

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

Wednesday, June 17, 2026

Public Session - 6:30pm (Sign up for public comments will be open from 5:15pm - 6:15pm) - RESCHEDULED
DUE TO SEVERE WEATHER TO 06/23/2026

Normal West High School

501 N Parkside Rd

Normal, IL 61761

1. CALL TO ORDER AND ROLL CALL

2. ADJOURN TO CLOSED SESSION (5:00p.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 and
- 2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees and
- 2(c)(9) Student disciplinary cases and
- 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. PUBLIC HEARING

A Public Hearing on the Amended Budget for 2025-2026

1 Comments Regarding Public Hearing

B Public Hearing on the Application for Waiver or Modification of State Board Rules and/or School Code Mandates allowing the District to continue the increased fee for its driver education course to an amount not to exceed \$450.

1 Comments Regarding Public Hearing

C Public Hearing on the Application for Waiver or Modification of State Board Rules and/or School Code Mandates allowing the District to consider personnel salaries and benefits in calculating the reasonable fee for driver education

1 Comments Regarding Public Hearing

7. FOCUS ON STUDENTS AND GOOD NEWS REPORTS

A Good News - KJHS 7th and 8th Grade Track

B Good News - BCA National Award

C Good News - USDA AUDIT

8. SUPERINTENDENT COMMENTS

9. PUBLIC COMMENTS

10. REPORTS

A 1st Reading of Student Handbook

B Designation of Transportation Serious Safety Hazard Determinations

C Enrollment Planning Update

D 1st Reading of Board Policies, Administrative Procedures and Exhibits

1 Section 2 - Board of Education

a. Exhibit 2.140-E1 Guidance for Board Member Communications, Including Email Use (revised 06-17-26)

4

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b. Exhibit 2.250-E2 Immediately Available District Public Records and Web-Posted Reports and Records (revised 06-17-26)	31
2 Section 4 - Operational Services	
a. Exhibit 4.170-AP6, E2 Notification to Staff and Parents-Guardians of CPR and AED Video (revised 06-17-26)	43
3 Section 5 - Personnel	
a. Policy 5.30 Hiring Process and Criteria (revised 06-17-26)	44
b. Policy 5.50 Drug and Alcohol Free Workplace Tobacco Prohibition (revised 06-17-26)	47
c. Exhibit 5.30-AP2, E1 Notice of Preliminary Hiring Decision Based on Conviction Record (revised 06-17-26)	51
d. Exhibit 5.30-AP2, E2 Notice of Final Hiring Decision Based on Conviction Record (revised 06-17-26)	53
4 Section 7 - Students	
a. Policy 7.20 Harassment of Students Prohibited (revised 06-17-26)	55
b. Policy 7.50 School Admissions; Student Transfers To and From Non-District Schools; Re-Enrollment (revised 06-17-26)	59
c. Policy 7.100 Health, Eye, and Dental Examinations Immunizations and Exclusion of Students (revised 06-17-26)	62
d. Policy 7.185 Teen Dating Violence Prohibited (revised 06-17-26)	66
e. Policy 7.220 Bus Conduct	68
f. Policy 7.230 Misconduct by Students with Disabilities (revised 06-17-26)	70
g. Policy 7.240 Conduct Code for Participants in Co-Curricular Activities (revised 06-17-26)	71
h. Policy 7.260 Exemption From Physical Education (revised 06-17-26)	73
i. Policy 7.300 Extracurricular Athletics (revised 06-17-26)	75
j. Administrative Procedure 7.250-AP2 Bed Bug Protocol (renumbered 06-17-26)	76
5 Section 8: Community Relations	
a. Policy 8.90 Parent Organizations (revised 06-17-26)	77
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F Field Trips/Overnight Trips	
1 6.17.26 Overnight Trip Request List	79
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1 05.20.26 Closed Minutes	
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B Personnel Matters	130
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D Approve Finance Department Reports	
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1 Section 2 - Board of Education	
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**APPLICATION FOR WAIVER OR
MODIFICATION OF STATE BOARD RULES OR
SCHOOL CODE MANDATES**

GOVERNMENTAL RELATIONS DEPARTMENT

Instructions: This application is to be used for seeking a waiver or modification of State Board of Education rules or of School Code mandates in accordance with Section 2-3.25g of the School Code [105 ILCS 5/2-3.25g]. The completed application must be submitted by *certified* mail, return receipt requested, to the above address and postmarked no later than 15 days after approval by the school board, regional superintendent, or executive director, as applicable. Please use the instructions on the reverse side when completing this application. **Please note that action on incomplete applications will be delayed until all required documentation is received.**

1. The application is for: (Check appropriate box(es) below.)

☒ Waiver of School Code ☐ Waiver of ISBE Rule ☐ Modification of School Code ☐ Modification of ISBE Rule

2. APPLICANT NAME Community Unit School District No. 5, McLean and Woodford Co.		CONTACT PERSON M. Curt Richardson, Attorney for the District	
NAME OF SUPERINTENDENT/EXECUTIVE DIRECTOR Dr. Kristen Kendrick-Weikle		CONTACT TELEPHONE (Include Area Code and Extension) (309) 557-4082	
APPLICANT ADDRESS (Street, City, State, ZIP Code) 1809 W. Hovey Ave., Normal, Illinois 61761		CONTACT FAX (Include Area Code) (309) 557-4501	CONTACT EMAIL richardmc@unit5.org
COUNTY McLean		May we contact you by email? ☒ Yes ☐ No	

3. Provide citation or language of the rule(s) or School Code mandate(s) that are the subject of this application. If you are requesting a modification, display it here, using strikethrough or underlining.

105 ILCS 5/27-815

See attachment

4. Attach a narrative identifying and justifying the specific request.

- For proposed waivers and modifications of rules or of the School Code that are based upon meeting the intent of the rule or mandate in a more effective, efficient, or economical manner, a narrative description must provide all of the required information (see Item 4(a) on the reverse side).
- All proposed waivers/modifications requested to stimulate innovation or improve student performance, including all proposed waivers of School Code mandates, shall provide the specific plan for improved student performance and school improvement upon which the request is being based and how the applicant will determine success (see Item 4(b) on the reverse side).
- Applications requesting waivers from Section 17-1.5 of the School Code must include the amount, nature, and reason for the requested relief and all remedies that have been exhausted by the district to comply with the administrative expenditure limitation.

Public Testimony:

Attach a description of the testimony provided, to include the information enumerated in Item 5 on the reverse side.

5. This application is for: ☐ Initial Waiver/Modification ☒ Renewal of Previously Approved Waiver/Modification
This application requests waiver/modification for 5 years (from 2026-2027 school year through 2030-2031 school year).
(See Item 6 on the reverse side for limits on the duration of waivers/modifications.)

6. Attach a copy of each public notice required. Any request not meeting the requirements will be returned as ineligible for consideration.

7. Compliance with Notice and Hearing Requirements

I certify that a hearing concerning this application and any associated plan for improved student performance was held on June 17, 2026.

(Date)

I further certify that the applicant has met all the notification and hearing requirements enumerated in Items A and B on reverse side and that the board of education/board of directors of the applicant identified above approved this application on June 17, 2026.

(Date)

4

Date

Digital or Original Signature of Applicant
(i.e., District Superintendent/Executive Director/Regional Superintendent)

INSTRUCTIONS: Please use the following as a checklist in assembling your application package. Incomplete applications will not be considered until all required documentation is received. All applicants must hold a public hearing prior to submission of the application.

- ☒ A. Public Hearing: Each eligible applicant (see Item 2 below) must hold a public hearing, providing for a time to take testimony about the request that is separate from the time when any other business is being conducted or testimony on other matters is being heard. The public hearing may be held during a regular board meeting.
- ☒ B. Required Notices of Public Hearing: Provide the following notices to inform the public and others of the hearing date. **Each must state the time, date, location, and general subject matter of the hearing.**
- **All applicants:** Publish a notice on the applicant's website at least 14 days in advance of the hearing. Applicants requesting an **increased fee for driver education (105 ILCS 5/27-815)** must also publish the proposed amount of the fee as part of the website notice and the notice placed in a newspaper of general circulation.
 - **School districts:** Publish a notice in a newspaper of general circulation within the applicant's area at least 7 days in advance of the hearing.
 - **Joint agreements, ISCs, or regional superintendents:** Publish a notice in a newspaper of general circulation in each school district that is a member of the joint agreement or that is served by the educational service region or Intermediate Service Center, provided that a notice in a newspaper generally circulated in more than one school district shall be considered sufficient notice to all of the affected districts.
 - **All applicants:** Provide a written notice to the applicant's exclusive bargaining agent(s) affected by the request at least 7 days in advance of the hearing; this notice must also state that testimony will be taken from staff.
 - **All applicants:** Provide a written notice to the applicant's state legislators affected by the request at least 7 days in advance of the hearing; this notice must also state that testimony will be taken from staff.

IMPORTANT: If public notices are incorrect, the applicant must restart and resubmit their waiver application in its entirety to comply with Section 2-3.25g of the School Code.

☒ **Item 1.** Indicate the **type of action** sought under this application:

- ISBE approval of waivers or modifications of ISBE rules and of modifications of School Code mandates to allow an applicant to meet the intent of the rule or mandate in a more effective, efficient, or economical manner or when necessary to stimulate innovation or to improve student performance; or
- General Assembly approval of waivers of School Code mandates to allow an applicant to meet the intent of the rule or mandate in a more effective, efficient, or economical manner or when necessary to stimulate innovation or to improve student performance.

Waivers are not permitted from ISBE rules or School Code mandates pertaining to special education, educator licensure, teacher tenure and seniority, compliance with the Every Student Succeeds Act, or township treasurers (Section 5-1 of the School Code). Waivers of mandates pertaining to the use of student performance data and performance categories for teacher and principal evaluations are not permitted after September 1, 2014.

☒ **Item 2. Eligible applicants** are school districts, independent authorities established pursuant to Section 2-3.25f of the School Code, joint agreements made up of school districts, and regional superintendents of schools and Intermediate Service Centers on behalf of schools and programs operated by them.

☒ **Item 3.** The **exact language of, or citation to,** the rule(s) or mandate(s) involved may be obtained by contacting the Governmental Relations Department by mail at 100 North First Street, S-404, Springfield, Illinois, 62777-0001 or by telephone at 217-782-6510.

☒ **Item 4.** Identify the rationale for the specific waiver and/or modification sought.

(4)(a) For requests to meet the intent of the rule or mandate in a **more effective, efficient, or economical manner**, provide a narrative description that sets forth:

- i) the intent of the rule or mandate to be achieved;
- ii) the manner in which the applicant will meet that intent; and
- iii) how the manner proposed by the applicant will be more effective, efficient, or economical.
- iv) In those instances where the applicant proposes a more economical manner, provide a fiscal analysis showing current expenditures related to the request and the projected savings that would result if the request is granted.

☒ **(4)(b)** Requests necessary for **stimulating innovation or improving student performance** must include the specific plan for improved student performance and school improvement upon which the request is based that describes how the applicant will determine success.

☒ **(4)(c)** Requests for waivers of the **administrative expenditure limitation** established in Section 17-1.5 of the School Code can be submitted **only** when circumstances for exceeding the cap are beyond the control of the district, and the district has exhausted all available and reasonable remedies to comply with the limitation. ISBE is required to recommend that the General Assembly disapprove any request for a waiver of the administrative expenditure limitation not meeting these requirements

☒ **Item 5.** Describe the testimony provided, including:

- number of people attending the public hearing;
- number speaking in favor of and against the request;
- comments made during the hearing; and
- whether any written comments were provided.

☒ **Item 6.** Waivers and modifications are limited to five years with the exception of waivers of the administrative expenditure limitation which are limited to the year in which emergency relief is needed (i.e., one year only).

☒ **Item 7. Attach copies of the following:** (a) **website posting**, which must be dated in order to verify that it was posted at least 14 days in advance of the public hearing; (b) **newspaper notice**; (c) **written notice to the collective bargaining agent**; and (d) **written advance notice to the state legislators representing the applicant's territory**, each of which must be dated in order to verify that each was provided at least 7 days in advance of the public hearing.

☒ **Item 8.** Indicate the **date of the public hearing**. Applicants with governing boards must hold a public hearing and provide for a separate time to take testimony about the request. The superintendent's/executive director's/regional superintendent's signature on this application attests to the applicant's compliance with all hearing and notice requirements.

☒ **Submission.** Applications must be postmarked no later than 15 calendar days following approval by the local board in the case of districts, joint agreements, and ISCs, or by the regional superintendent of schools, and be submitted by certified mail, return receipt requested, to:

**Illinois State Board of Education
Governmental Relations
Attn: Waiver Coordinator
100 North First Street, S-404
Springfield, Illinois 62777-0001**

All complete applications for the waiver or modification of ISBE rules or for the modification of School Code mandates shall be deemed approved and effective 46 calendar days after the date of receipt by ISBE unless disapproved in writing. Receipt by ISBE shall be determined by the date of receipt shown on the return receipt form, except that material not properly addressed shall bear the date of receipt when the materials were provided to the Governmental Relations Department.

Disapproval of an application upon which ISBE must act shall be sent by certified mail to the applicant no later than 45 calendar days after receipt of the application. Applicants may appeal ISBE's denial of an application by sending a written appeal to the address above by certified mail within 30 calendar days of receipt of the written denial.

Complete waiver applications and any appeals of ISBE action shall be submitted to the General Assembly for consideration before March 1 and October 1 of each year (for application deadlines, see <https://www.isbe.net/Pages/waivers.aspx>.)

ADDENDUM

Item 3.

School Code Citation: 105 ILCS 5/27-815

Item 4(a).

Narrative Identifying and Justifying the Specific Request:

Community Unit School District No. 5, McLean and Woodford Counties, Illinois is seeking renewal of its waiver or modification of Section 27-815 of the Illinois School Code allowing it to increase the fee for its driver education course to an amount "not to exceed \$450". The purpose of this request is to meet the intent of the Driver Education Act in a more effective and efficient manner, thereby allowing the District to provide driver education instruction to students sooner and greater support to not only the driver education program but also to high quality innovative courses in other areas of the District's curriculum.

The intent of the Act is to provide students with the knowledge, attitudes, habits, and skills necessary for the safe operation of motor vehicles, including without limitation instruction on distracted driving, special hazards, driving precautions that must be observed at emergency situations, highway construction, and railroad crossings, and law enforcement procedures for traffic stops including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Community Unit School District No. 5's driver education course includes a combination of classroom and behind the wheel instruction, both of which must be provided by certified high school teachers.

The current statutory and regulatory restrictions do not provide sufficient resources for a high quality program. Section 27-815 provides that a school district may charge a "reasonable fee", not to exceed \$50, which may be increased to an amount not to exceed \$250 following a public hearing. However, state regulations (23 Ill. Adm. Code 252.30) restrict a school district from including the salary and benefit costs of driver education personnel in calculating the "reasonable fee". By limiting the amount of the fee to \$250 and not allowing salary and benefit costs to be included, combined with receipt of only 75.7% of its adequacy target under the evidence-based funding model, the District is limited in the number of certified driver education teachers it can hire and retain to provide instruction to students. This limits the number of students the District can provide driver education instruction to per semester and unnecessarily prolongs the time students must wait to receive driver education instruction.

Prior to the current waiver, District parents paid a \$250 fee, but this amount, combined with state reimbursement, was insufficient to provide a program at high levels of student achievement. The District suffered more than an estimated \$291,195 deficit in its driver education program costs after subtracting state reimbursement and student fees. If the District's waiver is not renewed, it will surely have to look at means to reduce its driver education program costs which could negatively impact students.

Item 4(b).

Community Unit School District No. 5 believes its driver education course is a high quality learning experience for students. Evidence of this belief is the high success rates of students qualifying to take the Drivers Test and their subsequent success.

The current economic hardship throughout Illinois has placed a special burden on high quality innovative programs. With only 75.7% of its evidence-based funding adequacy target there are financial pressures both on the District's driver education course and the District's ability to support high quality innovative courses in other areas of the District's curriculum.

Therefore, the District's waiver renewal request is to raise the statutory fee from an amount not to exceed \$250 to "an amount not to exceed \$450". This fee will be waived for students who are unable to pay.

Plan to Stimulate Innovation or Improve Student Performance

The current student performance levels in driver education are measured by the percent of students receiving a "B or Better" in the course, who are then, through permission of the Secretary of State's office, permitted to take the drivers test. Recent records of student achievement are:

B or Better in the course	
2025-2026	82%

While student success is very good, the District's goal would be to improve the percentage of students who earn a "B or Better" in the course. At the end of the 5 year waiver period, we hope to have at least 85% of our students earning a B or better in the driver education course. A larger goal would be to help decrease the number of teenage accidents and deaths as a result of improved instruction.

If the District is successful in receiving a renewal of the fee increase, while allowing for fee waivers to low income students, it will be able to maintain a reduced cost of the driver education program. This will allow the District to use those funds to promote innovations in programs for students elsewhere in the curriculum. Recently, the District added a STEM designation that students can achieve by taking courses in Math, Science, Engineering, and Technology over their high school career.

Item 5.

Description of testimony provided at public hearing:

- The number of people attending public hearing was TBD plus TBD online;
- The number people speaking in favor of the proposed modification or waiver was TBD (the Attorney for the District presented the proposal);
- The number of people speaking against the proposed modification or waiver was TBD;

- No one made verbal comments during the hearing.
- No written comments were received.

Item 7.

Documentation for each of the above is submitted with the application.

**APPLICATION FOR WAIVER OR
MODIFICATION OF STATE BOARD RULES OR
SCHOOL CODE MANDATES**

GOVERNMENTAL RELATIONS DEPARTMENT

Instructions: This application is to be used for seeking a waiver or modification of State Board of Education rules or of School Code mandates in accordance with Section 2-3.25g of the School Code [105 ILCS 5/2-3.25g]. The completed application must be submitted by *certified* mail, return receipt requested, to the above address and postmarked no later than 15 days after approval by the school board, regional superintendent, or executive director, as applicable. Please use the instructions on the reverse side when completing this application. **Please note that action on incomplete applications will be delayed until all required documentation is received.**

1. The application is for: (Check appropriate box(es) below.)

☐ Waiver of School Code ☒ Waiver of ISBE Rule ☐ Modification of School Code ☐ Modification of ISBE Rule

2. APPLICANT NAME Community Unit School District No. 5, McLean and Woodford Co.		CONTACT PERSON M. Curt Richardson, Attorney for the District	
NAME OF SUPERINTENDENT/EXECUTIVE DIRECTOR Dr. Kristen Kendrick-Weikle		CONTACT TELEPHONE (Include Area Code and Extension) (309) 557-4082	
APPLICANT ADDRESS (Street, City, State, ZIP Code) 1809 W. Hovey Ave., Normal, Illinois 61761		CONTACT FAX (Include Area Code) (309) 557-4501	CONTACT EMAIL richardmc@unit5.org
COUNTY McLean		May we contact you by email? ☒ Yes ☐ No	

3. Provide citation or language of the rule(s) or School Code mandate(s) that are the subject of this application. If you are requesting a modification, display it here, using strikethrough or underlining.

23 Ill. Admin. Code 252.30

See attachment

4. Attach a narrative identifying and justifying the specific request.

- For proposed waivers and modifications of rules or of the School Code that are based upon meeting the intent of the rule or mandate in a more effective, efficient, or economical manner, a narrative description must provide all of the required information (see Item 4(a) on the reverse side).
- All proposed waivers/modifications requested to stimulate innovation or improve student performance, including all proposed waivers of School Code mandates, shall provide the specific plan for improved student performance and school improvement upon which the request is being based and how the applicant will determine success (see Item 4(b) on the reverse side).
- Applications requesting waivers from Section 17-1.5 of the School Code must include the amount, nature, and reason for the requested relief and all remedies that have been exhausted by the district to comply with the administrative expenditure limitation.

Public Testimony:

Attach a description of the testimony provided, to include the information enumerated in Item 5 on the reverse side.

5. This application is for: ☐ Initial Waiver/Modification ☒ Renewal of Previously Approved Waiver/Modification
This application requests waiver/modification for 5 years (from 2026-2027 school year through 2030-2031 school year).
(See Item 6 on the reverse side for limits on the duration of waivers/modifications.)

6. Attach a copy of each public notice required. Any request not meeting the requirements will be returned as ineligible for consideration.

7. Compliance with Notice and Hearing Requirements

I certify that a hearing concerning this application and any associated plan for improved student performance was held on June 17, 2026.

(Date)

I further certify that the applicant has met all the notification and hearing requirements enumerated in Items A and B on reverse side and that the board of education/board of directors of the applicant identified above approved this application on June 17, 2026.

(Date)

INSTRUCTIONS: Please use the following as a checklist in assembling your application package. Incomplete applications will not be considered until all required documentation is received. All applicants must hold a public hearing prior to submission of the application.

- ☒ A. Public Hearing: Each eligible applicant (see Item 2 below) must hold a public hearing, providing for a time to take testimony about the request that is separate from the time when any other business is being conducted or testimony on other matters is being heard. The public hearing may be held during a regular board meeting.
- ☒ B. Required Notices of Public Hearing: Provide the following notices to inform the public and others of the hearing date. **Each must state the time, date, location, and general subject matter of the hearing.**
- **All applicants:** Publish a notice on the applicant's website at least 14 days in advance of the hearing. Applicants requesting an **increased fee for driver education (105 ILCS 5/27-815)** must also publish the proposed amount of the fee as part of the website notice and the notice placed in a newspaper of general circulation.
 - **School districts:** Publish a notice in a newspaper of general circulation within the applicant's area at least 7 days in advance of the hearing.
 - **Joint agreements, ISCs, or regional superintendents:** Publish a notice in a newspaper of general circulation in each school district that is a member of the joint agreement or that is served by the educational service region or Intermediate Service Center, provided that a notice in a newspaper generally circulated in more than one school district shall be considered sufficient notice to all of the affected districts.
 - **All applicants:** Provide a written notice to the applicant's exclusive bargaining agent(s) affected by the request at least 7 days in advance of the hearing; this notice must also state that testimony will be taken from staff.
 - **All applicants:** Provide a written notice to the applicant's state legislators affected by the request at least 7 days in advance of the hearing; this notice must also state that testimony will be taken from staff.

IMPORTANT: If public notices are incorrect, the applicant must restart and resubmit their waiver application in its entirety to comply with Section 2-3.25g of the School Code.

☒ **Item 1.** Indicate the **type of action** sought under this application:

- ISBE approval of waivers or modifications of ISBE rules and of modifications of School Code mandates to allow an applicant to meet the intent of the rule or mandate in a more effective, efficient, or economical manner or when necessary to stimulate innovation or to improve student performance; or
- General Assembly approval of waivers of School Code mandates to allow an applicant to meet the intent of the rule or mandate in a more effective, efficient, or economical manner or when necessary to stimulate innovation or to improve student performance.

Waivers are not permitted from ISBE rules or School Code mandates pertaining to special education, educator licensure, teacher tenure and seniority, compliance with the Every Student Succeeds Act, or township treasurers (Section 5-1 of the School Code). Waivers of mandates pertaining to the use of student performance data and performance categories for teacher and principal evaluations are not permitted after September 1, 2014.

☒ **Item 2. Eligible applicants** are school districts, independent authorities established pursuant to Section 2-3.25f of the School Code, joint agreements made up of school districts, and regional superintendents of schools and Intermediate Service Centers on behalf of schools and programs operated by them.

☒ **Item 3.** The **exact language of, or citation to,** the rule(s) or mandate(s) involved may be obtained by contacting the Governmental Relations Department by mail at 100 North First Street, S-404, Springfield, Illinois, 62777-0001 or by telephone at 217-782-6510.

