officials and authorities" as those terms are used in the federal Family Educational Rights and Privacy Act. This federal law does not define "state and local officials and authorities;" rather, it limits when disclosure may be made to such officials and authorities.
6. Juvenile authorities will be granted access when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. *Juvenile authorities* means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court. 105 ILCS 10/6(a)(6.5).
7. Military recruiters and institutions of higher learning will be granted access to secondary students' names, addresses, and telephone listings, unless the student's parent(s)/guardian(s) submits a written request that such information not be released without the prior written consent of the parent/guardian or eligible student. Only this written consent process may be used, no other processes, such as an opt-in process, etc., may be used. Military recruiters and institutions of higher learning have access to students' names, addresses, and phone numbers even if the District does not release directory information. 20 U.S.C. §7908. For more information, see *Exhibit 7.340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information; Exhibit 7.340-AP1, E4, Frequently Asked Questions Regarding Military Recruiters Access to Students and Student Information; ISBE Military Recruitment Access Reminder, announced in State Superintendent Smith's Weekly Message, 11-27-18, at: www.isbe.net/Documents/Military-*

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[Access-Reminder.pdf](#). The requirements in this paragraph apply only if the District receives funds under the Elementary and Secondary Education Act. Id.

8. DCFS' Office of Education and Transition Services will be granted access if the student is in the legal custody of DCFS. 105 ILCS 10/6(a)(12.5), added by P.A. 102-199 and renumbered by P.A. 102-813.

Access Without Consent of, but With Notification to, Parent/Guardian or Eligible Student

1. In accordance with the procedures described in Section L below (Transmission of Records for Transfer Students), access will be granted, without parental/guardian consent, to the official records custodian of another school within Illinois or an official with similar responsibilities of a school outside Illinois, in which the student has enrolled or intends to enroll, upon the request of such official or student. 105 ILCS 10/6(a)(3).
2. Access will be granted pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. 105 ILCS 10/6(a)(5). Parents of students who are named in a court order or parenting plan shall be deemed to have received the required written notice. The Building Principal shall respond to the order no earlier than five school days after its receipt in order to afford parents/guardians the opportunity to review, inspect, and challenge the records if the parents choose to do so. 23 Ill. Admin. Code §375.70(d).

For the purposes of these procedures, a court order is a document signed by a judge. A subpoena signed by a court clerk, an attorney, or an administrative agency official shall not be considered a court order unless signed by a judge. 23 Ill. Admin. Code §375.40(a).

3. Information may be released without parental consent, in connection with an articulable and significant threat to the health or safety of a student or other individuals, to appropriate persons if the knowledge of the requested information is necessary to protect the health or safety of the student or other individuals. The Building Principal shall make this decision taking into consideration the seriousness of the threat to the health or safety of the student or other individuals, the need for such records to meet the emergency, whether the persons to whom such records are released are in a position to deal with the emergency, and the extent to which time is of the essence in dealing with the emergency. 105 ILCS 10/6(a)(7); 23 Ill. Admin. Code §375.60. The Building Principal shall notify the parent(s)/guardian(s) or eligible student, no later than the next school day after the date that the information is released, of the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
4. The District will grant access as specifically required by federal or State statute, provided the individual complies with the requirements in 23 Ill. Admin. Code §375.70(b). 105 ILCS 10/6(a)(6). Prior to granting access, the Building Principal shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. 105 ILCS 10/6(b); 23 Ill. Admin. Code §375.70. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release relates to more than 25 students, a notice published in the newspaper is sufficient.

The District may charge for copying information from a student's records. No parent/guardian or student shall be precluded from copying information because of financial hardship. 23 Ill. Admin. Code §375.50.

I. Record of Release

Except as provided below, a record of all releases of information from school student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. 105 ILCS 10/6(c). This record shall be maintained for the life of the school student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, Building Principal, or other authorized person. The record of release shall include each of the following:

1. The nature and substance of the information released or made accessible;
2. The name and signature of the Building Principal releasing such information;
3. The name and capacity of the person requesting the information and the purpose of the request;
4. The date of the release or grant of access;
5. A copy of any consent to such release.

No record of a disclosure is maintained when records are disclosed according to the terms of an *ex parte* court order entered under 20 U.S.C. §1232g(j), *Investigation and prosecution of terrorism*. 20 U.S.C. §1232g(j)(4) .