☒ **Item 4.** Identify the rationale for the specific waiver and/or modification sought.

(4)(a) For requests to meet the intent of the rule or mandate in a **more effective, efficient, or economical manner**, provide a narrative description that sets forth:

- i) the intent of the rule or mandate to be achieved;
- ii) the manner in which the applicant will meet that intent; and
- iii) how the manner proposed by the applicant will be more effective, efficient, or economical.
- iv) In those instances where the applicant proposes a more economical manner, provide a fiscal analysis showing current expenditures related to the request and the projected savings that would result if the request is granted.

☒ **(4)(b)** Requests necessary for **stimulating innovation or improving student performance** must include the specific plan for improved student performance and school improvement upon which the request is based that describes how the applicant will determine success.

☒ **(4)(c)** Requests for waivers of the **administrative expenditure limitation** established in Section 17-1.5 of the School Code can be submitted **only** when circumstances for exceeding the cap are beyond the control of the district, and the district has exhausted all available and reasonable remedies to comply with the limitation. ISBE is required to recommend that the General Assembly disapprove any request for a waiver of the administrative expenditure limitation not meeting these requirements

☒ **Item 5.** Describe the testimony provided, including:

- number of people attending the public hearing;
- number speaking in favor of and against the request;
- comments made during the hearing; and
- whether any written comments were provided.

☒ **Item 6.** Waivers and modifications are limited to five years with the exception of waivers of the administrative expenditure limitation which are limited to the year in which emergency relief is needed (i.e., one year only).

☒ **Item 7. Attach copies of the following:** (a) **website posting**, which must be dated in order to verify that it was posted at least 14 days in advance of the public hearing; (b) **newspaper notice**; (c) **written notice to the collective bargaining agent**; and (d) **written advance notice to the state legislators representing the applicant's territory**, each of which must be dated in order to verify that each was provided at least 7 days in advance of the public hearing.

☒ **Item 8.** Indicate the **date of the public hearing**. Applicants with governing boards must hold a public hearing and provide for a separate time to take testimony about the request. The superintendent's/executive director's/regional superintendent's signature on this application attests to the applicant's compliance with all hearing and notice requirements.

☒ **Submission.** Applications must be postmarked no later than 15 calendar days following approval by the local board in the case of districts, joint agreements, and ISCs, or by the regional superintendent of schools, and be submitted by certified mail, return receipt requested, to:

**Illinois State Board of Education
Governmental Relations
Attn: Waiver Coordinator
100 North First Street, S-404
Springfield, Illinois 62777-0001**

All complete applications for the waiver or modification of ISBE rules or for the modification of School Code mandates shall be deemed approved and effective 46 calendar days after the date of receipt by ISBE unless disapproved in writing. Receipt by ISBE shall be determined by the date of receipt shown on the return receipt form, except that material not properly addressed shall bear the date of receipt when the materials were provided to the Governmental Relations Department.

Disapproval of an application upon which ISBE must act shall be sent by certified mail to the applicant no later than 45 calendar days after receipt of the application. Applicants may appeal ISBE's denial of an application by sending a written appeal to the address above by certified mail within 30 calendar days of receipt of the written denial.

Complete waiver applications and any appeals of ISBE action shall be submitted to the General Assembly for consideration before March 1 and October 1 of each year (for application deadlines, see <https://www.isbe.net/Pages/waivers.aspx>.)

ADDENDUM

Item 3.

School Code Citation: 23 Ill. Adm. Code 252.30

Item 4(a).

Narrative Identifying and Justifying the Specific Request:

Community Unit School District No. 5, McLean and Woodford Counties, Illinois is seeking a waiver or modification of 23 Ill. Adm. Code 252.30 allowing the District to consider the salary and benefit costs of driver education personnel in calculating the reasonable fee for students participating in its driver education course. The purpose of this request, along with the District's renewal application for waiver of 105 ILCS 5/27-815 to increase the fee to an amount "not to exceed \$450", is to meet the intent of the Driver Education Act in a more effective and efficient manner, thereby allowing the District to provide driver education instruction to students sooner and greater support to not only the driver education program but also to high quality innovative courses in other areas of the District's curriculum.

The intent of the Act is to provide students with the knowledge, attitudes, habits, and skills necessary for the safe operation of motor vehicles, including without limitation instruction on distracted driving, special hazards, driving precautions that must be observed at emergency situations, highway construction, and railroad crossings, and law enforcement procedures for traffic stops including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Community Unit School District No. 5's driver education course includes a combination of classroom and behind the wheel instruction, both of which must be provided by certified high school teachers.

The current statutory and regulatory restrictions do not provide sufficient resources for a high quality program. Section 27-815 provides that a school district may charge a "reasonable fee", not to exceed \$50, which may be increased to an amount not to exceed \$250 following a public hearing. However, state regulations (23 Ill. Adm. Code 252.30) restrict a school district from including the salary and benefit costs of driver education personnel in calculating the "reasonable fee". By limiting the amount of the fee to \$250 and not allowing salary and benefit costs to be included, combined with receipt of only 75.7% of its adequacy target under the evidence-based funding model, the District is limited in the number of certified driver education teachers it can hire and retain to provide instruction to students. This limits the number of students the District can provide driver education instruction to per semester and unnecessarily prolongs the time students must wait to receive driver education instruction.

Prior to the District's current waiver of 105 ILCS 5/27-815, District parents paid a \$250 fee, but this amount, combined with state reimbursement, was insufficient to provide a program at high levels of student achievement. The District suffered more than an estimated \$291,195 deficit in its driver education program costs after subtracting state reimbursement and student fees. If the District's waiver of 105 ILCS 5/27-815 is not renewed and the District is not allowed to consider the salary and benefit costs of driver education personnel in calculating the reasonable fee for

students participating in its driver education course, it will surely have to look at means to reduce its driver education program costs which could negatively impact students.

Item 4(b).

Community Unit School District No. 5 believes its driver education course is a high quality learning experience for students. Evidence of this belief is the high success rates of students qualifying to take the Drivers Test and their subsequent success.

The current economic hardship throughout Illinois has placed a special burden on high quality innovative programs. With only 75.7% of its evidence-based funding adequacy target there are financial pressures both on the District's driver education course and the District's ability to support high quality innovative courses in other areas of the District's curriculum.

Therefore, the District has not only applied for a waiver renewal request is to raise the statutory fee from an amount not to exceed \$250 to "an amount not to exceed \$450", but is also applying for this separate waiver to allow the District to consider the salary and benefit costs of driver education personnel in calculating the reasonable fee for students participating in its driver education course. This driver education fee will be waived for students who are unable to pay.

Plan to Stimulate Innovation or Improve Student Performance

The current student performance levels in driver education are measured by the percent of students receiving a "B or Better" in the course, who are then, through permission of the Secretary of State's office, permitted to take the drivers test. Recent records of student achievement are:

B or Better in the course	
2025-2026	82%

While student success is very good, the District's goal would be to improve the percentage of students who earn a "B or Better" in the course. At the end of the 5 year waiver period, we hope to have at least 85% of our students earning a B or better in the driver education course. A larger goal would be to help decrease the number of teenage accidents and deaths as a result of improved instruction.

If the District is successful in receiving a renewal waiver of the fee increase, while allowing for fee waivers to low income students, and allowed to consider the salary and benefit costs of driver education personnel in calculating the reasonable fee for students participating in its driver education course, it will be able to maintain a reduced cost of the driver education program. This will allow the District to use those funds to promote innovations in programs for students elsewhere in the curriculum. Recently, the District added a STEM designation that students can achieve by taking courses in Math, Science, Engineering, and Technology over their high school career.

Item 5.

Description of testimony provided at public hearing:

- The number of people attending public hearing was TBD plus TBD online;
- The number people speaking in favor of the proposed modification or waiver was TBD (the Attorney for the District presented the proposal);
- The number of people speaking against the proposed modification or waiver was TBD;
- No one made verbal comments during the hearing.
- No written comments were received.

Item 7.

Documentation for each of the above is submitted with the application.

2026-2027 STUDENT HANDBOOK



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SUMMARY OF PROPOSED REVISIONS

DR. BRANDON CAFFEY | DIR. OF STUDENT SERVICES

PURPOSE OF REVISIONS

The proposed revisions to the 2026-2027 Student Handbook are intended to:

- Improve clarity and readability for students and families
- Align handbook language with current legal and policy expectations
- Clarify operational procedures and district expectations
- Strengthen communication regarding health, safety, technology, and student conduct
- Ensure consistency across district practices

Key Areas of Revision



Health and safety procedures



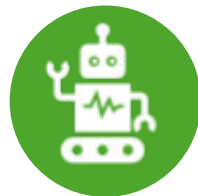
Visitor management and school security



Student appearance and cultural protections



Technology and electronic device expectations



Artificial intelligence and technology use



Formatting and readability improvements

Consolidated Student Support, Safety, and Technology Updates

Equity & Student Appearance

Expanded protections for culturally and historically associated hairstyles

Affirmed student rights regarding cultural, ethnic, and religious graduation attire

Continued alignment with the Illinois Human Rights Act and culturally responsive practices

Student Conduct and Technology Expectations

Updated electronic device expectations to address phones, smart devices, wearable technology, and electronic communications

Clarified expectations for responsible and appropriate use of AI tools

Health & Safety Enhancement

Updated head lice procedures, including screening, communication with families, treatment, and return to school expectations

Additional Updates Across Chapters:

Readability enhancements, editorial clarifications, and policy alignment updates

Transportation
and Parking

Student Fees

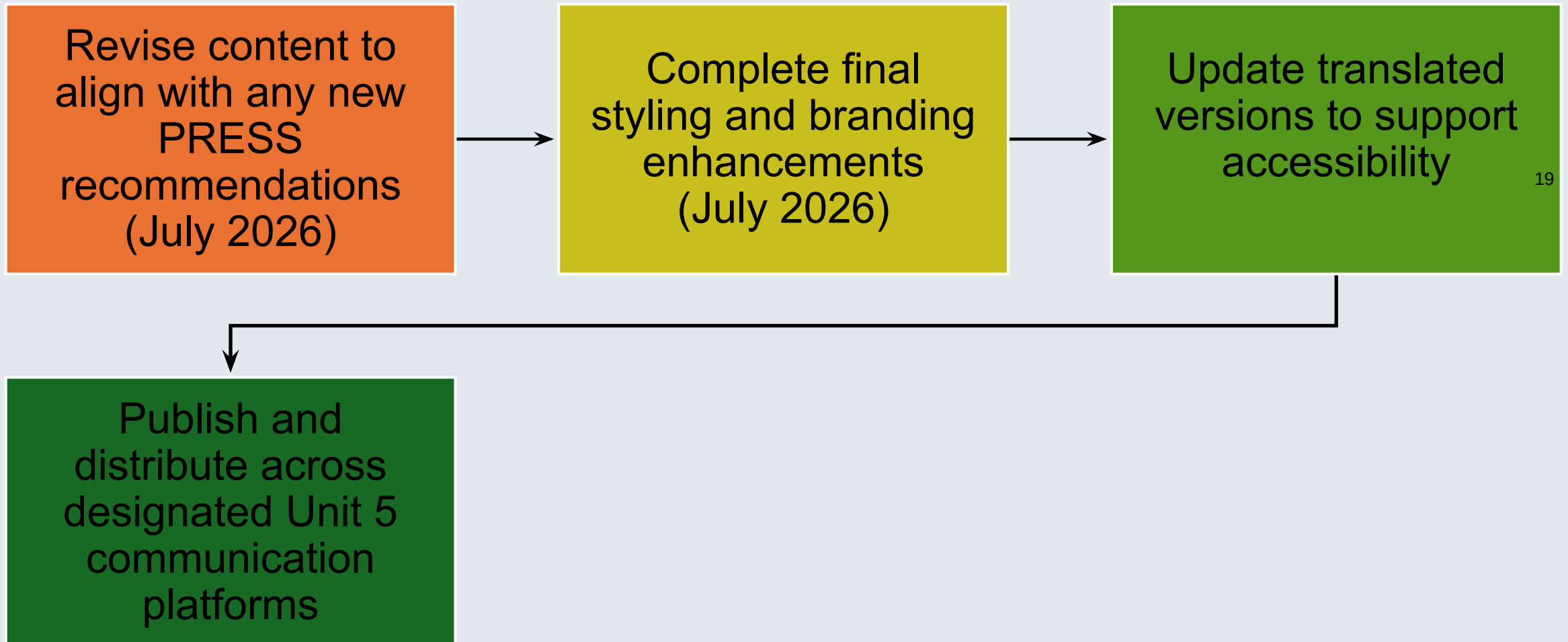
Search and
Seizure

Extracurricular
Activities

Student
Records and
Privacy

Parental
Rights and
Notification

Next Steps





Questions



McLean County
Unit District No.5
Educating each student to achieve personal excellence.

TO: McLean County Unit 5 Board of Education

CC: Dr. Kristen Weikle, Superintendent

FROM: Shane Hill, Director of Safety & Security

DATE: June 2026

SUBJECT: Annual Review of Identified Safety Hazards for Student Transportation (2026–2027)

In accordance with Section 29-3 of the Illinois School Code (105 ILCS 5/29-3) and the Illinois State Board of Education (ISBE), Unit 5 conducts an annual review of serious safety hazards along student walking routes.

Illinois law permits school districts to provide transportation to students residing within 1.5 miles of their school if an Illinois Department of Transportation (IDOT) certified safety hazard exists.

School districts must annually review documented hazards and seek Board approval for their continuation to maintain state transportation reimbursement.

Following a review by the Director of Safety & Security, Finance Department, First Student Transportation, and the Executive Director of Operations, no changes are recommended to the District's existing hazard designations for the 2026–2027 school year.

Current IDOT-Certified Safety Hazard Areas

The following schools continue to have certified safety hazards that justify transportation services for eligible students residing within 1.5 miles of the school:

School	Roadway Hazards	Railroad Crossing	Limited Sidewalk Infrastructure
Carlock Elementary	X	X	X
Cedar Ridge Elementary	X		
Fairview Elementary	X		
Fox Creek Elementary	X		
Glenn Elementary	X	X	
Northpoint Elementary	X		
Parkside Elementary	X		
Pepper Ridge Elementary	X		
Towanda Elementary	X	X	X
Kingsley Junior High	X	X	X

Chiddix Junior High	X	X	X
Evans Junior High	X		X

Recommendation

Based upon the annual review conducted by District staff and transportation partners, it is recommended that the Board of Education approve the continuation of all currently identified and IDOT-certified safety hazards for the 2026–2027 school year. No changes to existing hazard designations are recommended at this time.

Respectfully submitted,



Shane Hill
Director of Safety & Security
McLean County Unit 5 Schools

Enrollment/Boundary Implementation Update



23

June 2026

Boundary Adjustment Timeline

2027-28

- Benjamin to Hoose
- Cedar Ridge and Tracy Drive to Pepper Ridge
- Northbrook/Golfcrest to Glenn and KJHS
- Sugar Creek to Grove and CJHS
- Small Towanda addition
- NCHS boundary change to NCWHS
- SS classroom distribution

2028-29

- Pepper Ridge to PJHS
- SS classroom distribution

2029-30

- New ELC opens (Brigham sold)
- Benjamin to Sugar
- 18-22 year old program moves to new or renovated space. (Eugene Field sold)
- SS classroom distribution

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Current students may remain at their current school through the highest grade level offered (5th, 8th, or 12th grade), provided they continue to reside in the same household.

Siblings: Younger siblings may enroll in the same school as an older sibling, provided there is no break in attendance for the family at that school.

School Placement and Transportation: To remain at a current school or start early at a new one, families must complete the necessary paperwork by the deadline and provide transportation until the official district implementation date (for new schools) or for the remainder of the student's enrollment (for current schools).

Options for Families Impacted - See Complete List

Area Impacted	Boundary Change	School Year Implementation	2026-2027 School Year Options	2027-2028 School Year Options	2028-2029 School Year Options	2029-2030 & Beyond School Year Options
Neighborhoods north of Empire, currently zoned to Benjamin	Reassigned to Sugar Creek	2029-2030	1. Continue at Benjamin District Transport 2. Attend Sugar Creek Family Transport	1. Continue at Benjamin District Transport 2. Attend Sugar Creek Family Transport	1. Continue at Benjamin District Transport 2. Attend Sugar Creek Family Transport	1. Continue at Benjamin Family Transport 2. Attend Sugar Creek District Transport
Area west of Hershey, currently zoned to Benjamin	Reassigned to Colene Hoose	2027-2028	1. Continue at Benjamin District Transport 2. Attend Hoose Family Transport	1. Continue at Benjamin Family Transport 2. Attend Hoose District Transport	1. Continue at Benjamin Family Transport 2. Attend Hoose District Transport	1. Continue at Benjamin Family Transport 2. Attend Hoose District Transport
Western portion of Cedar Ridge (west of Morris Ave / west of N 1375 East Rd), currently zoned to Cedar Ridge	Reassigned to Pepper Ridge	2027-2028	1. Continue at Cedar Ridge District Transport 2. Attend Pepper Ridge Family Transport	1. Continue at Cedar Ridge Family Transport 2. Attend Pepper Ridge District Transport	1. Continue at Cedar Ridge Family Transport 2. Attend Pepper Ridge District Transport	1. Continue at Cedar Ridge Family Transport 2. Attend Pepper Ridge District Transport

Current students may remain at their current school through the highest grade level offered (5th, 8th, or 12th grade), provided they continue to reside in the same household.

Siblings: Younger siblings may enroll in the same school as an older sibling, provided there is no break in attendance for the family at that school.

School Placement and Transportation: To remain at a current school or start early at a new one, families must complete the necessary paperwork by the deadline and provide transportation until the official district implementation date (for new schools) or for the remainder of the student's enrollment (for current schools).

Implementation Timeline



May 2026

Families in impacted areas received letters and Infinite Campus messages regarding boundary changes.

Request for Qualifications

Issued: May 20, 2026

Tours of Towanda & PJHS: June 8, 2026

Due: June 10, 2026 - 14 firms submitted RFQs.

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Next Steps

Review submitted RFQs and notify firms regarding round two movement by July 10, 2026.
Bring architect recommendations to the Board of Education in August 2026.

Exhibit - Guidance for Board Member Communications, Including Email Use

The Board is authorized to discuss District business only at a properly noticed Board meeting (Open Meetings Act, 5 ILCS 120/). Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board Policy 2.140, *Communications To and From the Board*.

Note: *Public records* stored by Board members on personal devices (i.e., texts) or personal email accounts pose significant logistical and administrative challenges for public record preservation and certain Freedom of Information Act (FOIA) requests. It is therefore a best practice for Board members to utilize District-issued devices or District-issued email addresses for electronic communications that qualify as public records under FOIA or the Local Records Act (LRA). For that reason, the examples in this guidance focus primarily on Board member email use and District-issued devices.

Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a "*do not reply all/forward*" alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group; reply only to the sender."** Alternatively, the Superintendent may blind carbon copy (bcc) all other board members (preventing them from replying to all) and include a similar alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. To prevent replies or forwards to the group, all Board members are blind carbon copied on this email. Only reply to the sender."**
2. Board members are permitted to discuss any topic other than District business with each other, whether in person or by telephone, email, texts, or other electronic means, regardless of the number of members participating in the discussion. For example, they may discuss sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone, email, texts, or other electronic means, that relates to District business but is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone, email, texts, or other electronic means. Stated another way, a Board member may discuss District business in person or by telephone, email, texts, or other electronic communications with only one other Board member at a time.
5. A Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls, email, texts, or other electronic communications to Board members individually.

6. A Board member should include a “do not reply all/forward” alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **“BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.”** Alternatively, the Board member may bcc the other Board members and include a similar alert to the other board members, such as **“BOARD MEMBER ALERT: This email is not for interactive discussion purposes. To prevent replies or forwards to the group, all Board members are blind carbon copied on this email. The recipient should not reply to it or forward it another individual.”**
7. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A *public record* is any recorded information “pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body”. 5 ILCS 140/2, amended by P.A. 104-438. Public records do not include *junk mail*. Junk mail includes unsolicited commercial electronic communications sent to the District that it does not respond to. Id. Email or other electronic communications sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

If a Board member uses a District-provided device or email address to discuss public business, the electronic communication is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

First, the communication pertains to the transaction of public business, and

Second, the communication was:

- (1) prepared by a public body,
- (2) prepared for a public body,
- (3) used by a public body,
- (4) received by a public body,
- (5) possessed by a public body, and/or
- (6) controlled by a public body.

This test is from the appellate court decision in City of Champaign v. Madigan, 992 N.E.2d 629 (Ill. App. Ct. 2013).

The following examples describe FOIA’s treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.

Adopted: January 13, 2010
Reviewed: June 2026
Amended: July 17, 2024

2. An electronic communication pertaining to public business that is:
 - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work **would not be a public record**. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate the Open Meetings Act (OMA) and, thus, are subject to disclosure during proceedings to enforce OMA.
 - b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough Board members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.
 - e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Attorney for the District will help determine whether a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Electronic communications that qualify under FOIA as *public records* will need to be stored pursuant to the Local Records Act (LRA), only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation. 50 ILCS 205/. An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email, to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the LRA.

Important: Do not destroy any electronic communication concerning a topic that is being litigated without obtaining the Attorney for the District's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally advise their clients at the beginning of a legal proceeding that they must not destroy any electronic records that might be relevant. For more discussion of a litigation hold, see Administrative Procedure 2.250-AP2, *Protocols for Record Preservation and Development of*

Retention Schedules. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. 50 ILCS 205/4.

**Exhibit - Immediately Available District Public Records and
 Web-Posted Reports and Records**

The District's Freedom of Information Officers designate the public records that are listed in this table as being immediately available to the public. The records with an asterisk (*) are posted on the District's website and may be inspected, downloaded, printed, and/or copied. Any asterisked (*) public record is also immediately available for inspection or copying upon request at the District's administrative office during its regular business hours, provided any applicable fees are paid. Unless otherwise noted in the special instructions column, records without an asterisk (*) will be provided within five business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

Web-posted records and information	Web-posting statutory reference and special instructions
* Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year * Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded * Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded	5 ILCS 120/2.02.
* Official open meeting minutes that are posted within 10 days of the Board's approval and remain posted for at least 60 days	5 ILCS 120/2.06(b).
* Description of the District and its records including: 1. Summary of the District's purpose 2. Functional subdivisions 3. Total amount of operating budget 4. Number and location of all of its separate offices 5. Approximate number of full- and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District's Statement of Affairs) 6. Identification and membership of the Board 7. Brief description of the methods whereby the public may request information and public records 8. Directory information for the Freedom of Information Officer	5 ILCS 140/4, amended by P.A. 104-438. The District must prominently post the description on its website and make it available for inspection and copying. If the District does not maintain a website, it must post it at each administrative office.