J. Orders of Protection

Upon receipt of a court order of protection that prohibits a Respondent's access to records, the Building Principal shall file it in the temporary record of a student who is the *protected person* under the order of protection. No information or records shall be released to the Respondent named in the order of protection. 750 ILCS 60/222(f).

K. Parenting Plans

Upon receipt of a parenting plan under the Illinois Marriage and Dissolution of Marriage Act (750 ILCS 5/), the Building Principal shall file it in the temporary record of a student who is the subject of the parenting plan.

L. Transmission of Records for Transfer Students 105 ILCS 10/6(a)(3); 23 Ill. Admin. Code §§375.70 and 375.75.

The Building Principal shall:

1. Within 14 calendar days after enrolling a transfer student, request directly from the student's previous school a certified copy of the student's record. The District shall exercise due diligence in obtaining the copy of the record requested.
2. Upon the student's request or that of the official records custodian of another school in which the student has enrolled or intends to enroll, within 10 calendar days, transfer a certified copy of the student's record (that is, the student's permanent and temporary

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record) to the official records custodian of the appropriate school and retain the original records. The records transfer is subject to prior notice to the student's parent(s)/guardian(s) as described above in Section H (Access to School Student Records). See Board Policy 7.50, *School Admissions and Student Transfers To and From Non-District Schools*.

3. Determine if the school or special education office has any record that is protected by the MHDDCA concerning the transferring student, specifically a record or report made by a therapist, social worker, psychologist, nurse, agency, or hospital that was made in the course of providing mental health or developmental disabilities services. If so, ask the appropriate person as identified in 740 ILCS 110/4 whether to send the record protected by MHDDCA to the new school and, if yes, obtain a written consent for disclosure as provided in 740 ILCS 110/5.

This requirement does not apply to special education records and reports that are related to the identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities. 23 Ill. Admin. Code §375.10.

4. Provide the parent/guardian or eligible student prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge it. If the parent's/guardian's address is unknown, notice may be served upon the official records custodian of the requesting school for transmittal to the parent/guardian. This service is deemed conclusive, and ten calendar days after this service, if the parents/guardians make no objection, the records may be transferred to the requesting school.
5. Destroy any biometric information collected and do not transfer it to another school district.
6. Refrain from transferring the records if a student's record has been flagged as a "missing child" as provided in Section 5 of the Missing Children Records Act and Section 5 of the Missing Children Registration Law. The District shall notify the Ill. State Police or the local law enforcement authority of the request.
7. Retain the original records in accordance with the requirements of 105 ILCS 10/4.
8. Include information about whether or not the student is in good standing and whether or not the student's medical records are up-to-date and complete. 105 ILCS 5/2-3.13a.
9. Maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.

If the student has unpaid fines, fees, or tuition charged pursuant to 105 ILCS 5/10-20.12a and is transferring to a public school located in Illinois or any other state, the Building Principal shall, unless otherwise prohibited by State law (23 Ill. Admin. Code §375.75(i)):

1. Transfer the student's *unofficial record of student grades* in lieu of the student's official transcript of scholastic records. The *unofficial record of student grades* means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. These records shall also include the school's name and address, the student's name, the name and title of the school official transmitting the records, and the transmittal date.

2. Within 10 calendar days after the student has paid all of his or her unpaid fines or fees and at this District's own expense, forward the student's official transcript of scholastic records to the student's new school.

The Building Principal shall include the following information with the transferred records if the student is transferring to another public school located in Illinois or any other state and at the time of the transfer is currently serving a term of suspension or expulsion for any reason: 105 ILCS 5/2-3.13a; 23 Ill. Admin. Code §375.75(j).

1. The date and duration of the period of any current suspension or expulsion; and
2. Whether the suspension or expulsion is for: (a) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. §7961 et seq.); (b) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or (c) battering a school staff member.

M. Directory Information 23 Ill. Admin. Code §375.80

The District may release certain directory information regarding students as permitted by law, except that a student's parent(s)/guardian(s) may prohibit the release of the student's directory information. Directory information is limited to:

1. Student's Name
2. Student's Address
3. Student's Grade level
4. Student's Birth date and place
5. Parents'/guardians' names, addresses, electronic mail addresses, and telephone numbers
6. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
7. Academic awards, degrees, and honors
8. Information in relation to school-sponsored activities, organizations, and athletics
9. Major field of study
10. Period of attendance in school

No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion, or fundraising, without the prior, specific, dated, and written consent of the parent or eligible student (see 765 ILCS 1075/30). 23 Ill. Admin. Code §375.80. The following shall not be designated as directory information: (a) an image on a school security video, or (b) student social security number or student identification or unique student identifier.