Adopted: February 11, 2009
 Reviewed: June 2026
 Amended: December 18, 2024

Web-posted records and information	Web-posting statutory reference and special instructions
9. Address where requests for public records should be directed 10. Fees	
* A hyperlink to an email address(es) for members of the public to communicate with members of the Board	50 ILCS 205/20. The hyperlink must be easily accessible from the District's home page.
Annual budget for current fiscal year, itemized by receipts and expenditures	105 ILCS 5/17-1.2. This may be accomplished using Ill. State Board of Education (ISBE) <i>School District Budget Form</i> (50-36) or the summary pages from it. The District must notify its students' parents/guardians when the budget is web-posted along with its website address.
* Notice of a public hearing under the Truth in Taxation Law, when applicable	35 ILCS 200/18-75, amended by P.A. 103-1018. The notice on the website must be posted for at least 30 consecutive days on or near the top of the District's website homepage or on a page accessible through a direct link from the homepage. The notice must be posted not more than 14 days nor less than seven days prior to the date of the public hearing. Id. at 18-80.
* Notice of public hearing on waiver or modification of a School Code mandate, when applicable	105 ILCS 5/2-3.25g(c-5). The time, date, place, and general subject matter of the public hearing must be posted least 14 days prior to the hearing. If the District is requesting to increase the fee charged for driver education authorized pursuant to 105 ILCS 5/7-24.2, the website information must include the proposed amount of the fee the district will request. See Exhibit 2.20-E1, <i>Waiver and Modification Request Resource Guide</i> .
* District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by Oct. 31 of each year, unless otherwise provided by law)	105 ILCS 5/10-17a. Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must: (1) present them at a regular Board meeting, (2) post them on the District's website, (3) make them available to a newspaper of general circulation serving the District, and

Web-posted records and information	Web-posting statutory reference and special instructions
	(4) upon request, send them home to parents/guardians. 105 ILCS 5/10-17a(5). The District also must send a written notice home to parents/guardians stating: (1) that the Report Cards are available on the website, (2) the website's address, (3) that a printed copy will be sent upon request, and (4) the telephone number to request a printed copy. Id.
* Hyperlink to ISBE's Expanded High School Snapshot Report	105 ILCS 5/10-17a(7), added by P.A. 103-503. The hyperlink must be displayed in a manner that is easily accessible to the public. ISBE is required to prepare a stand-alone report covering high schools beginning October 27, 2027 and by October 31 of each subsequent year.
* The District's discipline plan and progress on the plan, in the event the District is identified by ISBE to be in the top 20% (for three consecutive years) of districts for out-of-school suspensions, out-of-school expulsions, or racial disproportionality in the use of out-of-school suspensions and expulsions	105 ILCS 5/2-3.162. If the District is required to submit a plan to ISBE, it must be approved at a public Board meeting and posted on the District's website. Within one year after being identified by ISBE, the District must submit to ISBE and post on its website a progress report describing implementation of the plan and the results achieved.
* A list of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative	105 ILCS 5/10-20.44, amended by P.A. 104-261. Each year, before December 1, and in conjunction with the publication of the Statement of Affairs on the District's website and in a newspaper of general circulation, the District shall include an annual report on all contracts over \$25,000 awarded during the previous fiscal year.
* Contract(s) with any commercial driver training school(s) for driver education	105 ILCS 5/27-815, renumbered by P.A. 104-391. The District is required to web-post this document if it has a website. If the District has

Web-posted records and information	Web-posting statutory reference and special instructions
	no website, it must make the contract available upon request.
* Annual Statement of Affairs	105 ILCS 5/10-17, amended by P.A. 104-261. Annually by December 1, the District must post its statement of affairs on its website and in a newspaper of general circulation published in the District.
* Fiscal Efficiency Report, summarizing the District's attempts to improve fiscal efficiency through shared services or outsourcing in the prior fiscal year.	105 ILCS 5/17-1.1. The report must be: (1) Approved by the Board at an open meeting that allows for public comments, and (2) Primarily in checklist form and approximately one page in length.
Beginning in levy year 2022, if the District has an aggregate property tax levy greater than \$5,000,000, it will make good faith efforts to electronically publish the following data from all vendors and subcontractors doing business with the District: 1. Whether the vendor or subcontractor is minority-owned, women-owned, or veteran-owned; 2. Whether the vendor or subcontractor holds a certification as a minority-owned, women-owned, or veteran-owned business as defined in 30 ILCS 575/, or if they are self-certifying; and 3. If the vendor self-certifies, whether it qualifies as a small business under federal Small Business Administration standards (see www.sba.gov/federal-contracting/contracting-guide/size-standards).	35 ILCS 200/18-50.2. The law does not define <i>electronically publish</i> ; website posting is a means of compliance. This item is not asterisked should the District choose to electronically publish the information offline.
* Notice of a public hearing at which the Board will consider closing a school, when applicable	105 ILCS 5/10-22.13. The notice of the public hearing must be provided at least 10 days prior to the hearing and include the time, date,

Web-posted records and information	Web-posting statutory reference and special instructions
	place, and name or description of the school building that the Board is considering closing.
* Explanation of the data elements of <i>covered information</i> that the District collects, maintains, or discloses to any person, entity, third party, or governmental agency. * A description of the procedures that parents/guardians may use to carry out their rights under 105 ILCS 85/33(c)(1), (2), & (3), including the right to: 1. Inspect and review their child's covered information 2. Request a paper or electronic copy of their child's covered information 3. Request corrections for factual inaccuracies contained in their child's covered information.	105 ILCS 85/27(a)(1). The explanation of data elements of covered information must be clear and understandable by a layperson and cover the following: (1) how the District uses the covered information; (2) to whom or what entities the District discloses the covered information; and (3) for what purpose the District discloses the covered information. The explanation of data elements and description of parent/guardian rights procedures must be updated by January 31 and July 31 each year, as needed.
* A list of operators with whom the District has written agreements and the following for each operator: 1. Copy of the agreement 2. Business address 3. List of any subcontractors to whom covered information may be disclosed or a link to a page on the operator's website that clearly lists the subcontractors	105 ILCS 85/27(a)(2) & (3). The District must post new operator contracts and an explanation of the data elements of covered information disclosed to the operator (see immediate row above) within 10 business days after entering into the contract. 105 ILCS 85/27(c). This list must also be updated by January 31 and July 31 each year, as needed.
* A list of <i>breaches</i> of covered information maintained by the school or an operator involving 10% or more of the District's student enrollment. The list must include: 1. Number of students whose covered information was involved in the breach, unless the breach involved <i>personal information</i> as defined in the Personal Information Protection Act, 815 ILCS 530/5, in which case the number of students involved may not be disclosed	105 ILCS 85/27(a)(5). The District must update breach information by January 31 and July 31 each year, and it must remain on the District's website for at least five years after the District adds it to the list. Breaches that occurred (or were estimated to have occurred) prior to July 1, 2021, or breaches that were posted more than five years prior to updating the current list do not need to be posted.

Web-posted records and information	Web-posting statutory reference and special instructions
2. Date, estimated date, or estimated date range of the breach 3. Name of the operator, if applicable	
* Board Policy 7.180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i> * Information developed as a result of the evaluation and assessment of the bullying policy's outcomes and effectiveness	105 ILCS 5/22-110(b)(10) & (11), renumbered by P.A. 104-391.
* Contact information for the District's Title IX Coordinator(s) and Board Policies 2.260, <i>Uniform Grievance Procedure</i> and 2.265, <i>Title IX Grievance Procedure</i>	34 C.F.R. §106.8.
* Training materials for any individuals designated as Title IX Coordinator(s), investigators, decision-makers, and informal resolution facilitators	34 C.F.R. §106.45(b)(10)(i)(D). Naming only the training provider and course does not meet this requirement. The U.S. Dept. of Education (DOE) requires training materials to be publicly available "so that a district's approach to training Title IX personnel may be transparently viewed by the [district's] educational community and the public, including for the purpose of holding a [district] the purpose of holding a [district] accountable for using training materials that comply with [Title IX] regulations." 85 Fed. Reg. 30254. Consult the Attorney for the District regarding this requirement; making training materials of third-party consultants publicly available may violate their intellectual property rights. The DOE acknowledged the potential for intellectual property violations, suggesting that districts either "secure permission from the consultant to public the training materials" or create their own training materials. 85 Fed. Reg. 30412.
* Board Policy 7.20, <i>Harassment of Students Prohibited</i>, and age-appropriate explanations of its contents in student handbook(s)	105 ILCS 5/10-20.69. The District must have an age-appropriate policy on sexual harassment (1) in the student handbook(s), (2) posted on the District's website, and (3) posted in any other area where policies, rules and standards of conduct are posted in each school.

Web-posted records and information	Web-posting statutory reference and special instructions
* Board Policy 7.255, <i>Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence</i>, and procedures for requesting supportive services	105 ILCS 5/26A-20(d), added by P.A. 102-466, a/k/a <i>Ensuring Success in School Law</i>. Copies must be made available to students and parent(s)/guardian(s) at no cost at each school. Procedures for requesting supportive services that are available at the building level and on building-specific websites should include the building-level Article 26A Resource Person's name and contact information. See Administrative Procedure 7.255-AP1, <i>Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence</i>.
* Board Policy 7.290, <i>Suicide and Depression Awareness and Prevention</i>	105 ILCS 5/2-3.166.
* Contact information for the National Suicide Prevention Lifeline (988), Crisis Text Line (Text 741741), and the Safe2Help Illinois helpline (Call 844-4-SAFEIL or Text SAFE2 to 72332) if the District does not issue student identification cards to all students in grades 6-12 or school employees serving those grades	105 ILCS 5/10-20.81, amended by P.A.s 103-143 and 104-264.
* Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent and all administrators and teachers); <i>benefits</i> includes without limitation, vacation days, sick days, bonuses, annuities, and retirement enhancements	105 ILCS 5/10-20.47. Annually on or before October 1: (1) the information must be presented at a regular Board meeting and posted on the District's website, and (2) after the Board meeting at which the information was presented, the Report must be provided to ISBE.
All records pertaining to the creation, alteration or revision of school attendance areas shall be open to the public	105 ILCS 5/10-21.3. This law also requires school attendance areas to be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality. See Board Policy 7.30, <i>Student Assignment and Intra-District Transfer</i>.
* Vacancies for teaching positions in a subject shortage area, before hiring a retired teacher to any such position	40 ILCS 5/16-150.1, amended by P.A. 103-588.

Web-posted records and information	Web-posting statutory reference and special instructions
	The District must, on an ongoing basis, post the vacancy for a period of at least 90 days during the six months preceding either the fall or spring term for which it seeks to employ a retired teacher in a subject shortage area. This posting requirement is in effect for employment ending no later than June 30, 2027.
* Information regarding a Severance Agreement entered into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination	50 ILCS 205/3c. Within 72 hours of Board approval, the District must post: (1) the name/title of person receiving payment under the severance agreement, (2) the amount of payment, (3) that the employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as applicable, and (4) the date, time, and location of the meeting at which the agreement was approved. NOTE: The Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if he or she is fired by the Board for <i>misconduct</i>, which includes sexual harassment and/or discrimination. Id. at 415/5. For more discussion about the reconciling these laws, see f/n 7 in policy 2. 260, <i>Uniform Grievance Procedure</i>.
* As an employer that participates in the Illinois Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds \$75,000 per year; <i>total compensation package</i> means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted	5 ILCS 120/7.3. The report must be posted within six business days after the District approves a budget. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information. The Ill. Attorney General's office has not provided guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., Teachers' Retirement System (TRS) participants.
* As an employer that participates in the IMRF, a compensation report for employees who have a total	5 ILCS 120/7.3.

Web-posted records and information	Web-posting statutory reference and special instructions
compensation package that is equal to or in excess of \$150,000 per year; <i>total compensation package</i> means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted.	The report must be posted at least six days before the District approves an employee's total compensation package that is equal to or in excess of \$150,000. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information. The Illinois Attorney General's office has not provided guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.
* As an employer that participates in IMRF, a link to information posted on the IMRF website at: www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information	40 ILCS 5/7-135.5.
* Board Policy 5.120, <i>Employee Ethics; Code of Professional Conduct; and Conflict of Interest</i>	105 ILCS 5/22-85.5(e).
* A description of activities to address intergroup conflict (an optional program authorized by 105 ILCS 5/27-23.6)	105 ILCS 5/27-1050(c), renumbered by P.A. 104-391.
The total number of personnel with a school support personnel endorsement, and for each endorsement area: 1. Those actively employed by the District on a full-time basis; 2. Those actively employed by the District on a part-time basis; and 3. Those actively employed by a special education cooperative providing services to students in the District	105 ILCS 5/10-20.80. Annually by December 1, the District must report its school support personnel information as of October 1 to ISBE and web-post it.
The total number of students enrolled in the District and of that total, the number of students with an individualized education program (IEP) or Section 504 plan	105 ILCS 5/2-3.182. Annually by December 1, ISBE must make the enrollment information available on its website based on the District enrollment information as of October 1.

Web-posted records and information	Web-posting statutory reference and special instructions
* Notice that students with disabilities who do not qualify for an IEP may qualify for services under Section 504	105 ILCS 5/14-6.01. The notice shall: (1) identify the location and phone number of the District office or employee to whom inquiries about the identification, assessment, and placement of children with disabilities should be directed, and (2) inform parents/guardians who are deaf or do not typically communicate using spoken English that they are entitled to the services of an interpreter when participating in a Section 504 meeting.
* Class size reporting that includes the information described in 105 ILCS 5/2-3.136a: 1. The total number of <i>teachers</i> actively employed in the District, listed by individual school; 2. The <i>pupil-teacher ratio</i> for the District; 3. The number of <i>class instructors</i>, by grade level and subject; 4. The <i>class size</i> for each <i>class</i> and <i>class section</i> at each school in the District and the total number of classes or class sections in each school that exceed the class size guidelines under 105 ILCS 5/18-8.15(b)(2) (evidence-based funding core teacher ratios).	105 ILCS 5/10-20.70. Annually, the District must report its class size information, which ISBE must make available on its website by January 31 (see www.isbe.net/Pages/Data-Analysis-Reports.aspx). See 105 ILCS 5/2-3.136a for definitions of the italicized terms.
* Names of Board members who have completed professional development leadership training	105 ILCS 5/10-16a requires the District to post on its website the names of all Board members who have completed professional development leadership training. The web-posting may be expanded to log all Board members' training and development activities. 5 ILCS 120/1.05(b) and (c) require each Board member to complete training on the Open Meetings Act. After completing the training, each Board member must file a copy of their certificate of completion with the Board. 105 ILCS 5/24-16.5 requires each Board member to complete a training program on performance evaluations before voting on a dismissal based on a performance evaluation pursuant to the Performance Evaluation Reform Act.
Immunization data	105 ILCS 5/22-105(6), renumbered by P.A. 104-391.

Web-posted records and information	Web-posting statutory reference and special instructions
	By December 1, the District must annually make the immunization <i>data</i> that it must report to ISBE by November 15 each year publicly available. The data, not its format, must be identical to the data reported to ISBE. Boards have control over the method(s) used to make this data publicly available. One method is to instruct the reader to ask for the data directly from ISBE.
Information on mental health issues and local treatment resources	The Ill. House of Representatives encouraged this in HR 478 (99th General Assembly, 5-31-15).
* All reliable assessments, scored by entities other than the District, that are administered in each of the District's schools	105 ILCS 5/22-82(b). These must be made available to parents and/or guardians through the District's website or paper handouts.
* The District's Remote and/or Blended Remote Learning Day Plan, when the Governor has declared a public health emergency pursuant to 20 ILCS 3305/7	105 ILCS 5/10-30(6).
* If offered by the District, identification of the curriculum the District uses to provide comprehensive personal health and safety and comprehensive sexual health education (National Sex Education Standards (NSES)), the scope and sequence of these instructional materials, and the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials	105 ILCS 5/27-1015, renumbered by P.A. 104-391.
* Board Policy 6.135, <i>Accelerated Placement Program</i>	23 Ill. Admin. Code §227.60(a).
* Board Policy 7.70, <i>Attendance and Truancy</i>	105 ILCS 5/10-19.05(k), amended by P.A. 104-250; 23 Ill. Admin. Code §207.20(b).
* Board Policy 2.270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>	105 ILCS 5/22-95, added by P.A. 103-472.
* The name(s) of designated Prioritization of Urgency of Need for Services (PUNS)-trained employee(s) in each school within the District	105 ILCS 5/2-3.163(c), amended by P.A. 103-504.

Web-posted records and information	Web-posting statutory reference and special instructions
	Every public school must designate at least one employee to take the Ill. Dept. of Human Services' PUNS training. Id. See Board Policy 5.100, Staff Development Program.
* If the District has one or more school buses equipped with an automated traffic law enforcement system, notice to drivers that its buses are so equipped	625 ILCS 5/11-208.9(m).
* Type 1 diabetes informational material	105 ILCS 5/2-3.204, added by P.A. 103-641. The informational materials to be posted are those made available on ISBE's website. See <i>Understanding Type I Diabetes for Parents and Guardians</i> at: www.isbe.net/Pages/Student-and-Family-Resources.aspx .
* Local postsecondary and career expectations framework	105 ILCS 5/10-20.84(a). The framework must be available at a prominent location on the District's website.
* Informational materials about the Illinois Achieving a Better Life Experience (ABLE) account program established under the State Treasurer Act.	105 ILCS 5/14-8.02i, amended by P.A. 104-314. The informational materials are distributed to the District by ISBE and must be posted by the District beginning with the 2026-2027 school year.

Exhibit - Notification to Staff and Parents/Guardians of CPR and AED Video

On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars

Date:

To: Parents/Guardians and Staff

Re: CPR and AED Video

State law requires the Ill. High School Association to post a hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) training video on its website.

The law also requires the District to notify staff members and parents/guardians about the video.

You are encouraged to view the brief video, at:

www.ihsa.org/health-safety/cpr-training.

General Personnel – Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a District application form in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in their charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, their employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent or designee shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to their personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See Board Policy 5.10, *Equal Employment Opportunity*.

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other State, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by their supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice nurse, or a licensed physician assistant who has been delegated the authority by their supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of such examination.

Orientation Program

Adopted: August 5, 1968

Reviewed: June 2026

Amended: January 17, 2024

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in Board Policy 5.90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 8 U.S.C. §1324a *et seq.*, Immigration Reform and Control Act. 15 U.S.C. §1681 *et seq.*, Fair Credit Reporting Act.
42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 21B-85, 5/22-6.5, 5/22-94, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

820 ILCS 55/, Right to Privacy in the Workplace Act

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),
aff'd in part and remanded 115 Ill.2d 482 (Ill. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2.260 (Uniform Grievance Procedure), 3.50 (Administrative Personnel Other Than the Superintendent), 4.60 (Purchases and Contracts), 4.175 (Convicted Child Sex Offender; Screening; Notifications), 5.10 (Equal Employment Opportunity), 5.40 (Communicable and Chronic Infectious Disease), 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5.125 (Personal Technology and Social Media; Usage and Conduct), 5.220 (Substitute Teachers), 5.280 (Duties and Qualifications)

General Personnel – Drug- and Alcohol-Free Workplace; E-Cigarette, Vaping, Tobacco, and Cannabis Prohibition

It is the policy of the District that the public has the reasonable right to expect all District employees to be free from the effects of drugs and alcohol while on duty or on District property and to observe the laws concerning the use of drugs and alcohol regardless of whether they are on duty, on District property, or at District events. The purposes of this policy shall be achieved in such a manner as not to violate any constitutional rights of employees.

All District property and events are drug- and alcohol-free places.

All employees are prohibited from:

1. Possessing, consuming, using, manufacturing, dispensing, distributing, or being impaired by or under the influence of alcohol or cannabis while on duty or on District property. Possession or distribution of medical cannabis by a school nurse or school administrator pursuant to Ashley's Law, 105 ILCS 5/22-33, is not prohibited.
2. Consuming, using, or being impaired by or under the influence of alcohol or cannabis while on call.
3. Being impaired by or under the influence of prescription medication or over the counter medication while on duty, on call, or on District property.
4. Possessing, selling, purchasing, delivering, manufacturing, dispensing, distributing, using, or being impaired by or under the influence of any illegal drug or controlled substance.

For purposes of this policy, an *illegal drug or controlled substance* means a substance that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

An employee is *on call* when the District schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either on District property or another previously-designated location.

The District considers an employee to be *impaired by or under the influence of* one of the substances listed above if the employee manifests specific, articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including, but not limited to, symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee, students, or others, or involvement in any accident that results in serious damage to equipment or property; or carelessness that results in any injury to the employee, students, or others.

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

For purposes of this policy, *District property* means workplace as defined in the Cannabis Regulation and Tax Act ("CRTA") in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. *Vehicles used for school purposes* means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of this Board policy respecting a drug- and alcohol-free workplace; and
2. Notify their supervisor of their conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

To make employees aware of dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy, or with access to this policy online;
2. Post notice of this policy where other information for employees is posted;
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations;
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs; and
 - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that Board Policy 6.60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Vaping, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in Board Policy 8.30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, vaping, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

"Tobacco" has the meaning provided in 105 ILCS 10-20.5b.

"Cannabis" has the meaning provided in the CRTA, 410 ILCS 705/1-10.

"E-Cigarette" is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system ("ENDS"), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse program and/or employee-assistance program.

If the District elects to discipline an employee on the basis that the employee is under the influence or impaired, the District will afford the employee a reasonable opportunity to contest the basis of the determination.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent or designee shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the Suspension of Policies subhead in Board Policy 2.240, *Board Policy Development*.

LEGAL REF.: 20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994.
21 U.S.C. §812, Controlled Substances Act; 21 C.F.R. §1308.11-1308.15.
41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988.
42 U.S.C. §12114, Americans With Disabilities Act.
21 C.F.R. Parts 1100, 1140, and 1143.
30 ILCS 580/, Drug-Free Workplace Act.
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.

Adopted: August 13, 1991
Reviewed: June 2026
Amended: January 17, 2024

720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age
and Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
23 Ill. Admin. Code §22.20.

CROSS REF.: 5.10 (Equal Employment Opportunity), 5.120 (Employee Ethics; Code of
Professional Conduct; and Conflict of Interest), 6.60 (Curriculum Content), 8.30
(Visitors to and Conduct on School Property)

Exhibit – Notice of Preliminary Hiring Decision Based on Conviction Record

Use this letter when the District must notify an applicant that it made a preliminary determination that the applicant is disqualified from employment based on a conviction record. 775 ILCS 5/2-103.1(C).

On District Letterhead

Re: Your Employment Application – Preliminary Decision Notice

Dear *[insert name of applicant]*:

The District has reviewed the results of your complete criminal history records check conducted pursuant to 105 ILCS 5/10-21.9 in connection with your application for the position of *[insert job title]*. A copy of those results is enclosed with this letter.

After review, the District is not considering you further for employment in the District based at least in part on *[insert date and description of disqualifying offense relied upon]*.

Use the following paragraph if the disqualification is based on conviction of a prohibited offense included in 105 ILCS 5/21B-80 (see Administrative Procedure 5.30-AP2, Investigations, at p. 7-8 for a listing of prohibited offenses):

105 ILCS 5/10-21.9 prohibits the District from employing anyone convicted of *[insert disqualifying offense]*, and therefore, the District is prohibited by law from offering you employment.

Use the applicable paragraph(s) below if the disqualification is not based on a prohibited offense included in 105 ILCS 5/21B-80:

Given the [include a description of all factors that apply: length of time since the conviction, the number of convictions that appear on the conviction record, the nature and severity of the conviction and its relationship to the safety and security of others, the facts and circumstances surrounding the conviction, the age of the employee at the time of the conviction, and the evidence of rehabilitation efforts], the District finds that employing you would involve an unreasonable risk to the property or to the safety or welfare of others.

Given the [include a description of all factors that apply: length of time since the conviction, the number of convictions that appear on the conviction record, the nature and severity of the conviction and its relationship to the safety and security of others, the facts and circumstances surrounding the conviction, the age of the employee at the time of the conviction, and the evidence of rehabilitation efforts], the District finds a substantial relationship between your conviction record(s) and the employment position for which you have applied, and that your hiring would provide an opportunity for you to engage in the same or a similar offense.

Pursuant to the Illinois Human Rights Act, you have the right to respond to this Decision, after which time the District will make a final determination. Your response may include, but need not be limited to, evidence challenging the accuracy of the conviction record that the District relied upon to disqualify you [and/or evidence in mitigation, such as rehabilitation efforts]. You have until *[insert date at least seven working days from the date of the letter]* to respond to this letter. Please send your response to: *[insert contact information]*

Sincerely,

Adopted: July 20, 2022

Reviewed: June 2026

Amended:

[insert title, such as Superintendent or Director of Human Resources]

Enclosure: results of complete criminal history records check

Exhibit – Notice of Final Hiring Decision Based on Conviction Record

Use this letter when the District must notify an applicant that it made a final determination that the applicant is disqualified based on a conviction record. 775 ILCS 5/2-103.1(C).

On District Letterhead

Re: Your Employment Application – Final Decision Notice

Dear *[insert name of applicant]*:

The District has made the final decision not to consider you further for employment. This decision is based in whole or in part on the information in your conviction record that was enclosed with the preliminary decision letter that was sent to you on *[insert date]*, as well as any information submitted by you in response to my letter.

Use the following paragraph if the disqualification is based on conviction of a prohibited offense included in 105 ILCS 5/21B-80 (see 5.30-AP2, Investigation at p. 7-8 for a listing of prohibited offenses):

105 ILCS 5/10-21.9 prohibits the District from employing anyone convicted of *[insert disqualifying offense]*, and therefore, the District is prohibited by law from offering you employment.

Use the following paragraph if the disqualification is not based on a prohibited offense included in 105 ILCS 5/21B-80 (see Administrative Procedure 5.30-AP2, Investigations at p. 7-8 for a listing of prohibited offenses):

105 ILCS 5/21B-80 prohibits the District from employing anyone convicted of *[insert disqualifying offense]*, and therefore, the District is prohibited by law from offering you employment.

Use the applicable paragraph(s) below if the disqualification is not based on a prohibited offense included in 105 ILCS 5/21B-80:

Given the *[include a description of all factors that apply: length of time since the conviction, the number of convictions that appear on the conviction record, the nature and severity of the conviction and its relationship to the safety and security of others, the facts and circumstances surrounding the conviction, the age of the employee at the time of the conviction, and the evidence of rehabilitation efforts]*, the District has determined that employing you would involve an unreasonable risk to the property or to the safety or welfare of others.

Given the *[include a description of all factors that apply: length of time since the conviction, the number of convictions that appear on the conviction record, the nature and severity of the conviction and its relationship to the safety and security of others, the facts and circumstances surrounding the conviction, the age of the employee at the time of the conviction, and the evidence of rehabilitation efforts]*, the District has determined that there is a substantial relationship between your conviction record and the employment position for which you have applied, and that your hiring would provide an opportunity for you to engage in the same or a similar offense.

[Insert the existing procedure, if any, that the District will use for the applicant to challenge the decision or request reconsideration]

Adopted: July 20, 2022

Reviewed: June 2026

Amended:

Finally, please note that you have the right to file a charge with the Illinois Department of Human Rights.

Sincerely,

[insert title, such as Superintendent or Director of Human Resources]

Harassment of Students Prohibited

No person, including a District employee, agent, or student, shall harass intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic.

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board Policies 2.265, *Title IX Grievance Procedure*, and 2.260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Associate Principal, Assistant Principal, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Reports under this policy will be considered a report under Board policy 2.260, *Uniform Grievance Procedure*, and/or Board Policy 2.265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

**Nondiscrimination
Coordinator, Title IX
Coordinator, and
Complaint Manager:**

Name: M. Curt Richardson
Address: 1809 West Hovey Ave.
Normal, IL 61761
Email: richardmc@unit5.org
Telephone: (309) 557-4082

Complaint Managers:

Name:	Heather Rogers
Address:	1809 West Hovey Ave. Normal, IL 61761
Email:	rogersh@unit5.org
Telephone:	(309) 557-4041
Name:	Dr. Kristal Shelvin
Address:	1809 West Hovey Ave. Normal, IL 61761
Email:	shelvik@unit5.org
Telephone:	(309) 557-4035
Name:	Dr. Brandon Caffey
Address:	1809 West Hovey Ave. Normal, IL 61761
Email:	caffeyb@unit5.org
Telephone:	(309) 557-4027

The Superintendent or designee shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Title IX Coordinator or designee shall consider whether action under Board Policy 2.265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board Policy 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under Board Policies 2.265, *Title IX Grievance Procedure*, or 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board Policies 2.260, *Uniform Grievance*

Adopted: July 9, 1997

Reviewed: June 2026

Amended: July 16, 2025

Procedure, and/or 7.190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board Policy 5.90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board Policy 2.265, *Title IX Grievance Procedure*, or Board Policy 2.260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board Policies 2.260, *Uniform Grievance Procedure*, 2.265, *Title IX Grievance Procedure*, and 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.: 20 U.S.C. §1681 *et seq.*, Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §791 *et seq.*, Rehabilitation Act of 1973; 34 C.F.R. Part 104.
42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/22-110, 5/26A, and 5/27-1.
775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.
23 Ill. Admin. Code §1.240 and Part 200.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Grievance Procedure), 2.270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4.165 (Awareness and Prevention of Child Sexual Abuse and

Adopted: July 9, 1997
Reviewed: June 2026
Amended: July 16, 2025

Grooming Behaviors), 5.20 (Workplace Harassment Prohibited), 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7.10 (Equal Educational Opportunities), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.185 (Teen Dating Violence Prohibited), 7.190 (Student Behavior), 7.240 (Conduct Code for Participants in Extracurricular Activities), 7.255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school year. Based upon an assessment of a child's readiness to attend school, the District may permit the child to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of the child's readiness if the child attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. Early entrance to kindergarten or first grade may also be available through Board Policy 6.135, *Accelerated Placement Program*.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent or designee. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board Policy 7.60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board Policy 7.100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board Policy 6.140, *Education of*

Adopted: April 7, 1969

Reviewed: June 2026

Amended: March 15, 2023

Homeless Children, and its implementing Administrative Procedure 6.140-AP1, govern the enrollment of homeless children.

Foster Care Students

The Superintendent or designee will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services (DCFS) when enrolling in or changing schools. The District liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in legal custody as required by State law.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the District.

Foreign Exchange Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-Enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see Board Policy 6.110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under Board Policy 7.210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities in Education Act or accommodation plans under the Rehabilitation Act, Section 504.

LEGAL REF.: 8 U.S.C. §1101 et seq., Illegal Immigrant and Immigrant Responsibility Act of 1996.
20 U.S.C. §1232g, Family Educational Rights and Privacy Act

Adopted: April 7, 1969
Reviewed: June 2026
Amended: March 15, 2023

20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.

29 U.S.C. §794, Rehabilitation Act, Section 504.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/22-105, 5/26-1, and 5/26-2.

105 ILCS 10/8.1, Ill. School Student Records Act.

105 ILCS 45/, Education for Homeless Children Act.

105 ILCS 70/, Educational Opportunity for Military Children Act.

325 ILCS 50/, Missing Children Records Act.

325 ILCS 55/, Missing Children Registration Law.

410 ILCS 315/2, Communicable Disease Prevention Act.

20 Ill. Admin. Code Part 1290, Missing Person Birth Records and School Registration.

23 Ill. Admin. Code Part 226, Special Education

23 Ill. Admin. Code Part 375, Student Records.

CROSS REF.: 4.110 (Transportation), 6.30 (Organization of Instruction), 6.110 (Program for Students at Risk of Academic Failure and/or Dropping Out), 6.135 (Accelerated Placement Program), 6.140 (Education of Homeless Children), 6.300 (Graduation Requirements), 6.310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7.60 (Residence), 7.70 (Attendance and Truancy), 7.100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7.150 (Agency and Law Enforcement Requests), 7.340 (Student Records)

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including early learning, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students entering grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. An age appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papilloma-virus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza and influenza vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

Transfer students shall have 30 days following registration to comply with the health examination and immunization regulations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before the first day of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by the first day of school, the school may hold the student's report card until the student presents proof:

- 1) of a completed eye examination, or
- 2) that an eye examination will take place within 60 days after the first day of school.

The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof:

- 1) of a completed dental examination, or
- 2) that a dental examination will take place within 60 days after May 15.

The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

Adopted: August 17, 1981
Reviewed: June 2026
Amended: December 18, 2024

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. General philosophical or moral reluctance to allow physical examinations, eye examinations, immunizations, vision and hearing screenings, or dental examinations does not provide a sufficient basis for an exception to statutory requirements. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board Policy 7.280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Exclusion of Students Exempt from Immunization Requirements

Students who are exempt from immunization requirements shall be considered susceptible close contacts of a student or staff member determined to have a communicable or infectious disease and excluded from school as provided and for the duration specified in the Control of Notifiable Diseases and Conditions Code. The school will take reasonable measures, considering available resources, to allow for the continuation of educational services during the period of exclusion and students will be allowed to make up missed work.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board Policy 6.140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act
105 ILCS 5/22-105.
105 ILCS 45/1-20, Education for Homeless Children Act.
410 ILCS 45/7.1, Lead Poisoning Prevention Act.
410 ILCS 315/2e, Communicable Disease Prevention Act.
23 Ill. Admin. Code §1.530.
77 Ill. Admin. Code Part 664, Socio-Emotional and Developmental Screening.
77 Ill. Admin. Code Part 665, Child and Student Health Examination and Immunization.
77 Ill. Admin. Code Part 690, Control of Notifiable Diseases and Conditions Code.

CROSS REF.: 6.30 (Organization of Instruction), 6.140 (Education of Homeless Children), 6.180 (Extended Instructional Programs), 7.50 (School Admissions and Student Transfers To and From Non-District Schools), 7.280 (Communicable and Chronic Infectious Disease)

ADMIN. PROC.: 6.140-AP1 (Education of Homeless Children), 7.100-AP1 (First Day Exclusions), 7.100-E1 (State of Illinois Certificate of Child Health Examinations), 7.100-E2 (First Day Exclusion Notification Letter), 7.100-E3 (Medical Records Deficiency Notice), 7.280-AP1 (Managing Students with Communicable or Infectious Diseases)

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board Policies:
 - a. 2.260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if the person believes that the Board, its employees, or its agents have violated the person's rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2.265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7.20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager identified in Board Policy 7.20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board Policy 6.60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board Policy 6.65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated

By Reference: 7.180-AP1 (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.: 105 ILCS 5/27-240.

CROSS REF.: 2.240 (Board Policy Development), 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Grievance Procedure), 5.100 (Staff Development Program), 5.230 (Maintaining Student Discipline), 6.60 (Curriculum Content), 6.65 (Student Social and Emotional Development), 7.20 (Harassment of Students Prohibited), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.190 (Student Behavior), 7.220 (Bus Conduct), 7.230 (Misconduct by Students with Disabilities), 7.240 (Conduct Code for Participants in Extracurricular Activities)

Bus Conduct

While the law requires the District to furnish transportation, it does not relieve parents/guardians of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

In view of the fact that a bus is an extension of the classroom, the Board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board Policy 7.190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be included in student handbooks and displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Adopted: September 7, 1972

Reviewed: June 2026

Amended: April 15, 2026

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the District for any necessary repairs or replacement.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.; 34 C.F.R. Part 99.
105 ILCS 5/10-20.14 and 5/10-22.6.
720 ILCS 5/14-3(m).
23 Ill. Admin. Code Part 375, Student Records.

CROSS REF.: 4.110 (Transportation), 4.170 (Safety), 7.130 (Student Rights and Responsibilities), 7.170 (Vandalism), 7.190 (Student Behavior), 7.200 (Suspension Procedures), 7.230 (Misconduct by Students with Disabilities), 7.340 (Student Records)

ADMIN. PROC.: 4.110-AP3 (School Bus Safety Rules)

Adopted: September 7, 1972
Reviewed: June 2026
Amended: April 15, 2026

Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for students with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Ill. State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

- LEGAL REF.: 20 U.S.C. §§1412, 1413, and 1415, Individuals With Disabilities Education Improvement Act of 2004.
20 U.S.C. §7151 *et seq.*, Gun-Free Schools Act.
34 C.F.R. §§300.101, 300.530-300.536.
105 ILCS 5/10-22.6 and 5/14-8.05.
23 Ill. Admin. Code §226.400.
Honig v. Doe, 484 U.S. 305 (1988).
- CROSS REF.: 2.150 (Committees), 6.120 (Education of Children with Disabilities), 7.130 (Student Rights and Responsibilities), 7.190 (Student Behavior), 7.200 (Suspension Procedures), 7.210 (Expulsion Procedures), 7.220 (Bus Conduct)
- ADMIN. PROC.: 6.120-AP1, 7.190-AP4, 7.190-AP7, 7.190-AP8, 7.190-E1, 7.190-E2, 7.190-E4, 7.200-E1, 7.200-E2, 7.210-E1, 7.220-AP1

Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the District maintains a membership.

The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by Building Principals periodically at their discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board Policy 7.190, *Student Behavior*. All coaches and sponsors of co-curricular activities shall annually review the conduct code with participants and provide participants with a copy.

In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Reasonable Suspicion Extracurricular Alcohol and Drug Testing

In order to foster the health, safety, and welfare of its students, the District will conduct alcohol and/or drug testing whenever there is reasonable suspicion that a participant has used or ingested alcohol or drugs. Participation in extracurricular activities is a privilege and participants need to be exemplars.

Each student and his or her parent(s)/guardian(s) must consent to having the student submit to reasonable suspicion alcohol and drug testing in order to participate in any extracurricular activity. Failure to sign the District's *Reasonable Suspicion Alcohol and Drug Testing Consent* form will result in non-participation.

Participants who are found to have committed alcohol and/or drug violations will be subject to the sanctions in the conduct code in addition to discipline in accordance with Board Policy 7.190, *Student Behavior*.

Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance-enhancing substance on IHSA's banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition.

IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-

enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board Policy 7.190, *Student Behavior*.

LEGAL REF.: Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180 (2021).
Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls, 536 U.S. 822 (2002).
Veronia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).
Clements v. Bd. of Educ. of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985).
Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist.1999).
Todd v. Rush County Schs., 133 F.3d 984 (7th Cir., 1998).

105 ILCS 5/24-24, and 5/27-255(d).

CROSS REF.: 5.280 (Duties and Qualifications), 6.190 (Extracurricular and Co-curricular Activities), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.190 (Student Behavior), 7.300 (Extracurricular Athletics)

Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. The student (a) is in grades 3-12, (b) the student's Individualized Education Program (IEP) requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. The student (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with the student's IEP.

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in Board Policy 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of their ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this Board Policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;

Adopted: July 9, 1997

Reviewed: June 2026

Amended: April 27, 2022

2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in Board Policy 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.: 105 ILCS 5/27-710.
225 ILCS 60/, Medical Practice Act.
23 Ill. Admin. Code §1.420(p) and §1.425(d), (e).

CROSS REF: 6.60 (Curriculum Content), 6.310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board Policy 6.190, *Extracurricular Activities*.
2. A student and parent/guardian of the student must provide written permission for the student's participation by completing and signing Exhibit 7.300-E1, *Agreement to Participate*, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. Exhibit 7.100-E1, *State of Illinois Certificate of Child Health Examination*, and Exhibit 7.300-E2, *IHSA/IESA Preparticipation Physical Evaluation*, are the preferred certificates of physical fitness.
4. The student must show proof of accident insurance coverage either by an insurance policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance policy.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and the student's parent/guardian must:
 - a. comply with the eligibility rules of, and complete any forms required by any sponsoring association (such as the IESA and the IHSA), and
 - b. complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about Board Policy 7.305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee

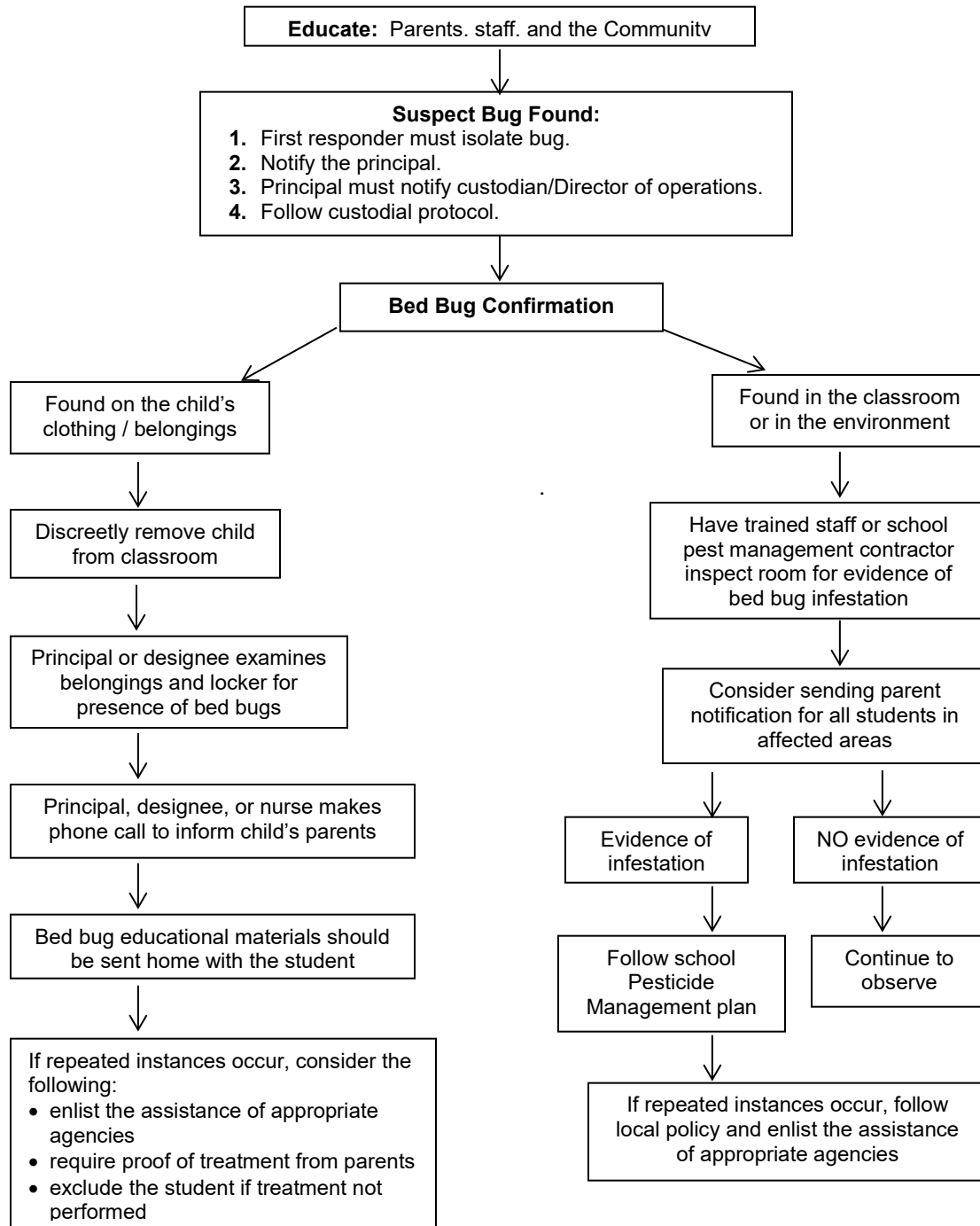
1. is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board Policy 7.10, *Equal Educational Opportunities*, and
2. shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30 and 5/22-80.
23 Ill. Admin. Code §1.530(b).

CROSS REF.: 4.100 (Insurance Management), 4.170 (Safety), 6.190 (Extracurricular Activities), 7.10 (Equal Educational Opportunities), 7.20 (Harassment of Students Prohibited), 7.240 (Conduct Code for Participants in Extracurricular Activities), 7.305 (Student Athlete Concussions and Head Injuries), 7.340 (Student Records)

Administrative Procedure - Bed Bug Protocol

School Responsibility: Provide a healthy, pest-free environment
Parent Responsibility: Provide a safe and healthy living environment



Parent Organizations and Booster Clubs

The Board recognizes that parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine Board policy, the Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization's or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Building Principal or administrator will serve as the advisor to parent organizations in his or her school and will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8.80 (Gifts to the District)

Requests for Information Pursuant to the Illinois Freedom of Information Act
The District has received and processed the following requests for information:

1. Imran Muftee, responded 6.02.26
2. Diane Benjamin, responded 6.03.26 and 06.11.26

School	Location	Event	Start Date of Event	End Date of Event	Students/Grades /Groups Participating	Organizer
NCWHS	Various	Various Sporting Events for 26-27	Various	Various	Various	Wes Temples
NCHS	Various	Various Sporting Events for 26-27	Various	Various	Various	Nic Kearfott



McLean County

Unit District No.5

Educating each student to achieve personal excellence.

TO: McLean County Unit District No. 5 Board of Education

FROM: Martin Hickman, Chief Financial Officer

DATE: June 17, 2026

SUBJECT: Recommendation to Approve Givebacks as the District-Authorized Fundraising Platform

Executive Summary

Over time, our staff and supporting organizations have expanded their fundraising efforts to support classroom needs, special projects, and extracurricular activities. Currently, fundraising is scattered across highly fragmented collection methods—ranging from cash/check envelopes, personal payment apps like Venmo and independent crowdfunding sites

To protect the district's financial integrity and shield our staff from liability, we recommend that the Board approve Givebacks, as the officially authorized fundraising platform for McLean County Unit District No. 5. Centralizing fundraising through Givebacks will significantly reduce our exposure to audit risks and fraud.

The Risks of Decentralized Fundraising

When educators and staff manage fundraising across disconnected methods, the district loses visibility. This fragmentation introduces several immediate operational risks:

Lack of Pre-Approval Oversight: Staff may unintentionally launch campaigns that violate district guidelines (e.g., unapproved vendors, inappropriate incentives) because there is no mandatory routing for principal or district approval.

Commingling of Funds: When staff use personal apps or mix school-sponsored funds with those of external School Support Organizations (SSOs), it blurs the lines of financial responsibility and creates liability for both the employee and the district.

Cash Handling and Security Risks: Relying on cash and checks passed through multiple hands before reaching the central office naturally increases the risk of loss, theft, or accounting errors.

How Givebacks Mitigates District Risk

Givebacks is specifically designed to eliminate these vulnerabilities by bringing fundraising into a single, unified platform. Transitioning to Givebacks as our authorized platform reduces our risk profile in four key ways:

1. Mandatory, Automated Approval Workflows

Before a link is shared or a dollar is collected, Givebacks requires staff to submit the fundraiser for administrative approval. This ensures every initiative aligns with Section 4 (Operational Services) of our Board Policy Manual before it launches, preventing unapproved campaigns from ever reaching the community via Peachjar or social media.

2. Digital Audit Trails and Real-Time Visibility

Givebacks provides a real-time, district-wide reporting dashboard. Every transaction is time-stamped and automatically logged, creating a clean, unalterable digital audit trail. The finance team can instantly see how much revenue came in, which campaigns are active, and exactly where funds are being routed, making the district audit-ready from day one.

3. Elimination of Personal Payment Apps

By providing a secure, parent-friendly mobile app and digital storefront, the district can confidently prohibit the use of personal payment apps (like Venmo or Cash App) and unauthorized crowdfunding platforms. All funds flow directly into secure, district-approved accounts, eliminating the liability of staff acting as financial intermediaries.

4. Strict Separation of Funds

Givebacks clearly delineates between school-sponsored funds (e.g., a teacher raising money for a field trip) and funds belonging to independent organizations (e.g., PTOs, booster clubs, or the Unit 5 Educational Foundation). This structural separation prevents the accidental commingling of money, protecting both the district and our community partners.