The notification to parents/guardians and students concerning school student records will inform them of their right to object to the release of directory information. See exhibit 7.340-AP1, *E1 Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*.

N. Student Record Challenges

Parents/guardians have the right to a hearing to challenge the accuracy, relevancy, or propriety of any entry in their student's school records, exclusive of academic grades and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. 105 ILCS 10/7; 23 Ill. Admin. Code §375.90. A request for a hearing should be submitted to the Superintendent and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. The following procedures apply to a challenge: 105 ILCS 10/7; 23 Ill. Admin. Code §375.90.

1. The Superintendent or designee will invite the parent(s)/guardian(s) to an initial informal conference, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated. The Superintendent will appoint a hearing officer, who is not employed in the attendance center in which the student is enrolled.
3. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent(s)/guardian(s) and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
4. At the hearing each party shall have the right to:
 - a. Present evidence and to call witnesses;
 - b. Cross-examine witnesses;
 - c. Counsel;
 - d. A written statement of any decision and the reasons therefore; and
 - e. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.
5. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a transcript is not required in an appeal.
6. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parent(s)/guardian(s) and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
 - a. To retain the challenged contents of the school student record;
 - b. To remove the challenged contents of the school student record; or

- c. To change, clarify or add to the challenged contents of the school student record.
7. Any party has the right to appeal the decision of the local hearing officer to the Regional Superintendent, within 20 school days after the decision is transmitted to the parties. The parent(s)/guardian(s), if they appeal, shall so inform the District and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the Regional Superintendent. The District may initiate an appeal by the same procedures.
8. The final decision of the Regional Superintendent may be appealed to the circuit court of the county in which the District is located.
9. The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The District will include a copy of the statement in any release of the information in dispute. 105 ILCS 10/7(d).

O. Amendment of Records

Students may request a change in the legal name associated with school student records by presenting a certified new or amended birth certificate or court order indicating a change in the student's legal name. Transgender, nonbinary, or gender nonconforming students may request a change in the name identified on school records by presenting a Name or Gender Identity Change Request (see Board Exhibit 7.10-E3) signed by the student and the student's parent or guardian if the student is a minor; provided, however, that no change shall be made to the legal name associated with school student records until a certified new or amended birth certificate or court order indicating a change in the student's legal name has been presented. Students may request a change in the gender identified on school student records by presenting a certified new or amended birth certificate indicating a change in the student's sex designation, a Physician's Affidavit (see Board Exhibit 7.10-E2) indicating the student has a medical diagnosis of gender dysphoria, or a Name or Gender Identity Change Request (see Board Exhibit 7.10-E3) signed by the student and the student's parent or guardian if the student is a minor. School student records will be amended to the extent it is reasonably practicable.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act;
34 C.F.R. Part 99.
105 ILCS 10/, Illinois School Student Records Act;
23 Ill. Admin. Code Part 375.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
750 ILCS 5/, The Illinois Marriage and Dissolution of Marriage Act.



McLean County

Unit District No.5

Educating each student to achieve personal excellence.

To: Unit 5 Board of Education

From: Joe Adelman, Executive Director of Operations
Tom Rockwell, Director of Facilities

CC: Dr. Kristen Weikle, Superintendent
Martin Hickman, CFO

Date: January 9, 2025

RE: Chiddix Jr. High roof replacement

Administration recommends the approval of \$1,747,385 for the replacement of Chiddix Jr. High School roof proposal from Tremco Corporation and Henson Robinson Company under the Omnia Partners Cooperative Purchasing Agreement.

The current roof was installed in 1998. The turnkey proposal will use a 60 mil White, Energy star approved thermoplastic ketone ethylene ester material (Tremplly Kee) provided by Tremco corporation. Henson Robinson Company will provide the installation to specifications provided by Tremco. Project is estimated to take 70 days to complete.

Completing this under the Omnia Partners Cooperative Purchasing Agreement will eliminate the need to use a life safety architect for the bid process, resulting in an additional savings of \$174,738

The project will be paid for with life safety funds under Chiddix Jr. High School amendment #27 in the amount of \$2,184,924.00



McLean County Unit School District No. 5

Educating each student to achieve personal excellence.