Next Steps

Transitioning to Givebacks is not about restricting our educators; it is about providing them with a safe, simple, and efficient tool so they can focus on students rather than managing cash. Centralized reporting protects the district, shields staff from liability, and builds trust with taxpayers. Furthermore, establishing a single, authorized platform provides our community with confidence of knowing exactly where their donated money is going.

We recommend that the Board of Education authorize district administration to review and enter into an agreement with Givebacks as the district approved fundraising platform. (See the [attached quote](#). Please note, the vendor said they would honor the price even though the quote has a May expiration date).



District Type:

☒ School District
☐ Joint Agreement

ILLINOIS STATE BOARD OF EDUCATION
 School Business Services Division

SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *
July 1, 2025 - June 30, 2026

Accounting Basis:

☒ Cash
☐ Accrual

Is this an amended budget? Yes _____

Date of Amended Budget: _____
 (MM/DD/YY)

District Name: McLean County USD 5

District RCDT No: 17064005026

Balanced budget; no Deficit Reduction
 Plan is required.

If your FY2025 AFR states that you need to do a deficit reduction plan and your FY2026 budget is balanced, please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of McLean County USD 5, County of McLean,
 State of Illinois, for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

WHEREAS the Board of Education of McLean County USD 5,
 County of McLean, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary
 of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 17th day of June, 2026,
 notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be
 beginning July 1, 2025 and ending June 30, 2026.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from each be
 and the same is hereby adopted as the budget of this school district for said fiscal year.

ADOPTION OF BUDGET

The budget shall be approved and signed below by members of the School Board. Adopted this 17th day of June, 2026
 by a roll call vote of _____ Yeas, and _____ Nays, to wit:

** MEMBERS VOTING YEA:	** MEMBERS VOTING NAY:

* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.

** Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.

- (1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).
- (2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30, whichever comes first. Budgets are submitted through IWAS: <https://apps.isbe.net/iwas/asp/login.asp?s=true>

Please type the member signatures before submitting to ISBE. We do not accept PDF copies.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.											
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds)1 as of July 1, 2025		28,471,465	1,967,407	7,755,515	263,952	3,135,353	0	56,790,105	663,003	10,005,054	
4	RECEIPTS/REVENUES (without Student Activity Funds)											
5	LOCAL SOURCES	1000	127,913,958	17,283,791	13,285,340	6,609,182	5,125,484	3,500,000	3,652,133	6,298,508	1,862,158	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
7	STATE SOURCES	3000	31,777,843	230,000	0	6,659,491	0	0	0	0	0	
8	FEDERAL SOURCES	4000	14,525,003	0	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues ⁸		174,216,804	17,513,791	13,285,340	13,268,673	5,125,484	3,500,000	3,652,133	6,298,508	1,862,158	
10	Receipts/Revenues for "On Behalf" Payments ²	3998										
11	Total Receipts/Revenues		174,216,804	17,513,791	13,285,340	13,268,673	5,125,484	3,500,000	3,652,133	6,298,508	1,862,158	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
13	INSTRUCTION	1000	106,904,913				3,016,801			1,143,072		
14	SUPPORT SERVICES	2000	51,134,626	17,162,685		23,886,101	2,551,032	3,260,569		5,476,937	11,650,000	
15	COMMUNITY SERVICES	3000	1,570,405	0		0	120,037			0		
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	2,230,313	0	0	0	0	0		0	0	
17	DEBT SERVICES	5000	0	0	16,969,044	46,224	0			0	0	
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures ⁹		161,840,257	17,162,685	16,969,044	23,932,325	5,687,870	3,260,569		6,620,009	11,650,000	
20	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		161,840,257	17,162,685	16,969,044	23,932,325	5,687,870	3,260,569		6,620,009	11,650,000	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		12,376,547	351,106	(3,683,704)	(10,663,652)	(562,386)	239,431	3,652,133	(321,501)	(9,787,842)	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund ¹⁶	7110										
27	Abatement of the Working Cash Fund ¹⁶	7110				10,500,000						
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold ⁴	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets ⁵	7300		1,601		6,305				343,004		
39	Transfer to Debt Service to Pay Principal on Leases	7400			2,799,570							
40	Transfer to Debt Service to Pay Interest on Leases	7500			204,877							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						0				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990		49,096								
46	Total Other Sources of Funds ⁸		0	50,697	3,004,447	10,506,305	0	0	0	343,004	0	

84

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.											
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
47	OTHER USES OF FUNDS (8000)											
49	TRANSFER TO VARIOUS OTHER FUNDS (8100)											
50	Abolishment or Abatement of the Working Cash Fund ¹⁶	8110							10,500,000			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130										
53	Transfer of Interest ⁶	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond ^{3a} and	8170										
57	Taxes Pledged to Pay Principal on Leases	8410	2,475,133	324,437								
58	Grants/Reimbursements Pledged to Pay Principal on Leases	8420										
59	Other Revenues Pledged to Pay Principal on Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on Leases	8440										
61	Taxes Pledged to Pay Interest on Leases	8510	163,659	41,218								
62	Grants/Reimbursements Pledged to Pay Interest on Leases	8520										
63	Other Revenues Pledged to Pay Interest on Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810										
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830										
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990										
79	Total Other Uses of Funds ⁹		2,638,792	365,655	0	0	0	0	10,500,000	0	0	
80	Total Other Sources/Uses of Fund		(2,638,792)	(314,958)	3,004,447	10,506,305	0	0	(10,500,000)	343,004	0	
81	ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2026		38,209,220	2,003,555	7,076,258	106,605	2,572,967	239,431	49,942,238	684,506	217,212	
82												
83	Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2025		2,129,497									
84	RECEIPTS/REVENUES (For Student Activity Funds)											
85	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799	2,800,000									
86	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)											
87	Total Student Activity Direct Disbursements/Expenditures	1999	2,800,000									
88	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		0									
89	Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2026		2,129,497									
90												

85

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.											
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
91	Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2025		30,600,962	1,967,407	7,755,515	263,952	3,135,353	0	56,790,105	663,003	10,005,054	
92	RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
93	LOCAL SOURCES	1000	130,713,958	17,283,791	13,285,340	6,609,182	5,125,484	3,500,000	3,652,133	6,298,508	1,862,158	
94	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0	0	0	0	0	0	
95	STATE SOURCES	3000	31,777,843	230,000	0	6,659,491	0	0	0	0	0	
96	FEDERAL SOURCES	4000	14,525,003	0	0	0	0	0	0	0	0	
97	Total Direct Receipts/Revenues ⁸		177,016,804	17,513,791	13,285,340	13,268,673	5,125,484	3,500,000	3,652,133	6,298,508	1,862,158	
98	Receipts/Revenues for "On Behalf" Payments ²	3998	0	0	0	0	0	0	0	0	0	
99	Total Receipts/Revenues		177,016,804	17,513,791	13,285,340	13,268,673	5,125,484	3,500,000	3,652,133	6,298,508	1,862,158	
100	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
101	INSTRUCTION	1000	109,704,913				3,016,801			1,143,072		
102	SUPPORT SERVICES	2000	51,134,626	17,162,685		23,886,101	2,551,032	3,260,569		5,476,937	11,650,000	
103	COMMUNITY SERVICES	3000	1,570,405	0		0	120,037			0		
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	2,230,313	0	0	0	0	0		0	0	
105	DEBT SERVICES	5000	0	0	16,969,044	46,224	0			0	0	
106	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
107	Total Direct Disbursements/Expenditures ⁹		164,640,257	17,162,685	16,969,044	23,932,325	5,687,870	3,260,569		6,620,009	11,650,000	
108	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
109	Total Disbursements/Expenditures		164,640,257	17,162,685	16,969,044	23,932,325	5,687,870	3,260,569		6,620,009	11,650,000	
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		12,376,547	351,106	(3,683,704)	(10,663,652)	(562,386)	239,431	3,652,133	(321,501)	(9,787,842)	
111	OTHER SOURCES/USES OF FUNDS											
112	OTHER SOURCES OF FUNDS (7000)											
113	Total Other Sources of Funds ⁸		0	50,697	3,004,447	10,506,305	0	0	0	343,004	0	
114	OTHER USES OF FUNDS (8000)											
116	Total Other Uses of Funds ⁹		2,638,792	365,655	0	0	0	0	10,500,000	0	0	
117	Total Other Sources/Uses of Fund		(2,638,792)	(314,958)	3,004,447	10,506,305	0	0	(10,500,000)	343,004	0	
118	ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2026		40,338,717	2,003,555	7,076,258	106,605	2,572,967	239,431	49,942,238	684,506	217,212	
119												
120	SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)											
121												
122	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	Total By Object
123	Object Name											
124	Salaries	100	109,565,072	7,430,886		306,480		0		2,254,019	0	119,556,457
125	Employee Benefits	200	24,564,548	1,217,689		121,680	5,687,870	0		1,152,986	0	32,744,773
126	Purchased Services	300	8,585,807	2,153,754	0	16,020,254		0		2,577,602	1,150,000	30,487,417
127	Supplies & Materials	400	7,226,036	4,681,939		1,460,903		0		41,111	0	13,409,989
128	Capital Outlay	500	5,607,184	1,498,660		5,933,779		3,260,569		474,443	10,500,000	27,274,635
129	Other Objects	600	5,774,120	4,983	16,969,044	46,444	0	0		101,615	0	22,896,206
130	Non-Capitalized Equipment	700	517,490	174,774		42,785		0		18,233	0	753,282
131	Termination Benefits	800	0	0		0				0		0
132	Total Expenditures		161,840,257	17,162,685	16,969,044	23,932,325	5,687,870	3,260,569		6,620,009	11,650,000	247,122,759

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	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	BEGINNING CASH BALANCE ON HAND (without Student Activity Funds)7 as of July 1, 2025		30,518,633	2,039,640	7,436,094	266,406	3,638,693	0	26,478,479	667,751	962,316
4	Total Direct Receipts & Other Sources ⁸		174,216,804	17,564,488	16,289,787	23,774,978	5,125,484	3,500,000	3,652,133	6,641,512	1,862,158
5	OTHER RECEIPTS										
6	Interfund Loans Payable (Loans from Other Funds)	411									
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199			319,421				30,311,626		9,042,738
10	Total Other Receipts		0	0	319,421	0	0	0	30,311,626	0	9,042,738
11	Total Direct Receipts, Other Sources, & Other Receipts		174,216,804	17,564,488	16,609,208	23,774,978	5,125,484	3,500,000	33,963,759	6,641,512	10,904,896
12	Total Amount Available		204,735,437	19,604,128	24,045,302	24,041,384	8,764,177	3,500,000	60,442,238	7,309,263	11,867,212
13	Total Direct Disbursements & Other Uses ⁹		164,479,049	17,528,340	16,969,044	23,932,325	5,687,870	3,260,569	10,500,000	6,620,009	11,650,000
14	OTHER DISBURSEMENTS										
15	Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499	2,047,168	72,233		2,454	503,340			4,748	
19	Total Other Disbursements		2,047,168	72,233	0	2,454	503,340	0	0	4,748	87 0
20	Total Direct Disbursements, Other Uses, & Other Disbursements		166,526,217	17,600,573	16,969,044	23,934,779	6,191,210	3,260,569	10,500,000	6,624,757	11,650,000
21	ENDING CASH BALANCE ON HAND (without Student Activity Funds) as of June 30, 2026		38,209,220	2,003,555	7,076,258	106,605	2,572,967	239,431	49,942,238	684,506	217,212
22											
23	Activity Funds BEGINNING CASH BALANCE ON HAND7 as of July 1, 2025		2,129,497								
24	Total Direct Receipts & Other Sources ⁸		2,800,000								
25	Total Amount Available		4,929,497								
26	Total Direct Disbursements & Other Uses ⁹		2,800,000								
27	Activity funds ENDING CASH BALANCE ON HAND7 as of June 30, 2026		2,129,497								
28											
29	Total BEGINNING CASH BALANCE ON HAND (with Student Activity Funds)7 as of July 1, 2025		32,648,130	2,039,640	7,436,094	266,406	3,638,693	0	26,478,479	667,751	962,316
30	Total Direct Receipts & Other Sources ⁸		177,016,804	17,564,488	16,289,787	23,774,978	5,125,484	3,500,000	3,652,133	6,641,512	1,862,158
31	Total Other Receipts		0	0	319,421	0	0	0	30,311,626	0	9,042,738
32	Total Direct Receipts, Other Sources, & Other Receipts		177,016,804	17,564,488	16,609,208	23,774,978	5,125,484	3,500,000	33,963,759	6,641,512	10,904,896
33	Total Amount Available		209,664,934	19,604,128	24,045,302	24,041,384	8,764,177	3,500,000	60,442,238	7,309,263	11,867,212
34	Total Direct Disbursements & Other Uses ⁹		167,279,049	17,528,340	16,969,044	23,932,325	5,687,870	3,260,569	10,500,000	6,620,009	11,650,000
35	Total Other Disbursements		2,047,168	72,233	0	2,454	503,340	0	0	4,748	0
36	Total Direct Disbursements, Other Uses, & Other Disbursements		169,326,217	17,600,573	16,969,044	23,934,779	6,191,210	3,260,569	10,500,000	6,624,757	11,650,000
37	Total ENDING CASH BALANCE ON HAND (with Student Activity Funds)7 as of June 30, 2026		40,338,717	2,003,555	7,076,258	106,605	2,572,967	239,431	49,942,238	684,506	217,212

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
4	AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
5	Designated Purposes Levies ¹¹ (1110-1120)	-	115,207,557	16,424,034	6,506,363	6,569,598	1,734,953		1,652,133	6,278,508	1,642,158
6	Leasing Purposes Levy ¹²	1130	1,297,729	344,690							
7	Special Education Purposes Levy	1140	1,313,904								
8	FICA and Medicare Only Levies	1150					3,059,909				
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies (Describe & Itemize)	1190	(4,429)								
12	Total Ad Valorem Taxes Levied by District		117,814,761	16,768,724	6,506,363	6,569,598	4,794,862	0	1,652,133	6,278,508	1,642,158
13	PAYMENTS IN LIEU OF TAXES	1200									
14	Mobile Home Privilege Tax	1210	87,402	12,825	10,692	5,023					
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes ¹³	1230	2,503,469				250,622				
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
18	Total Payments in Lieu of Taxes		2,590,871	12,825	10,692	5,023	250,622	0	0	0	0
19	TUITION	1300									
20	Regular Tuition from Pupils or Parents (In State)	1311									
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313									
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321									
25	Summer School Tuition from Other Districts (In State)	1322									
26	Summer School Tuition from Other Sources (In State)	1323									
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342	150,000								
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	Total Tuition		150,000								
41	TRANSPORTATION FEES	1400									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411									
43	Regular Transportation Fees from Other Districts (In State)	1412									
44	Regular Transportation Fees from Other Sources (In State)	1413				14,561					
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415									
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									
56	Special Education Transportation Fees from Other Districts (In State)	1442									

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	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
57	Special Education Transportation Fees from Other Sources (In State)	1443									
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									
59	Adult Transportation Fees from Pupils or Parents (In State)	1451									
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	Total Transportation Fees					14,561					
64	EARNINGS ON INVESTMENTS	1500									
65	Interest on Investments	1510	831,208	52,000	254,135	20,000	80,000		2,000,000	20,000	220,000
66	Gain or Loss on Sale of Investments	1520									
67	Unrealized Gain or Loss on Investments	1530									
68	Total Earnings on Investments		831,208	52,000	254,135	20,000	80,000	0	2,000,000	20,000	220,000
69	FOOD SERVICE	1600									
70	Sales to Pupils - Lunch	1611	2,892,000								
71	Sales to Pupils - Breakfast	1612									
72	Sales to Pupils - A la Carte	1613									
73	Sales to Pupils - Other (Describe & Itemize)	1614									
74	Sales to Adults	1620									
75	Other Food Service (Describe & Itemize)	1690	55,000								
76	Total Food Service		2,947,000								
77	DISTRICT/SCHOOL ACTIVITY INCOME	1700									
78	Admissions - Athletic	1711	83,000								
79	Admissions - Other	1719	2,300								
80	Fees	1720	650,001								
81	Book Store Sales	1730									
82	Other District/School Activity Revenue (Describe & Itemize)	1790									
83	Student Activity Fund Revenues	1799	2,800,000								
84	Total District/School Activity Income (without Student Activity Funds 1799)		735,301	0							
85	Total District/School Activity Income (with Student Activity Funds 1799)		3,535,301								
86	TEXTBOOK INCOME	1800									
87	Textbook Rentals - Regular Textbooks	1811	893,001								
88	Textbook Rentals - Summer School Textbooks	1812									
89	Textbook Rentals - Adult/Continuing Education Textbooks	1813									
90	Textbook Rentals - Other (Describe & Itemize)	1819									
91	Textbook Sales - Regular Textbooks	1821									
92	Textbook Sales - Summer School	1822									
93	Textbook Sales - Adult/Continuing Education	1823									
94	Textbook Sales - Other (Describe & Itemize)	1829									
95	Other Textbook Income (Describe & Itemize)	1890									
96	Total Textbooks		893,001								
97	OTHER REVENUE FROM LOCAL SOURCES	1900									
98	Rentals	1910		160,000							
99	Contributions and Donations from Private Sources	1920	269,833	120,000							
100	Impact Fees from Municipal or County Governments	1930									
101	Services Provided Other Districts	1940									
102	Refund of Prior Years' Expenditures	1950	57,917	1,835							
103	Payments of Surplus Moneys from TIF Districts	1960									
104	Drivers' Education Fees	1970									
105	Proceeds from Vendors' Contracts	1980	65,733	19,989							
106	School Facility Occupation Tax Proceeds	1983	1,485,850		6,514,150			3,500,000			
107	Payment from Other Districts	1991									
108	Sale of Vocational Projects	1992									
109	Other Local Fees (Describe & Itemize)	1993	40,000								
110	Other Local Revenues (Describe & Itemize)	1999	32,483	148,418							
111	Total Other Revenue from Local Sources		1,951,816	450,242	6,514,150	0	0	3,500,000	0	0	0

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	A	B	C	D	E	F	G	H	I	J	K	
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
112	Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	127,913,958	17,283,791	13,285,340	6,609,182	5,125,484	3,500,000	3,652,133	6,298,508	1,862,158	
113	Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		130,713,958									
114	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)											
115	Flow-Through Revenue from State Sources	2100										
116	Flow-Through Revenue from Federal Sources	2200										
117	Other Flow-Through Revenue (Describe & Itemize)	2300										
118	Total Flow-Through Receipts/Revenues From One District to Another District	2000	0	0		0	0					
119	RECEIPTS/REVENUES FROM STATE SOURCES (3000)											
120	UNRESTRICTED GRANTS-IN-AID (3001-3099)											
121	Evidence Based Funding Formula (Section 18-8.15)	3001	25,515,862									
122	Reorganization Incentives (Accounts 3005-3021)	3005										
123	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099										
124	Total Unrestricted Grants-In-Aid		25,515,862	0	0	0	0	0		0	0	
125	RESTRICTED GRANTS-IN-AID (3100-3900)										90	
126	SPECIAL EDUCATION											
127	Special Education - Private/Public Facility Tuition	3100	1,391,000									
128	Special Education - Orphanage - Individual	3120	600,929									
129	Special Education - Orphanage - Summer Individual	3130										
130	Special Education - Other (Describe & Itemize)	3199										
131	Total Special Education		1,991,929	0		0						
132	CAREER AND TECHNICAL EDUCATION (CTE)											
133	CTE - Technical Education - Tech Prep	3200										
134	CTE - Secondary Program Improvement (CTEI)	3220										
135	CTE - WECEP	3225										
136	CTE - Agriculture Education	3235	33,994									
137	CTE - Instructor Practicum	3240										
138	CTE - Student Organizations	3270										
139	CTE - Other (Describe & Itemize)	3299										
140	Total Career and Technical Education		33,994	0		0						
141	State Free Lunch & Breakfast	3360	31,689									
142	School Breakfast Initiative	3365										
143	Driver Education	3370	34,000									
144	Adult Education (from ICCB)	3410										
145	Adult Education - Other (Describe & Itemize)	3499										
146	TRANSPORTATION											
147	Transportation - Regular and Vocational	3500				2,897,933						
148	Transportation - Special Education	3510				3,761,558						
149	Transportation - Other (Describe & Itemize)	3599										
150	Total Transportation		0	0		6,659,491						0
151	Learning Improvement - Change Grants	3610										
152	Scientific Literacy	3660										
153	Truant Alternative/Optional Education	3695										
154	Early Childhood - Block Grant	3705	2,484,864									
155	Chicago General Education Block Grant	3766										
156	Chicago Educational Services Block Grant	3767										
157	School Safety & Educational Improvement Block Grant	3775										
158	Technology - Technology for Success	3780										
159	State Charter Schools	3815										
160	Extended Learning Opportunities - Summer Bridges	3825										
161	Infrastructure Improvements - Planning/Construction	3920										

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
162	School Infrastructure - Maintenance Projects	3925		50,000							
163	Other Restricted Revenue from State Sources <i>(Describe & Itemize)</i>	3999	1,685,505	180,000							
164	Total Restricted Grants-In-Aid		6,261,981	230,000	0	6,659,491	0	0	0	0	0
165	Total Receipts/Revenues from State Sources	3000	31,777,843	230,000	0	6,659,491	0	0	0	0	0
166	RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)										
167	UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)										
168	Federal Impact Aid	4001									
169	Other Unrestricted Grants-In-Aid Received from Fed. Govt. <i>(Describe & Itemize)</i>	4009									
170	Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	0	0	0	0	0	0	0	0
171	RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)										
172	Head Start	4045									
173	Construction (Impact Aid)	4050									
174	MAGNET	4060									
175	Other Restricted Grants-In-Aid Received from Fed. Govt. <i>(Describe & Itemize)</i>	4090									
176	Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0		0	0	0			0
177	RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)										
178	TITLE V										
179	Title V - Flexibility and Accountability	4100									
180	Title V - SEA Projects	4105									
181	Title V - Rural Education Initiative (REI)	4107									
182	Title V - Other <i>(Describe & Itemize)</i>	4199									
183	Total Title V		0	0		0	0				
184	FOOD SERVICE										
185	Breakfast Start-Up Expansion	4200									
186	National School Lunch Program	4210	2,403,771								
187	Special Milk Program	4215									
188	School Breakfast Program	4220	634,010								
189	Summer Food Service Admin/Program	4225	96,000								
190	Child and Adult Care Food Program	4226									
191	Fresh Fruit and Vegetables	4240									
192	Food Service - Other <i>(Describe & Itemize)</i>	4299									
193	Total Food Service		3,133,781				0				
194	TITLE I										
195	Title I - Low Income	4300	2,023,232								
196	Title I - Low Income - Neglected, Private	4305									
197	Title I - Migrant Education	4340									
198	Title I - Other <i>(Describe & Itemize)</i>	4399									
199	Total Title I		2,023,232	0		0	0				
200	TITLE IV										
201	Title IV - Student Support & Academic Enrichment Grant	4400	162,769								
202	Title IV - Part A - Student Support & Academic Enrichment Grants Safe and Drug Free Schools	4415									
203	Title IV - 21st Century	4421									
204	Title IV - Other <i>(Describe & Itemize)</i>	4499	571,167								
205	Total Title IV		733,936	0		0	0				
206	FEDERAL - SPECIAL EDUCATION										
207	Federal Special Education - Preschool Flow-Through	4600	73,726								
208	Federal Special Education - Preschool Discretionary	4605									
209	Federal Special Education - IDEA Flow Through	4620	3,962,167								
210	Federal Special Education - IDEA Room & Board	4625	604,340								

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	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
211	Federal Special Education - IDEA Discretionary	4630									
212	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
213	Total Federal Special Education		4,640,233	0		0	0				
214	CTE - PERKINS										
215	CTE - Perkins-Title III E Tech Prep	4770									
216	CTE - Other (Describe & Itemize)	4799									
217	Total CTE - Perkins		0	0			0				
218	Federal - Adult Education	4810									
219	Qualified Zone Academy Bond Tax Credits	4866									
220	Qualified School Construction Bond Credits	4867									
221	Build America Bond Tax Credits	4868									
222	Build America Bond Interest Reimbursement	4869									
223	Total Stimulus Programs		0	0	0	0	0	0		0	0
224	Race to the Top Program	4901									
225	Race to the Top - Preschool Expansion Grant	4902									
226	Title III - Instruction for English Learners & Immigrant Students	4905	6,291								
227	Title III - English Language Acquisition	4909	103,015								
228	McKinney Education for Homeless Children	4920									
229	Title II - Eisenhower - Professional Development Formula	4930									
230	Title II - Teacher Quality	4932	442,731								
231	Title II - Part A - Supporting Effective Instruction - State Grants	4935									
232	Federal Charter Schools	4960									
233	State Assessment Grants	4981									
234	Grant for State Assessments and Related Activities	4982									
235	Medicaid Matching Funds - Administrative Outreach	4991	209,398								
236	Medicaid Matching Funds - Fee-For-Service Program	4992	1,503,259								
237	Other Restricted Grants Received from Fed. Govt. thru State (Describe & Itemize)	4998	1,729,127								
238	Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		14,525,003	0	0	0	0	0		0	0
239	TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	14,525,003	0	0	0	0	0	0	0	0
240	TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)		174,216,804	17,513,791	13,285,340	13,268,673	5,125,484	3,500,000	3,652,133	6,298,508	1,862,158
241	TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)		177,016,804								

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	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
3	10 - EDUCATIONAL FUND (ED)										
4	INSTRUCTION (ED)	1000									
5	Regular Programs	1100	47,650,971	10,092,659	274,376	1,536,471	5,180	25,763	76,230		59,661,650
6	Tuition Payment to Charter Schools	1115			400,000						400,000
7	Pre-K Programs	1125									0
8	Special Education Programs (Functions 1200 - 1220)	1200	25,451,603	6,553,602	252,048	400,183		4,297,769	3,000		36,958,205
9	Special Education Programs Pre-K	1225	2,040,402	482,816	37,831	110,296					2,671,345
10	Remedial and Supplemental Programs K-12	1250	1,661,453	267,216	524,710	316,841					2,770,220
11	Remedial and Supplemental Programs Pre-K	1275									0
12	Adult/Continuing Education Programs	1300									0
13	CTE Programs	1400	20,800	896		6,426					28,122
14	Interscholastic Programs	1500	758,649	29,652	224,706	156,358	349,086	88,936			1,607,387
15	Summer School Programs	1600	789			10,000					10,789
16	Gifted Programs	1650									0
17	Driver's Education Programs	1700	57,439								57,439
18	Bilingual Programs	1800	2,253,236	453,622	8,455	24,443					2,739,756
19	Truant Alternative & Optional Programs	1900									0
20	Pre-K Programs - Private Tuition	1910									0
21	Regular K-12 Programs Private Tuition	1911									0
22	Special Education Programs K-12 Private Tuition	1912									0
23	Special Education Programs Pre-K Tuition	1913									0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915									93
26	Adult/Continuing Education Programs Private Tuition	1916									0
27	CTE Programs Private Tuition	1917									0
28	Interscholastic Programs Private Tuition	1918									0
29	Summer School Programs Private Tuition	1919									0
30	Gifted Programs Private Tuition	1920									0
31	Bilingual Programs Private Tuition	1921									0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
33	Student Activity Fund Expenditures	1999						2,800,000			2,800,000
34	Total Instruction ¹⁴ (Without Student Activity Funds 1999)	1000	79,895,342	17,880,463	1,722,126	2,561,018	354,266	4,412,468	79,230	0	106,904,913
35	Total Instruction (With Student Activity Funds 1999)	1000	79,895,342	17,880,463	1,722,126	2,561,018	354,266	7,212,468	79,230	0	109,704,913
36	SUPPORT SERVICES (ED)	2000									
37	Support Services - Pupil	2100									
38	Attendance & Social Work Services	2110	1,764,500	365,633	32,692						2,162,825
39	Guidance Services	2120	1,797,261	296,524	200,000						2,293,785
40	Health Services	2130	1,459,693	374,033	54,543	23,677					1,911,946
41	Psychological Services	2140	1,372,256	326,471	101,357						1,800,084
42	Speech Pathology & Audiology Services	2150	3,942,259	801,048	4,169						4,747,476
43	Other Support Services - Pupils (Describe & Itemize)	2190	325		20,000	55,000					75,325
44	Total Support Services - Pupil	2100	10,336,294	2,163,709	412,761	78,677	0	0	0	0	12,991,441
45	Support Services - Instructional Staff	2200									
46	Improvement of Instruction Services	2210	3,055,443	497,568	383,637	124,190		61,122			4,121,960
47	Educational Media Services	2220	1,605,692	349,636		81,300					2,036,628
48	Assessment & Testing	2230			300,000						300,000
49	Total Support Services - Instructional Staff	2200	4,661,135	847,204	683,637	205,490	0	61,122	0	0	6,458,588
50	Support Services - General Administration	2300									
51	Board of Education Services	2310	4,500	8,802	263,688	2,834					279,824
52	Executive Administration Services	2320	395,366	260,047	122,829	39,323	28,131	12,493	11,905		870,094
53	Special Area Administration Services	2330	517,756	91,766							609,522
54	Tort Immunity Services	2361, 2365									0
55	Total Support Services - General Administration	2300	917,622	360,615	386,517	42,157	28,131	12,493	11,905	0	1,759,440
56	Support Services - School Administration	2400									
57	Office of the Principal Services	2410	7,352,902	1,519,281	9,598			20,402			8,902,183
58	Other Support Services - School Administration (Describe & Itemize)	2490									0
59	Total Support Services - School Administration	2400	7,352,902	1,519,281	9,598	0	0	20,402	0	0	8,902,183

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
2											
60	Support Services - Business	2500									
61	Direction of Business Support Services	2510	189,392	17,561	19,884	565		2,120			229,522
62	Fiscal Services	2520	508,254	209,854	322,579	4,134		224,238			1,269,059
63	Operation & Maintenance of Plant Services	2540	1,500		753,963	12,454					767,917
64	Pupil Transportation Services	2550			589,506	13,110	2,428,665				3,031,281
65	Food Services	2560	2,802,366	957,857	49,625	3,502,905	130,000	5,365	66,105		7,514,223
66	Internal Services	2570			223,589	26,411					250,000
67	Total Support Services - Business	2500	3,501,512	1,185,272	1,959,146	3,559,579	2,558,665	231,723	66,105	0	13,062,002
68	Support Services - Central	2600									
69	Direction of Central Support Services	2610									0
70	Planning, Research, Development & Evaluation Services	2620									0
71	Information Services	2630	184,416	24,716	43,884	73,234		3,003			329,253
72	Staff Services	2640	608,107	97,107	185,124	10,345		1,498			902,181
73	Data Processing Services	2660	1,168,787	154,936	1,760,844	579,773	2,666,122	1,411	360,250		6,692,123
74	Total Support Services - Central	2600	1,961,310	276,759	1,989,852	663,352	2,666,122	5,912	360,250	0	7,923,557
75	Other Support Services - Misc. (Describe & Itemize)	2900			7,415	30,000					37,415
76	Total Support Services	2000	28,730,775	6,352,840	5,448,926	4,579,255	5,252,918	331,652	438,260	0	51,134,626
77	COMMUNITY SERVICES (ED)	3000	938,955	331,245	214,442	85,763					1,570,405
78	PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									
79	Payments to Other Dist & Govt Units (In-State)	4100									
80	Payments for Regular Programs	4110									0
81	Payments for Special Education Programs	4120									0
82	Payments for Adult/Continuing Education Programs	4130									94
83	Payments for CTE Programs	4140			1,041,969						1,041,969
84	Payments for Community College Programs	4170									0
85	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190			158,344						158,344
86	Total Payments to Other Dist & Govt Units (In-State)	4100			1,200,313			0			1,200,313
87	Payments for Regular Programs - Tuition	4210						494,168			494,168
88	Payments for Special Education Programs - Tuition	4220									0
89	Payments for Adult/Continuing Education Programs - Tuition	4230									0
90	Payments for CTE Programs - Tuition	4240						509,035			509,035
91	Payments for Community College Programs - Tuition	4270									0
92	Payments for Other Programs - Tuition	4280						24,816			24,816
93	Other Payments to In-State Govt Units - Tuition (Describe & Itemize)	4290									0
94	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						1,028,019			1,028,019
95	Payments for Regular Programs - Transfers	4310									0
96	Payments for Special Education Programs - Transfers	4320									0
97	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
98	Payments for CTE Programs - Transfers	4340									0
99	Payments for Community College Program - Transfers	4370									0
100	Payments for Other Programs - Transfers	4380									0
101	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390						1,981			1,981
102	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			1,981			1,981
103	Payments to Other Dist & Govt Units (Out of State)	4400									0
104	Total Payments to Other Dist & Govt Units	4000			1,200,313			1,030,000			2,230,313
105	DEBT SERVICE (ED)	5000									
106	Debt Service - Interest on Short-Term Debt	5100									
107	Tax Anticipation Warrants	5110									0
108	Tax Anticipation Notes	5120									0
109	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
110	State Aid Anticipation Certificates	5140									0
111	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
112	Total Debt Service - Interest on Short-Term Debt	5100						0			0
113	Debt Service - Interest on Long-Term Debt	5200									0
114	Total Debt Service	5000						0			0
115	PROVISION FOR CONTINGENCIES (ED)	6000									0
116	Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))		109,565,072	24,564,548	8,585,807	7,226,036	5,607,184	5,774,120	517,490	0	161,840,257

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1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
117	Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))		109,565,072	24,564,548	8,585,807	7,226,036	5,607,184	8,574,120	517,490	0	164,640,257
118	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (without Student Activity Funds 1999)										12,376,547
119	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (with Student Activity Funds 1999)										12,376,547
120											
121	20 - OPERATIONS AND MAINTENANCE FUND (O&M)										
122	SUPPORT SERVICES (O&M)	2000									
123	Support Services - Pupil	2100									
124	Other Support Services - Pupils (Describe & Itemize)	2190				2,000					2,000
125	Support Services - Business	2500									
126	Direction of Business Support Services	2510									0
127	Facilities Acquisition & Construction Services	2530			140,000						140,000
128	Operation & Maintenance of Plant Services	2540	7,430,886	1,217,689	2,013,754	4,679,939	1,498,660	4,983	174,774		17,020,685
129	Pupil Transportation Services	2550									0
130	Food Services	2560									0
131	Total Support Services - Business	2500	7,430,886	1,217,689	2,153,754	4,679,939	1,498,660	4,983	174,774	0	17,160,685
132	Other Support Services - Misc. (Describe & Itemize)	2900									0
133	Total Support Services	2000	7,430,886	1,217,689	2,153,754	4,681,939	1,498,660	4,983	174,774	0	17,162,685
134	COMMUNITY SERVICES (O&M)	3000									0
135	PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)	4000									
136	Payments to Other Dist & Govt Units (In-State)	4100									95
137	Payments for Regular Programs	4110									0
138	Payments for Special Education Programs	4120									0
139	Payments for CTE Program	4140									0
140	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
141	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
142	Payments to Other Dist & Govt Units (Out of State) ¹⁴	4400									0
143	Total Payments to Other Dist & Govt Unit	4000			0			0			0
144	DEBT SERVICE (O&M)	5000									
145	Debt Service - Interest on Short-Term Debt	5100									
146	Tax Anticipation Warrants	5110									0
147	Tax Anticipation Notes	5120									0
148	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
149	State Aid Anticipation Certificates	5140									0
150	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
151	Total Debt Service - Interest on Short-Term Debt	5100						0			0
152	Debt Service - Interest on Long-Term Debt	5200									0
153	Total Debt Service	5000						0			0
154	PROVISION FOR CONTINGENCIES (O&M)	6000									0
155	Total Direct Disbursements/Expenditures		7,430,886	1,217,689	2,153,754	4,681,939	1,498,660	4,983	174,774	0	17,162,685
156	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										351,106
157											
158	30 - DEBT SERVICE FUND (DS)										
159	PAYMENTS TO OTHER DIST & GOVT UNITS (DS)	4000									
160	Payments to Other Dist & Govt Units (In-State)	4100									
161	Payments for Regular Programs	4110									0
162	Payments for Special Education Programs	4120									0
163	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
164	Total Payments to Other Dist & Govt Units (In-State)	4000						0			0
165	DEBT SERVICE (DS)	5000									
166	Debt Service - Interest on Short-Term Debt	5100									
167	Tax Anticipation Warrants	5110									0
168	Tax Anticipation Notes	5120									0
169	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
170	State Aid Anticipation Certificates	5140									0

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1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
171	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
172	Total Debt Service - Interest On Short-Term Debt	5100						0			0
173	Debt Service - Interest on Long-Term Debt	5200						1,019,474			1,019,474
174	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) <i>(Describe & Itemize)</i>	5300						15,949,570			15,949,570
175	Debt Service - Other <i>(Describe & Itemize)</i>	5400									0
176	Total Debt Service	5000			0			16,969,044			16,969,044
177	PROVISION FOR CONTINGENCIES (DS)	6000									0
178	Total Direct Disbursements/Expenditures				0			16,969,044			16,969,044
179	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(3,683,704)
180											
181	40 - TRANSPORTATION FUND (TR)										
182	SUPPORT SERVICES (TR)	2000									
183	Support Services - Pupils	2100									
184	Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190									0
185	Support Services - Business										
186	Pupil Transportation Services	2550	306,480	121,680	16,020,254	1,460,903	5,933,779	220	42,785		23,886,101
187	Other Support Services - Business <i>(Describe & Itemize)</i>	2900									0
188	Total Support Services	2000	306,480	121,680	16,020,254	1,460,903	5,933,779	220	42,785	0	23,886,101
189	COMMUNITY SERVICES (TR)	3000									0
190	PAYMENTS TO OTHER DIST & GOVT UNITS (TR)	4000									
191	Payments to Other Dist & Govt Units (In-State)	4100									96
192	Payments for Regular Program	4110									0
193	Payments for Special Education Programs	4120									0
194	Payments for Adult/Continuing Education Programs	4130									0
195	Payments for CTE Programs	4140									0
196	Payments for Community College Programs	4170									0
197	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
198	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
199	Payments to Other Dist & Govt Units (Out-of-State) <i>(Describe & Itemize)</i>	4400									0
200	Total Payments to Other Dist & Govt Units	4000			0			0			0
201	DEBT SERVICE (TR)	5000									
202	Debt Service - Interest on Short-Term Debt	5100									
203	Tax Anticipation Warrants	5110									0
204	Tax Anticipation Notes	5120									0
205	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
206	State Aid Anticipation Certificates	5140									0
207	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
208	Total Debt Service - Interest On Short-Term Debt	5100						0			0
209	Debt Service - Interest on Long-Term Debt	5200						4,087			4,087
210	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) <i>(Describe & Itemize)</i>	5300						42,137			42,137
211	Debt Service - Other <i>(Describe & Itemize)</i>	5400									0
212	Total Debt Service	5000						46,224			46,224
213	PROVISION FOR CONTINGENCIES (TR)	6000									0
214	Total Direct Disbursements/Expenditures		306,480	121,680	16,020,254	1,460,903	5,933,779	46,444	42,785	0	23,932,325
215	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(10,663,652)
216											
217	50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
218	INSTRUCTION (MR/SS)	1000									
219	Regular Program	1100		778,516							778,516
220	Pre-K Programs	1125									0
221	Special Education Programs (Functions 1200-1220)	1200		2,058,650							2,058,650
222	Special Education Programs Pre-K	1225		113,356							113,356
223	Remedial and Supplemental Programs K-12	1250		26,445							26,445

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
224	Remedial and Supplemental Programs Pre-K	1275									0
225	Adult/Continuing Education Programs	1300									0
226	CTE Programs	1400									0
227	Interscholastic Programs	1500		7,477							7,477
228	Summer School Programs	1600									0
229	Gifted Programs	1650									0
230	Driver's Education Programs	1700									0
231	Bilingual Programs	1800		32,357							32,357
232	Truant Alternative & Optional Programs	1900									0
233	Total Instruction	1000		3,016,801							3,016,801
234	SUPPORT SERVICES (MR/SS)	2000									
235	Support Services - Pupil	2100									
236	Attendance & Social Work Services	2110		27,648							27,648
237	Guidance Services	2120		41,168							41,168
238	Health Services	2130		99,856							99,856
239	Psychological Services	2140		21,979							21,979
240	Speech Pathology & Audiology Services	2150		56,906							56,906
241	Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190									0
242	Total Support Services - Pupil	2100		247,557							247,557
243	Support Services - Instructional Staff	2200									
244	Improvement of Instruction Services	2210		60,967							60,967
245	Educational Media Services	2220		42,542							42,542
246	Assessment & Testing	2230									97 0
247	Total Support Services - Instructional Staff	2200		103,509							103,509
248	Support Services - General Administration	2300									
249	Board of Education Services	2310		65							65
250	Executive Administration Services	2320		66,264							66,264
251	Special Area Administrative Services	2330		21,665							21,665
252	Claims Paid from Self Insurance Fund	2361									0
253	Risk Management and Claims Services Payments	2365									0
254	Total Support Services - General Administration	2300		87,994							87,994
255	Support Services - School Administration	2400									
256	Office of the Principal Services	2410		401,663							401,663
257	Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
258	Total Support Services - School Administration	2400		401,663							401,663
259	Support Services - Business	2500									
260	Direction of Business Support Services	2510		31,270							31,270
261	Fiscal Services	2520		76,146							76,146
262	Facilities Acquisition & Construction Services	2530									0
263	Operation & Maintenance of Plant Service	2540		908,669							908,669
264	Pupil Transportation Services	2550		43,877							43,877
265	Food Services	2560		387,366							387,366
266	Internal Services	2570		10,059							10,059
267	Total Support Services - Business	2500		1,457,387							1,457,387
268	Support Services - Central	2600									
269	Direction of Central Support Services	2610									0
270	Planning, Research, Development & Evaluation Services	2620									0
271	Information Services	2630		27,244							27,244
272	Staff Services	2640		61,408							61,408
273	Data Processing Services	2660		164,270							164,270
274	Total Support Services - Central	2600		252,922							252,922
275	Other Support Services - Misc. (Describe & Itemize)	2900									0
276	Total Support Services	2000		2,551,032							2,551,032
277	COMMUNITY SERVICES (MR/SS)	3000		120,037							120,037
278	PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									
279	Payments for Regular Programs	4110									0
280	Payments for Special Education Programs	4120									0
281	Payments for CTE Programs	4140									0

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
282	Total Payments to Other Dist & Govt Units	4000		0							0
283	DEBT SERVICE (MR/SS)	5000									
284	Debt Service - Interest on Short-Term Debt	5100									
285	Tax Anticipation Warrants	5110									0
286	Tax Anticipation Notes	5120									0
287	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
288	State Aid Anticipation Certificates	5140									0
289	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
290	Total Debt Service	5000						0			0
291	PROVISION FOR CONTINGENCIES (MR/SS)	6000									0
292	Total Direct Disbursements/Expenditures			5,687,870				0			5,687,870
293	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(562,386)
294											
295	60 - CAPITAL PROJECTS (CP)										
296	SUPPORT SERVICES (CP)	2000									
297	Support Services - Business										
298	Facilities Acquisition & Construction Services	2530					3,260,569				3,260,569
299	Other Support Services - Business (Describe & Itemize)	2900									0
300	Total Support Services	2000	0	0	0	0	3,260,569	0	0		3,260,569
301	PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
302	Payments to Other Dist & Govt Units (In-State)	4100									
303	Payments to Regular Programs	4110									98
304	Payment for Special Education Programs	4120									0
305	Payment for CTE Programs	4140									0
306	Payments to Other Govt Units - Programs (In-State) (Describe & Itemize)	4190									0
307	Total Payments to Other Districts & Govt Units	4000			0			0			0
308	PROVISION FOR CONTINGENCIES (CP)	6000									0
309	Total Direct Disbursements/Expenditures		0	0	0	0	3,260,569	0	0		3,260,569
310	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										239,431
311											
312	70 WORKING CASH FUND (WC)										
313											
314	80 - TORT FUND (TF)										
315	INSTRUCTION (TF)	1000									
316	Regular Programs	1100									0
317	Tuition Payment to Charter Schools	1115									0
318	Pre-K Programs	1125									0
319	Special Education Programs (Functions 1200 - 1220)	1200	1,079,767								1,079,767
320	Special Education Programs Pre-K	1225									0
321	Remedial and Supplemental Programs K-12	1250									0
322	Remedial and Supplemental Programs Pre-K	1275									0
323	Adult/Continuing Education Programs	1300									0
324	CTE Programs	1400									0
325	Interscholastic Programs	1500			63,305						63,305
326	Summer School Programs	1600									0
327	Gifted Programs	1650									0
328	Driver's Education Programs	1700									0
329	Bilingual Programs	1800									0
330	Truant Alternative & Optional Programs	1900									0
331	Pre-K Programs - Private Tuition	1910									0
332	Regular K-12 Programs Private Tuition	1911									0
333	Special Education Programs K-12 Private Tuition	1912									0
334	Special Education Programs Pre-K Tuition	1913									0
335	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
336	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
337	Adult/Continuing Education Programs Private Tuition	1916									0
338	CTE Programs Private Tuition	1917									0