Finance Department

1809 Hovey Ave
Normal, IL 61761
309.557.4000

TO: Board of Education
FROM: Tommy Hoerr, Director of Financial Services
CC: Dr. Kristen Weikle, Superintendent; Marty Hickman, CFO
DATE: January 15, 2025
RE: Unit Office Postage Machine Lease

Currently the District leases the postage machine at the Unit Office for \$193.54 per month, and the lease ends on February 28, 2025. The District has the option to re-lease the current machine for \$185.00 per month, or enter into a lease with a new machine for \$274.96 per month. The main difference between the current postage machine and a new machine are software updates. There won't be any additional functionality with a new machine, and Midwest Mailing & Shipping Systems, Inc. is confident that the current machine is in good working order through at least the end of 2027.

Based on this information, I recommend the District re-lease the current postage machine for \$185.00. There will be two leases that make up this amount. The actual machine will be leased through Mailing & Shipping Systems, Inc. through December 2027 for \$130.00 per month. The meter agreement will be through Quadient through December 2027 for \$55.00 per month. Both proposed agreements are attached for your review.



Section (A) Office Information

Office Number	Office Name	Phone Number	Date
631	Midwest Mailing & Shipping Systems Inc	(309) 661-1144	01/07/2025

Section (B) Billing Information

McLean County District Unit 5		
Company Name (Full Legal Name)		
DBA		
1809 HOVEY AVE		
Mailing Address		
NORMAL	IL	61761-4315
City	State	Zip Code + 4
Accounts Payable		
Contact Name		Contact Title
hoerrtd@unit5.org		
Email Address		
(309) 557-4080		
Phone Number	Fax Number	

Section (C) Installation Information (if different from billing information)

McLean County District Unit 5		
Company Name (Full Legal Name)		
1809 HOVEY AVE		
Installation Address (No PO Boxes)		
NORMAL	IL	61761-4315
City	State	Zip Code + 4
Accounts Payable		
Contact Name		
hoerrtd@unit5.org		
Email Address		
(309) 557-4080		
Phone Number	Fax Number	
Main Post Office		Post Office Zip Code + 4

Section (D) Postage Meter Rental/Services and Payment/Funding Information

Monthly Meter Rental Payments: \$55.00 for 33 months
Payment Frequency: <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Annually
<input checked="" type="checkbox"/> Tax Exempt (attach Exemption Certificate) <input checked="" type="checkbox"/> Mail me a rental invoice <input type="checkbox"/> Bill my NeoFunds postage account <input type="checkbox"/> Bill my credit card (customer to submit authorization form) <input type="checkbox"/> ACH Direct Debit (customer to submit authorization form)
Postage Funding Method: <input checked="" type="checkbox"/> Bill Me <input type="checkbox"/> Prepay by Check <input type="checkbox"/> ACH Debit (Customer to submit authorization form) <input type="checkbox"/> OMAS <input type="checkbox"/> CPU (attach authorization form) Agency Code _____ Sub Agency Code _____
Postage Funding Account: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing Existing Account #: 92630479

Section (E) Postage Meter and Services

Meter Model	Machine Model
IN700AI	IN700
Service Products (check all that apply)	
<input checked="" type="checkbox"/> Online Postal Rates iMeter™ App (SP10) <input type="checkbox"/> Online Postal Expense Manager iMeter™ App (SP20/NeoStats) <input type="checkbox"/> Online E-Services iMeter™ App (SP30) <input type="checkbox"/> NeoShip PLUS (EP70PLUS) <input type="checkbox"/> NeoShip Install & User Guide (EP70GUIDES) <input type="checkbox"/> 4G/5G Cell Service <input type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Installation & Training	

Section (F) Approval

Existing customers who are upgrading or renewing an Agreement and currently fund the POC account by ACH Debit will not be converted to a Postage Funding Account unless initial here _____.

This document consists of a Postage Meter Rental Agreement and an Online Services and Software Agreement with Quadient, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Rental-Terms-V11-2023), which are also available at <https://quadientterms.com/Rental-Terms-V11-2023>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more information visit <https://www.quadient.com/about-us/sustainable-design-and-manufacturing>.

Authorized Signature _____ Date _____

Print Name and Title _____

Accepted by Quadient Inc. and its Affiliates _____