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
339	Interscholastic Programs Private Tuition	1918									0
340	Summer School Programs Private Tuition	1919									0
341	Gifted Programs Private Tuition	1920									0
342	Bilingual Programs Private Tuition	1921									0
343	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
344	Total Instruction¹⁴	1000	1,079,767	0	63,305	0	0	0	0	0	1,143,072
345	SUPPORT SERVICES (TF)	2000									
346	Support Services - Pupil	2100									
347	Attendance & Social Work Services	2110									0
348	Guidance Services	2120									0
349	Health Services	2130	383,082		1,530	651					385,263
350	Psychological Services	2140									0
351	Speech Pathology & Audiology Services	2150									0
352	Other Support Services - Pupils (Describe & Itemize)	2190									0
353	Total Support Services - Pupil	2100	383,082	0	1,530	651	0	0	0	0	385,263
354	Support Services - Instructional Staff	2200									
355	Improvement of Instruction Services	2210	107,099								107,099
356	Educational Media Services	2220									0
357	Assessment & Testing	2230									0
358	Total Support Services - Instructional Staff	2200	107,099	0	0	0	0	0	0	0	107,099
359	Support Services - General Administration	2300									
360	Board of Education Services	2310									0
361	Executive Administration Services	2320	219,268	32,079							99,251,347
362	Special Area Administration Services	2330									0
363	Claims Paid from Self Insurance Fund	2361									0
364	Risk Management and Claims Services Payments	2365	81,000		1,538,366	30,019		101,615			1,751,000
365	Total Support Services - General Administration	2300	300,268	32,079	1,538,366	30,019	0	101,615	0	0	2,002,347
366	Support Services - School Administration	2400									
367	Office of the Principal Services	2410	250,587								250,587
368	Other Support Services - School Administration (Describe & Itemize)	2490									0
369	Total Support Services - School Administration	2400	250,587	0	0	0	0	0	0	0	250,587
370	Support Services - Business	2500									
371	Direction of Business Support Services	2510	20,488								20,488
372	Fiscal Services	2520									0
373	Facilities Acquisition & Construction Services	2530									0
374	Operation & Maintenance of Plant Services	2540	106,540	20,907	794,317	10,441	474,443		18,233		1,424,881
375	Pupil Transportation Services	2550									0
376	Food Services	2560									0
377	Internal Services	2570									0
378	Total Support Services - Business	2500	127,028	20,907	794,317	10,441	474,443	0	18,233	0	1,445,369
379	Support Services - Central	2600									
380	Direction of Central Support Services	2610									0
381	Planning, Research, Development & Evaluation Services	2620									0
382	Information Services	2630									0
383	Staff Services	2640	6,188	1,100,000	180,084						1,286,272
384	Data Processing Services	2660									0
385	Total Support Services - Central	2600	6,188	1,100,000	180,084	0	0	0	0	0	1,286,272
386	Other Support Services - Misc. (Describe & Itemize)	2900									0
387	Total Support Services	2000	1,174,252	1,152,986	2,514,297	41,111	474,443	101,615	18,233	0	5,476,937
388	COMMUNITY SERVICES (TF)	3000									0
389	PAYMENTS TO OTHER DIST & GOVT UNITS (TF)	4000									
390	Payments to Other Dist & Govt Units (In-State)	4100									
391	Payments for Regular Programs	4110									0
392	Payments for Special Education Programs	4120									0
393	Payments for Adult/Continuing Education Programs	4130									0
394	Payments for CTE Programs	4140									0
395	Payments for Community College Programs	4170									0

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
396	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
397	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
398	Payments for Regular Programs - Tuition	4210									0
399	Payments for Special Education Programs - Tuition	4220									0
400	Payments for Adult/Continuing Education Programs - Tuition	4230									0
401	Payments for CTE Programs - Tuition	4240									0
402	Payments for Community College Programs - Tuition	4270									0
403	Payments for Other Programs - Tuition	4280									0
404	Other Payments to In-State Govt Units - Tuition <i>(Describe & Itemize)</i>	4290									0
405	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
406	Payments for Regular Programs - Transfers	4310									0
407	Payments for Special Education Programs - Transfers	4320									0
408	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
409	Payments for CTE Programs - Transfers	4340									0
410	Payments for Community College Program - Transfers	4370									0
411	Payments for Other Programs - Transfers	4380									0
412	Other Payments to In-State Govt Units - Transfers <i>(Describe & Itemize)</i>	4390									0
413	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
414	Payments to Other Dist & Govt Units (Out of State)	4400									0
415	Total Payments to Other Dist & Govt Units	4000			0			0			0
416	DEBT SERVICE (TF)	5000									
417	Debt Service - Interest on Short-Term Debt										
418	Tax Anticipation Warrants	5110									100 0
419	Tax Anticipation Notes	5120									0
420	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
421	State Aid Anticipation Certificates	5140									0
422	Other Interest or Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
423	Debt Service - Interest on Long-Term Debt	5200									0
424	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) <i>(Describe & Itemize)</i>	5300									0
425	Debt Service - Other <i>(Describe & Itemize)</i>	5400									0
426	Total Debt Service	5000			0			0			0
427	PROVISION FOR CONTINGENCIES (TF)	6000									0
428	Total Direct Disbursements/Expenditures		2,254,019	1,152,986	2,577,602	41,111	474,443	101,615	18,233	0	6,620,009
429	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(321,501)
430											
431	90 - FIRE PREVENTION & SAFETY FUND (FP&S)										
432	SUPPORT SERVICES (FP&S)	2000									
433	Support Services - Business	2500									
434	Facilities Acquisition & Construction Services	2530			150,000						150,000
435	Operation & Maintenance of Plant Service	2540			1,000,000		10,500,000				11,500,000
436	Total Support Services - Business	2500	0	0	1,150,000	0	10,500,000	0	0		11,650,000
437	Other Support Services - Misc. <i>(Describe & Itemize)</i>	2900									0
438	Total Support Services	2000	0	0	1,150,000	0	10,500,000	0	0		11,650,000
439	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)	4000									
440	Payments to Regular Programs	4110									0
441	Payments to Special Education Programs	4120									0
442	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
443	Total Payments to Other Districts & Govt Units (FPS)	4000						0			0
444	DEBT SERVICE (FP&S)	5000									
445	Debt Service - Interest on Short-Term Debt	5100									
446	Tax Anticipation Warrants	5110									0
447	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
448	Total Debt Service - Interest on Short-Term Debt	5100						0			0
449	Debt Service - Interest on Long-Term Debt	5200									0
450	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) <i>(Describe & Itemize)</i>	5300									0

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
2											
451	Total Debt Service	5000						0			0
452	PROVISIONS FOR CONTINGENCIES (FP&S)	6000									0
453	Total Direct Disbursements/Expenditures		0	0	1,150,000	0	10,500,000	0	0		11,650,000
454	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(9,787,842)

	B	C	D	E	F	G	H
1	If there is an amount in column C or column G, please describe the type of revenue or expenditure in column D or column H.						
2	Revenue Check:	OK					
3	Expenditure Check:	OK					
4	Revenues Acct. (EstRev tab)	Amount	Describe Revenue	Expenditures Fund-Function (EstExp tab)	Amount	Describe Expenditures	
5	1190			10-2190	\$ 75,325	Positive Behavior Interventions & Supports (PBIS), Direction of Stud	
6	1290			10-2490			
7	1614			10-2900	\$ 37,415	Supplies for homeless students	
8	1690	\$ 55,000	Food Service sales to departments, clubs and other school organ	10-4190	\$ 158,344	Payments to ROE 17 for juvenile detention center	
9	1790			10-4290			
10	1819			10-4390	\$ 1,981	Property taxes for radio town at KJHS	
11	1829			10-4400			
12	1890			10-5150			
13	1993	\$ 40,000	Reimbursement for UFEA president	20-2190	\$ 2,000	High school parking pass supplies	
14	1999	\$ 180,901	Workers Compensation revenue, high school parking passes	20-2900			
15	2300			20-4190			
16	3099			20-4400			
17	3199			20-5150			
18	3299			30-4190			
19	3499			30-5150			
20	3599			30-5300	\$ 15,949,570	General Obligation bonds and capital lease debt service payments	
21	3999	\$ 1,865,505	SOS Library Grant, Teacher Vacancy Grant, District Literacy Pla	30-5400			102
22	4009			40-2190			
23	4090			40-2900			
24	4199			40-4190			
25	4299			40-4400			
26	4399			40-5150			
27	4499	\$ 571,167	Title I Low Income - Delinquent, Title I School Improvement	40-5300	\$ 42,137	Activity bus lease	
28	4699			40-5400			
29	4799			50-2190			
30	4998	\$ 1,729,127	STEP grant, FSCS grant, EPA Clean Buses grant	50-2490			
31				50-2900			
32				50-5150			
33				60-2900			
34				60-4190			
35				80-2190			
36				80-2490			
37				80-2900			
38				80-4190			
39				80-4290			
40				80-4390			
41				80-4400			
42				80-5150			
43				80-5300			
44				80-5400			
45				90-2900			
46				90-4190			
47				90-5150			
48				90-5300			

DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)					
Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
Direct Revenues	174,216,804	17,513,791	13,268,673	3,652,133	208,651,401
Direct Expenditures	161,840,257	17,162,685	23,932,325		202,935,267
Difference	12,376,547	351,106	(10,663,652)	3,652,133	5,716,134
Estimated Fund Balance - June 30, 2026	38,209,220	2,003,555	106,605	49,942,238	90,261,618

Balanced budget; no Deficit Reduction Plan is required.

A deficit reduction plan is required if the local board of education adopts (or amends) the 2025-2026 school district budget in which the "operating funds" listed above result in direct revenues (line 9, BudgetSum 2-4) being less than direct expenditures (line 19, BudgetSum 2-4) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81, BudgetSum 2-4).

Note: The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.

Per School Code (105 ILCS 5/17-1) - If the Deficit AFR Summary Information tab from the 2024-2025 Annual Financial Report (AFR) reflects a deficit as defined above, then the school district shall adopt and submit a deficit reduction plan (found here on page 23-27) to ISBE within 30 days after acceptance of the AFR.

The deficit reduction plan, if required, is developed using ISBE guidelines and format.

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	A	B	C	D	E	F	G	
1	*School Districts Only		DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2025-2026					
2								
3								17064005026
4								<i>District Number</i>
5	McLean County USD 5							
	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	
6								
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		28,471,465	1,967,407	263,952	56,790,105	87,492,929	
8	RECEIPTS/REVENUES	Acct #						
9	LOCAL SOURCES	1000	127,913,958	17,283,791	6,609,182	3,652,133	155,459,064	
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0		0	
11	STATE SOURCES	3000	31,777,843	230,000	6,659,491	0	38,667,334	
12	FEDERAL SOURCES	4000	14,525,003	0	0	0	14,525,003	
13	Total Receipts/Revenues		174,216,804	17,513,791	13,268,673	3,652,133	208,651,401	
14	DISBURSEMENTS/EXPENDITURES	Funct #						
15	INSTRUCTION	1000	106,904,913				106,904,913	
16	SUPPORT SERVICES	2000	51,134,626	17,162,685	23,886,101		92,183,412	
17	COMMUNITY SERVICES	3000	1,570,405	0	0		1,570,405	
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	2,230,313	0	0		2,230,313	
19	DEBT SERVICES	5000	0	0	46,224		46,224	
20	PROVISION FOR CONTINGENCIES	6000	0	0	0		0	
21	Total Disbursements/Expenditures		161,840,257	17,162,685	23,932,325		202,935,267	
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		12,376,547	351,106	(10,663,652)	3,652,133	5,716,134	
23	OTHER SOURCES/USES OF FUNDS							
24	OTHER SOURCES OF FUNDS (7000)		0	50,697	10,506,305	0	10,557,002	
25	OTHER USES OF FUNDS (8000)		2,638,792	365,655	0	10,500,000	13,504,447	
26	TOTAL OTHER SOURCES/USES OF FUNDS		(2,638,792)	(314,958)	10,506,305	(10,500,000)	(2,947,445)	
27	ESTIMATED ENDING FUND BALANCE		38,209,220	2,003,555	106,605	49,942,238	90,261,618	

	A	B	H	I	J	K	L
1	*School Districts Only		ESTIMATED BUDGET FY2026-2027				
2							
3	17064005026						
4	District Number						
5	McLean County USD 5						
6	District Name		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		38,209,220	2,003,555	106,605	49,942,238	90,261,618
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		38,209,220	2,003,555	106,605	49,942,238	90,261,618

	A		B	M	N	O	P	Q	
1	<i>*School Districts Only</i>			ESTIMATED BUDGET FY2027-2028					
2									
3									17064005026
4									District Number
5	McLean County USD 5								
	District Name			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	
6									
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)			38,209,220	2,003,555	106,605	49,942,238	90,261,618	
8	RECEIPTS/REVENUES	Acct #							
9	LOCAL SOURCES	1000						0	
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000						0	
11	STATE SOURCES	3000						0	
12	FEDERAL SOURCES	4000						0	
13	Total Receipts/Revenues			0	0	0	0	0	
14	DISBURSEMENTS/EXPENDITURES	Funct #							
15	INSTRUCTION	1000						0	
16	SUPPORT SERVICES	2000						0	
17	COMMUNITY SERVICES	3000						0	
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000						0	
19	DEBT SERVICES	5000						0	
20	PROVISION FOR CONTINGENCIES	6000						0	
21	Total Disbursements/Expenditures			0	0	0		0	
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures			0	0	0	0	0	
23	OTHER SOURCES/USES OF FUNDS								
24	OTHER SOURCES OF FUNDS (7000)							0	
25	OTHER USES OF FUNDS (8000)							0	
26	TOTAL OTHER SOURCES/USES OF FUNDS			0	0	0	0	0	
27	ESTIMATED ENDING FUND BALANCE			38,209,220	2,003,555	106,605	49,942,238	90,261,618	

	A		B	R	S	T	U	V	
1	<i>*School Districts Only</i>			ESTIMATED BUDGET FY2028-2029					
2									
3									17064005026
4									District Number
5	McLean County USD 5								
	District Name			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	
6									
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)			38,209,220	2,003,555	106,605	49,942,238	90,261,618	
8	RECEIPTS/REVENUES	Acct #							
9	LOCAL SOURCES	1000						0	
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000						0	
11	STATE SOURCES	3000						0	
12	FEDERAL SOURCES	4000						0	
13	Total Receipts/Revenues			0	0	0	0	0	
14	DISBURSEMENTS/EXPENDITURES	Funct #							
15	INSTRUCTION	1000						0	
16	SUPPORT SERVICES	2000						0	
17	COMMUNITY SERVICES	3000						0	
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000						0	
19	DEBT SERVICES	5000						0	
20	PROVISION FOR CONTINGENCIES	6000						0	
21	Total Disbursements/Expenditures			0	0	0		0	
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures			0	0	0	0	0	
23	OTHER SOURCES/USES OF FUNDS								
24	OTHER SOURCES OF FUNDS (7000)							0	
25	OTHER USES OF FUNDS (8000)							0	
26	TOTAL OTHER SOURCES/USES OF FUNDS			0	0	0	0	0	
27	ESTIMATED ENDING FUND BALANCE			38,209,220	2,003,555	106,605	49,942,238	90,261,618	

	A	B	W	X	Y	Z
1	*School Districts Only 17064005026 <i>District Number</i>		SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET <i>Date of Adoption:</i> <i>(Enter as MM/DD/YY)</i>			
2						
3						
4						
5	McLean County USD 5					
	<i>District Name</i>		FY2025-2026	FY2026-2027	FY2027-2028	FY2028-2029
6						
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		87,492,929	90,261,618	90,261,618	90,261,618
8	RECEIPTS/REVENUES	Acct #				
9	LOCAL SOURCES	1000	155,459,064	0	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0
11	STATE SOURCES	3000	38,667,334	0	0	0
12	FEDERAL SOURCES	4000	14,525,003	0	0	0
13	Total Receipts/Revenues		208,651,401	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #				
15	INSTRUCTION	1000	106,904,913	0	0	0
16	SUPPORT SERVICES	2000	92,183,412	0	0	0
17	COMMUNITY SERVICES	3000	1,570,405	0	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	2,230,313	0	0	0
19	DEBT SERVICES	5000	46,224	0	0	0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0	0
21	Total Disbursements/Expenditures		202,935,267	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		5,716,134	0	0	0
23	OTHER SOURCES/USES OF FUNDS					
24	OTHER SOURCES OF FUNDS (7000)		10,557,002	0	0	0
25	OTHER USES OF FUNDS (8000)		13,504,447	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		(2,947,445)	0	0	0
27	ESTIMATED ENDING FUND BALANCE		90,261,618	90,261,618	90,261,618	90,261,618

Deficit Reduction Plan-Background/Assumptions (School Districts Only)

**Fiscal Year 2025-2026
through Fiscal Year 2028-2029**

McLean County USD 5 17064005026

Please complete the following schedule and include a brief description to identify any areas of the budget that will be impacted from one year to the next. If the deficit reduction plan relies upon new local revenues, identify contingencies for further budget reductions which will be enacted in the event those new revenues are not available.

1. Background and Narrative of Budget Reductions:

2. Assumptions Used in the Deficit Reduction Plan:

- EBF and Estimated New Tier Funding:

- Equal Assessed Valuation and Tax Rates:

- Employee Salaries and Benefits:

Deficit Reduction Plan-Background/Assumptions (School Districts Only)

***Fiscal Year 2025-2026
through Fiscal Year 2028-2029***

- Short- and Long-Term Borrowing:

- Educational Impact:

- Other Assumptions:

- Has the district considered shared services or outsourcing (Ex: Transportation, Insurance)? If yes, please explain:

Evidence-Based Funding: Fiscal Year 2026 Spending Plan McLean County USD 5					
Part I: Achieving Student Growth and Making Progress Toward State Education Goals					
The questions below allow you to indicate the strategic priorities and strategies that will drive your efforts to achieve student growth and make progress toward state education goals. These may involve investing in any combination of an Organizational Unit's core resources: time, money, people, and programs.					
<i>Collaboration Opportunity - Organizational Units may find that Part I is most easily and effectively completed if led by program leaders in consultation with finance leaders.</i>					
1)	What are the Organizational Unit's strategic goals for student success for the 2025-26 school year? What measures will be used to evaluate progress? (No more than 2000 characters, including spaces.)				
	Objective 1: By the end of Third Grade, students will be able to read within range for their grade level. Indicator: 90% or more of our third graders will be reading at grade level Objective 2: By the end of 8th grade, students will be prepared for high school and will be on track for college and career success. Indicator: The percentage of 8th grade students that have passed Algebra and/or are Algebra ready by the end of 8th grade will increase. Objective 3: After four years of high school enrollment, students will earn a high school diploma Indicator: 90% of our students will graduate with their respective class.				
		Top Strategy 1	Top Strategy 2	Top Strategy 3	
2)	Select the top three strategies that the Organizational Unit will employ to achieve student growth and make progress toward state education goals. (Select three different responses from the dropdown list.)	Focus increased time and attention on special student groups	Maintain or decrease class sizes	Increase the number of high-quality educators dedicated to special student groups	
	If "Other" was selected in question 2, please describe. (No more than 1000 characters, including spaces.)				
Part II: Planned Use of Evidence-Based Funding					
The questions below provide an opportunity to document the stakeholders with whom you consulted and the data you analyzed as you determined your strategic allocations of FY 2026 EBF dollars. Key statistics related to EBF distributions are provided for your reference. Form 50-36/50-39 is typically released before current-year appropriations are known. Therefore, the figures provided are for the prior fiscal year.					
<i>Collaboration Opportunity - Organizational Units may find that questions in this section are most easily and effectively completed if led by finance leaders in consultation with program leaders.</i>					
Evidence-Based Funding Organizational Unit Results (FY 2025)	Final Resources / Adequacy Target = Percent of Adequacy	Average Student Enrollment	12,028.30	Adequacy Target	\$167,421,801
		Final Resources	\$127,412,912	Percent of Adequacy	76%
	Base Funding Minimum + Tier Funding = Gross State Contribution	Tier Assignment	1	Gross State Contribution	\$24,801,659
		FY25 Base Funding Minimum	\$23,069,211	FY 2025 Tier Funding	\$1,732,448
	Within FY 2025 Gross State Contribution, Resources Attributable to Specific Populations	Low-income Students	\$2,506,973		
		English Learners (ELs)	\$295,377		
		Special Education	\$4,730,501		
		FY 2026 Tier Funding		Funding Type (Select)	*Note: Tier Funding allocations are published annually at https://www.isbe.net/Pages/ebfdistribution.aspx . Amounts are available in early August. Districts must use actual funding amounts if they are available before submitting the budget to ISBE.
1)	FY 2026 Tier Funding Allocation*: Enter the dollar amount of Tier Funding (e.g., NEW MONEY only) allocated to the Organizational Unit for FY 2026. Select whether the amount is estimated or actual funding.	\$714,204	Actual		
		Data Source 1	Data Source 2	Data Source 3	
2)	Select the top three sources of data used to inform the Organizational Unit's planned allocation of EBF dollars. (Select three different responses.)	Climate and culture survey data (e.g., Five Essentials Survey)	Student growth and achievement data, disaggregated by student groups	Financial projections	

3)	Indicate with which groups the Organizational Unit engaged to inform its intended allocation of EBF dollars. (Select any that apply; otherwise leave blank.)	Bilingual Program Director(s)	Yes	Principals	Yes	Bilingual Parent Advisory Committee	Yes
		Special Ed. Program Director(s)	Yes	School Improvement Teams		Other Parent Group(s)	
		Other Program Leaders	Yes	Teacher or Support Staff Unions		Community Focus Group(s)	Yes
		School Board Members	Yes	Other School Staff	Yes	Other	
[Optional] Provide a brief description of the Organizational Unit's process for consulting with internal and external stakeholders in determining the allocation of EBF dollars. (No more than 1000 characters, including spaces.)							
		Priority Investment 1	Priority Investment 2	Priority Investment 3			
4)	Given the data analyzed, the stakeholders consulted, and the priorities identified in Part I, indicate the top three priority investments the Organizational Unit will make with its FY 2026 Base Funding Minimum (e.g., excluding Tier Funding). Choose "Other" if investments do not match the provided list. (Select three different responses. "Other" may be selected more than once if needed.)	Core Teachers	Professional Development	School Site Staff			
If "Other" was selected in question 4, please describe. (No more than 1000 characters, including spaces.)							
Cost Factor Table The table below presents the regionally adjusted amount embedded in the Organizational Unit's FY 2025 Adequacy Target for each of the 34 cost factors in the Evidence-Based Funding model (Column F). Column G is required for all Organizational Units that receive at least \$5,000 in Tier Funding, while column H is optional. Organizational Units may choose to provide additional narrative context in Columns I-M to elaborate on the figures included in the table. ISBE has produced guidance for populating the cost factor table. The guidance includes a definition for each cost factor, along with suggestions for using Employee Information System position codes and common expenditure accounts to support a determination of expenditures. This guidance is available at https://www.isbe.net/ebfspendingplan. 5) Column G: If the Organizational Unit will receive at least \$5,000 in FY 2026 Tier Funding (as entered in Q2.1/cell G31), column G is required. Please indicate the Organizational Unit's planned expenditures in FY 2026 from Tier Funds only. Organizational Units are not expected to place a value in each cell. Rather, the table allows for the communication of priority investments with new state resources for the current fiscal year. During years in which there is no new Tier Funding, column G will not be required. During years in which Tier Funding is available, the amount of new Tier Funding entered in Q2.1/cell G31 above must equal the sum in cell G90 below. If some or all Tier Funding is invested outside of the cost factors, enter a dollar amount in cell G89 and provide additional context in the space for a narrative beginning in row 93. Column H: Optionally, Organizational Units may populate column H with total planned expenditures in FY 2026 for each cost factor from all revenue sources (e.g., not just from EBF). By comparing the figures in column F to the figures entered in column H, the Organizational Unit may engage local stakeholders in productive dialogue about resource allocation decisions.							
Cost Factors		Amount in FY 2025 Adjusted Adequacy Target	Budgeted FY 2026 Investments with New Tier Funding [Required]	Budgeted FY 2026 Expenditures (All Resources) [Optional]	Optional District Narratives		
Core Investments	Core Teachers	\$37,266,780	\$714,204		Enter optional context for core investment decisions.		
	Specialist Teachers	\$9,035,533					
	Instructional Facilitator	\$4,064,839					
	Core Intervention Teacher	\$1,651,529					
	Substitute Teachers	\$1,285,401					
	Guidance Counselor	\$2,802,155					
	Nurse	\$897,294					
	Supervisory Aide	\$1,551,765					
	Librarian	\$1,825,351					
	Librarian Aide	\$1,119,943					
	Principal	\$2,690,907					
	Assistant Principal	\$2,343,721					
	School Site Staff	\$1,862,028					
	Subtotal	\$68,397,245	\$714,204				

Per Student Investments	Gifted	\$1,071,972		Enter optional context for per student investment decisions.	
	Professional Development	\$1,503,538			
	Instructional Materials	\$3,909,198			
	Assessments	\$408,962			
	Computer & Tech Equipment	\$6,868,159			
	Student Activities	\$4,934,520			
	Maintenance & Operations	\$18,054,478			
	Central Office	\$12,028			
Employee Benefits	\$32,328,576				
Subtotal*		\$80,000,508			
Additional Investments	Low-income Intervention Teacher	\$1,813,038		Enter optional context for additional investment decisions.	
	Low-income Pupil Support Staff	\$1,813,038			
	Low-income Extended Day Teacher	\$1,888,440			
	Low-income Summer School Teacher	\$1,888,440			
	EL Intervention Teacher	\$475,506			
	EL Pupil Support Staff	\$475,506			
	EL Extended Day Teacher	\$495,206			
	EL Summer School Teacher	\$495,206			
	EL Core Teacher	\$594,383			
	Sp Ed Teacher	\$5,794,385			
	Sp Ed Instructional Assistant	\$2,384,105			
	Sp Ed Psychologist	\$906,793			
Subtotal		\$19,024,047			
Other Investments					
Total**		\$167,421,801	\$714,204		
				Tier Funding Check (Cell G90)	Complete, G90=G31
*The subtotal for Per Student Investments is a calculated figure that adjusts salary portions of Central Office and Maintenance & Operations to account for regional salary differences. As a result, the sum of each individual cost factor will not equal the subtotal. **The total is the Final Adequacy Target (adjusted for Regionalization Factor) calculated in the Full FY 2025 EBF Calculation file. Due to differences in rounding, this figure may vary slightly from the sum of the subtotals in this table.					
If some or all Tier Funding was invested outside of the cost factors, please describe. (No more than 1000 characters, including spaces.)					
Part III: Support for Special Student Groups EBF statute sets aside specific allocations to be spent for special education, English learners, and low-income students. Per statute these designated funds must be spent on programs and services benefiting these specific student groups. Funds for English learners and low-income students must be spent in addition to, and not in lieu of, funding that supports general programs of instruction for all students. Funds attributable to special education must be used for the provision of special education facilities and services as outlined in ILCS 14-1.08. Current-year EBF amounts attributable to each of the special student groups must be reported in Question 1 below (cells G100-G102). If the Organizational Unit received at least \$5,000 for any of the student groups, a response to Questions 2 through 4 below is required. For amounts less than \$5,000, a response is optional for those questions. All other EBF funds may be spent in any manner deemed appropriate by the school district. Collaboration Opportunity - Organizational Units may find that questions in this section are most easily and effectively completed through collaboration between program leaders affiliated with each student group and finance leaders.					
1)	FY 2026 Student Population Allocations*: Enter the dollar amount of resources attributable to Specific Populations within the FY26 Gross State Contribution. Enter "0" if no funds are allocated for a student group. Select whether amounts are estimated or actual.	Low-income Students	\$2,564,323	Actual	*Note: Allocations for each of the three student groups are published annually at isbe.net/ebfdist under "Reports." Amounts are typically available by September 1. Districts must use actual funding amounts if they are available before submitting the budget to ISBE.
		English Learners	\$311,232	Actual	
		Special Education	\$4,783,280	Actual	

2)	Organizational Unit investment of EBF dollars for low-income students: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Required	Low-Income Intervention Teacher	Yes	Low-Income Extended Day Teacher	Yes	Other Investments	Yes	
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]		
		Low-Income Pupil Support Staff	Yes	Low-Income Summer School Teacher	Yes			
		[Optional - Enter \$]		[Optional - Enter \$]				
	Additional context for the Organizational Unit's planned use of dollars attributable to low-income students in FY 2026. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.) Required	In addition to the major investments above, the district plans to invest in early childhood services, family and community engagement services, instructional materials, and computer and tech equipment.						

3)	Organizational Unit investment of EBF dollars for English learners: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Required	English Learner Intervention Teacher	Yes	English Learner Extended Day Teacher	Yes	English Learner Core Teacher	Yes
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]	
		English Learner Pupil Support Staff		English Learner Summer School Teacher	Yes	Other Investments	Yes
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]	
	Additional context for the Organizational Unit's planned use of dollars attributable to English learners in FY 2026. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.) Required	Other investments include professional development and curriculum development, workshop and conferences, curriculum resources and materials, and other supplies and materials.					

4)	Organizational Units investment of EBF dollars for Special Education: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Required	Special Education Teacher	Yes	Special Education Psychologist	Yes	
		[Optional - Enter \$]		[Optional - Enter \$]		
		Special Education Instructional Assistant	Yes	Other Investments	Yes	
		[Optional - Enter \$]		[Optional - Enter \$]		
	Additional context for the Organizational Unit's planned use of dollars attributable to Special Education students in FY 2026. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.) Required	Other investments include early childhood special education services, family and community engagement services, college and career readiness services, adapted instructional materials, and technology to access learning.				

Plan Assurances											
Please complete the assurances below related to Article 14C of the Illinois School Code, which contains provisions for EL services, parent participation, and the use of EBF dollars provided for English learners. It is the joint responsibility of home and serving entities to ensure compliance related to the use of state funding provided for English learners. Organizational Units should maintain supporting documentation (e.g., sign-in sheets, meeting agendas) to affirm the veracity of the below assurances. Responses in this section are only required if an Organizational Unit receives any amount of EBF dollars attributable to English learners.											
<i>Collaboration Opportunity - Organizational Units may find that the plan assurances are most easily and effectively completed if led by program leaders.</i>											
1). "I hereby affirm that at least 60% of the school district's state funds attributable to English learners will be used for instructional costs of programs and services for English learners (function 1000), in accordance with Article 14C of the Illinois School Code. The remaining balance of state funds attributable to English learners will also be used to serve English learners." Required Yes											
2). "My school district has at least one attendance center with 20 or more English learners (including parental refusals) who speak the same home language other than English in grades K-12. Alternatively and/or additionally, my school district has at least one attendance center with 20 or more English learners (including parent refusals) who speak the same home language other than English in pre-K." Required Yes											
3). "I hereby affirm that the school district's BPAC will review this EBF Spending Plan by or before October 31, 2025." Required Yes											
4). Enter the anticipated date on which the BPAC review will take place and the name of the BPAC chair for SY 2025-26. Required <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">BPAC Meeting (MM/DD/YYYY)</td> <td>9/22/2025</td> </tr> <tr> <td>Name of Chair</td> <td>Rosa Ibeth Gudino Lopez</td> </tr> </table>								BPAC Meeting (MM/DD/YYYY)	9/22/2025	Name of Chair	Rosa Ibeth Gudino Lopez
BPAC Meeting (MM/DD/YYYY)	9/22/2025										
Name of Chair	Rosa Ibeth Gudino Lopez										

Spending Plan Completion Tracker		
Use the information below to confirm completion of all required questions. Note that the "status" column adjusts to responses, so the tracker is most helpful to consult <u>after</u> you have completed the spending plan.		
Question	Status	Acceptance Criteria
Part 1, Q1	Complete	Character length of response must be >10 and <=2000, including spaces.
Part 1, Q2	Complete	A <u>different</u> response must be selected in G11, I11, and L11; cells cannot be blank.
Part 1, Q2 (Narrative)	Complete	Response required only if "Other" selected in G11, I11, or L11; character length of response must be >10 and <=1000, including spaces.
Part 2, Q1	Complete	A numeric value must be entered in cell G31 (estimated or actual Tier Funding, or 0 if appropriations did not include Tier Funding). A type must be selected in cell H31.
Part 2, Q2	Complete	A <u>different</u> response must be selected in G35, I35, and L35; cells cannot be blank.
Part 2, Q3	Complete	At least one response must be selected.
Part 2, Q4	Complete	Cells G43, I43, and L43 cannot be blank. "Other" may be selected more than once, but other responses may not be repeated.
Part 2, Q4 (Narrative)	Complete	Response required only if "Other" selected in G43, I43, or L43; character length of response must be >10 and <=1000, including spaces.
Part 2, Q5 (Cell G90)	Complete	Cell G90 must be equal to the value in cell G31.
Part 2, Q5 (Narrative)	Complete	Response required only if a value was entered in cell G89; character length of response must be >10 and <=1000, including spaces.
Part 3, Q1 Low-Income Funds	Complete	A numeric value must be entered. A type must be selected in cell H100.
Part 3, Q1 English Learner Funds	Complete	A numeric value must be entered, which may be "0" if the organizational unit received no funding for the specified student group. A type must be selected in cell H101.
Part 3, Q1 Spec. Ed. Funds	Complete	A numeric value must be entered. A type must be selected in cell H102.
Part 3, Q2	Complete	At least one response must be selected.
Part 3, Q2 (Narrative)	Complete	Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces.
Part 3, Q3	Complete	At least one response must be selected.
Part 3, Q3 (Narrative)	Complete	Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces.
Part 3, Q4	Complete	At least one response must be selected.
Part 3, Q4 (Narrative)	Complete	Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces.
Assurances 1	Complete	Response required if the value entered in cell G101>0.
Assurances 2	Complete	Response required if the value entered in cell G101>0.
Assurances 3	Complete	Response required if "Yes" selected in cell E133.
Assurances 4 (Meeting Date)	Complete	Response required if "Yes" selected in cell E133; enter date in MM/DD/YYYY format.
Assurances 4 (Name of Chair)	Complete	Response required if "Yes" selected in cell E133.

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS (School Districts Only)*(For Local Use Only)****This is an estimated Limitation of Administrative Costs Worksheet only and will not be accepted for Official Submission of the Limitation of Administrative Costs Worksheet.***

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2026 budgeted expenditures over actual FY2025 expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and must be submitted in conjunction with that report. An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at: [Limitation of Administrative Costs](#)

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET
(Section 17-1.5 of the School Code)School District Name: **McLean County USD 5**RCDT Number: **17064005026**

		Estimated Actual Expenditures, Fiscal Year 2025				Budgeted Expenditures, Fiscal Year 2026			
		(10)	(20)	(80)		(10)	(20)	(80)	
Description	Funct. No.	Educational Fund	Operations & Maintenance Fund	Tort Fund	Total	Educational Fund	Operations & Maintenance Fund	Tort Fund	Total
1. Executive Administration Services	2320	872,506		246,943	1,119,449	870,094		251,347	1,121,441
2. Special Area Administration Services	2330	563,458			563,458	609,522		0	609,522
3. Other Support Services - School Administration	2490				0	0		0	0
4. Direction of Business Support Services	2510	243,887		19,704	263,591	229,522	0	20,488	250,010
5. Internal Services	2570	176,926			176,926	250,000		0	250,000
6. Direction of Central Support Services	2610				0	0		0	0
7. Deduct - Early Retirement or other pension obligations required by state law and included above.					0				0
8. Totals		1,856,776	0	266,647	2,123,424	1,959,138	0	271,835	2,230,973
9. Estimated Percent Increase (Decrease) for FY2026 (Budgeted) over (Actual) FY 2025									5%

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In accordance with the School Code, Section 10-20.21, all school districts are required to file a report listing 'vendor contracts' as an attachment to their budget. In this context, the term "vendor contracts" refers to "all contracts and agreements that pertain to goods and services that were intended to generate additional revenue and other remunerations for the school district in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services. **The report is to list information regarding such contracts for the fiscal year immediately preceding the fiscal year of the budget.** All such contracts executed on or after July 1, 2007 must be approved by the school board.

See: School Code, Section 10-20.21 - Contracts

[illegible]

Reference Description

- 1 Each fund balance should correspond to the fund balance reflected on the books as of June 30th - Balance Sheet Accounts #720 and #730 (audit figures, if available).
- 2 Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. The "On-Behalf" Payments should only be reflected on this page (Budget Summary, Lines 10 and 20).
- 3 Requires the secretary of the school board to notify the county clerk (within 30 days of the transfer approval) to abate an equal amount of taxes to be next extended. See Sec. 10-22.14 & 17-2.11.
- 3^a Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14
- 4 Principal on Bonds Sold:
 - (1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.
 - (2) Refunding Bonds can be entered in the Debt Services Fund only.
 - (3) Building Bonds can be entered in the Capital Projects Fund only.
 - (4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.
- 5

The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds on the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.
- 6 The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.
- 7 Cash plus investments must be greater than or equal to zero.
- 8

For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).
- 9 For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).
- 10 Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- 11 Include revenue accounts 1110 through 1115, 1117, 1118 & 1120.
- 12

The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- 13

Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.
- 14

Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- 15 Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)
- 16 Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)
 Only abatement of working cash fund can transfer its funds to any fund in most need of money
 (see 105 ILCS 5/20-10 for further explanation)

CHECK FOR ERRORS	
This worksheet checks various cells to assure that selected items are in balance.	
Please fix errors below before submitting to ISBE.	
Budget Item References	Message
1. Deficit Reduction Plan (DefReductPlan 23-27 tab)	
Is Deficit Reduction Plan Required? (Joint Agreements do not complete Deficit Reduction Plan.)	Deficit Reduction Plan is not required
If required, is Deficit Reduction Plan completed? (DefReductPlan 23-27 tab)	
2. Cover Page (Cover tab)	
District Name must be selected from drop-down. (Cell H13)	OK
Accounting Basis must be selected on Cover sheet.	OK
Dates (Day, Month, Year) must be input on Cover sheet.	OK
Board Names must be typed on Cover sheet.	ERROR - TYPE BOARD NAMES
3. Budget Summary: Other Sources (BudgetSum 2-4 tab - Acct 7000) must equal Other Uses (BudgetSum 2-4 tab - Acct 8000).	
Estimated Beginning Fund Balance July, 1 2025 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.)	OK
Estimated Activity Fund Beginning Fund Balance July, 1 2025 (Cell C83) (Cell must have a number or zero. Do not leave blank.)	OK
Transfer Among Funds (Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29), must equal (Funds 10, 20 & 40 - Acct 8130 - Cells C52, D52, F52).	OK
Transfer of Interest (Funds 10 thru 90 - Acct 7140 - Cells C30:K30), must equal (Funds 10 thru 60, & 80 - Acct 8140 - Cells C53:H53, J53).	OK
Transfer to Debt Service to Pay Principal on GASB 87 Leases (Fund 30 - Acct 7400 - Cell E39) must equal (Funds 10, 20 & 60 - Acct 8400 Cells C57:H60).	OK
Transfer to Debt Service to Pay Interest on GASB 87 Leases (Fund 30 - Acct 7500 - Cell E40) must equal (Funds 10, 20 & 60 - Acct 8500 - Cells C61:H64).	OK
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds (Fund 30 - Acct 7600 - Cell E41) must equal (Funds 10 & 20 - Acct 8600 - Cells C65:D68).	OK
Transfer to Debt Service to Pay Interest on Revenue Bonds (Fund 30 - Acct 7700 - Cell E42) must equal (Funds 10 & 20 - Acct 8700 - Cells C69:D72).	OK
Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells C73:D76).	OK
4. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2024 (CashSum 5 tab, All Funds) cannot be negative.	
Educational (Fund 10 - Cell C3)	OK
Operations & Maintenance (Fund 20 - Cell D3)	OK
Debt Service (Fund 30 - Cell E3)	OK
Transportation (Fund 40 - Cell F3)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G3)	OK
Capital Projects (Fund 60 - Cell H3)	OK
Working Cash (Fund 70 - Cell I3)	OK
Tort (Fund 80 - Cell J3)	OK
Fire Prevention & Safety (Fund 90 - Cell K3)	OK
Activity Funds (Cell C23)	OK
5. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2024 (CashSum 5 tab - All Funds) cannot be negative.	
Educational (Fund 10 - Cell C21)	OK
Operations & Maintenance (Fund 20 - Cell D21)	OK
Debt Service (Fund 30 - Cell E21)	OK
Transportation (Fund 40 - Cell F21)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G21)	OK
Capital Projects (Fund 60 - Cell H21)	OK
Working Cash (Fund 70 - Cell I21)	OK
Tort (Fund 80 - Cell J21)	OK
Fire Prevention & Safety (Fund 90 - Cell K21)	OK
6. Summary of Cash Transactions: Other Receipts (CashSum 5 tab) must equal Other Disbursements (CashSum 5 tab).	
Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6) must equal Interfund Loans Receivable (Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15).	OK
Interfund Loans Receivable (Funds 10, 20, 40, 70 - Acct 141 - Cells C7:D7, F7, I7) must equal Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16).	OK
7. Estimated Revenue (EstRev 6-11 tab)	
Amounts must be input for revenue.	OK
8. Estimated Expenditures (EstExp 12-20 tab)	
Amounts must be input for expenditures.	OK
9. Itemization Notes: Revenues/Expenditures reported that require note on Itemize 21 tab.	
Include brief note(s) describing revenue source.	OK
Include brief note(s) describing expenditure use.	OK
10. EBF Spending Plan	
All required questions have been answered.	OK

End of Balancing

**APPLICATION FOR WAIVER OR
MODIFICATION OF STATE BOARD RULES OR
SCHOOL CODE MANDATES**

GOVERNMENTAL RELATIONS DEPARTMENT

Instructions: This application is to be used for seeking a waiver or modification of State Board of Education rules or of School Code mandates in accordance with Section 2-3.25g of the School Code [105 ILCS 5/2-3.25g]. The completed application must be submitted by *certified* mail, return receipt requested, to the above address and postmarked no later than 15 days after approval by the school board, regional superintendent, or executive director, as applicable. Please use the instructions on the reverse side when completing this application. **Please note that action on incomplete applications will be delayed until all required documentation is received.**

1. The application is for: (Check appropriate box(es) below.)

☒ Waiver of School Code ☐ Waiver of ISBE Rule ☐ Modification of School Code ☐ Modification of ISBE Rule

2. APPLICANT NAME Community Unit School District No. 5, McLean and Woodford Co.		CONTACT PERSON M. Curt Richardson, Attorney for the District	
NAME OF SUPERINTENDENT/EXECUTIVE DIRECTOR Dr. Kristen Kendrick-Weikle		CONTACT TELEPHONE (Include Area Code and Extension) (309) 557-4082	
APPLICANT ADDRESS (Street, City, State, ZIP Code) 1809 W. Hovey Ave., Normal, Illinois 61761		CONTACT FAX (Include Area Code) (309) 557-4501	CONTACT EMAIL richardmc@unit5.org
COUNTY McLean		May we contact you by email? ☒ Yes ☐ No	

3. Provide citation or language of the rule(s) or School Code mandate(s) that are the subject of this application. If you are requesting a modification, display it here, using strikethrough or underlining.

105 ILCS 5/27-815

See attachment

4. Attach a narrative identifying and justifying the specific request.

- For proposed waivers and modifications of rules or of the School Code that are based upon meeting the intent of the rule or mandate in a more effective, efficient, or economical manner, a narrative description must provide all of the required information (see Item 4(a) on the reverse side).
- All proposed waivers/modifications requested to stimulate innovation or improve student performance, including all proposed waivers of School Code mandates, shall provide the specific plan for improved student performance and school improvement upon which the request is being based and how the applicant will determine success (see Item 4(b) on the reverse side).
- Applications requesting waivers from Section 17-1.5 of the School Code must include the amount, nature, and reason for the requested relief and all remedies that have been exhausted by the district to comply with the administrative expenditure limitation.

Public Testimony:

Attach a description of the testimony provided, to include the information enumerated in Item 5 on the reverse side.

5. This application is for: ☐ Initial Waiver/Modification ☒ Renewal of Previously Approved Waiver/Modification
This application requests waiver/modification for 5 years (from 2026-2027 school year through 2030-2031 school year).
(See Item 6 on the reverse side for limits on the duration of waivers/modifications.)

6. Attach a copy of each public notice required. Any request not meeting the requirements will be returned as ineligible for consideration.

7. Compliance with Notice and Hearing Requirements

I certify that a hearing concerning this application and any associated plan for improved student performance was held on June 17, 2026.

(Date)

I further certify that the applicant has met all the notification and hearing requirements enumerated in Items A and B on reverse side and that the board of education/board of directors of the applicant identified above approved this application on June 17, 2026.

(Date)

120

Date

Digital or Original Signature of Applicant
(i.e., District Superintendent/Executive Director/Regional Superintendent)

INSTRUCTIONS: Please use the following as a checklist in assembling your application package. Incomplete applications will not be considered until all required documentation is received. All applicants must hold a public hearing prior to submission of the application.

- ☒ A. Public Hearing: Each eligible applicant (see Item 2 below) must hold a public hearing, providing for a time to take testimony about the request that is separate from the time when any other business is being conducted or testimony on other matters is being heard. The public hearing may be held during a regular board meeting.
- ☒ B. Required Notices of Public Hearing: Provide the following notices to inform the public and others of the hearing date. **Each must state the time, date, location, and general subject matter of the hearing.**
- **All applicants:** Publish a notice on the applicant's website at least 14 days in advance of the hearing. Applicants requesting an **increased fee for driver education (105 ILCS 5/27-815)** must also publish the proposed amount of the fee as part of the website notice and the notice placed in a newspaper of general circulation.
 - **School districts:** Publish a notice in a newspaper of general circulation within the applicant's area at least 7 days in advance of the hearing.
 - **Joint agreements, ISCs, or regional superintendents:** Publish a notice in a newspaper of general circulation in each school district that is a member of the joint agreement or that is served by the educational service region or Intermediate Service Center, provided that a notice in a newspaper generally circulated in more than one school district shall be considered sufficient notice to all of the affected districts.
 - **All applicants:** Provide a written notice to the applicant's exclusive bargaining agent(s) affected by the request at least 7 days in advance of the hearing; this notice must also state that testimony will be taken from staff.
 - **All applicants:** Provide a written notice to the applicant's state legislators affected by the request at least 7 days in advance of the hearing; this notice must also state that testimony will be taken from staff.

IMPORTANT: If public notices are incorrect, the applicant must restart and resubmit their waiver application in its entirety to comply with Section 2-3.25g of the School Code.

☒ **Item 1.** Indicate the **type of action** sought under this application:

- ISBE approval of waivers or modifications of ISBE rules and of modifications of School Code mandates to allow an applicant to meet the intent of the rule or mandate in a more effective, efficient, or economical manner or when necessary to stimulate innovation or to improve student performance; or
- General Assembly approval of waivers of School Code mandates to allow an applicant to meet the intent of the rule or mandate in a more effective, efficient, or economical manner or when necessary to stimulate innovation or to improve student performance.

Waivers are not permitted from ISBE rules or School Code mandates pertaining to special education, educator licensure, teacher tenure and seniority, compliance with the Every Student Succeeds Act, or township treasurers (Section 5-1 of the School Code). Waivers of mandates pertaining to the use of student performance data and performance categories for teacher and principal evaluations are not permitted after September 1, 2014.

☒ **Item 2. Eligible applicants** are school districts, independent authorities established pursuant to Section 2-3.25f of the School Code, joint agreements made up of school districts, and regional superintendents of schools and Intermediate Service Centers on behalf of schools and programs operated by them.

☒ **Item 3.** The **exact language of, or citation to,** the rule(s) or mandate(s) involved may be obtained by contacting the Governmental Relations Department by mail at 100 North First Street, S-404, Springfield, Illinois, 62777-0001 or by telephone at 217-782-6510.

☒ **Item 4.** Identify the rationale for the specific waiver and/or modification sought.

(4)(a) For requests to meet the intent of the rule or mandate in a **more effective, efficient, or economical manner**, provide a narrative description that sets forth:

- i) the intent of the rule or mandate to be achieved;
- ii) the manner in which the applicant will meet that intent; and
- iii) how the manner proposed by the applicant will be more effective, efficient, or economical.
- iv) In those instances where the applicant proposes a more economical manner, provide a fiscal analysis showing current expenditures related to the request and the projected savings that would result if the request is granted.

☒ **(4)(b)** Requests necessary for **stimulating innovation or improving student performance** must include the specific plan for improved student performance and school improvement upon which the request is based that describes how the applicant will determine success.

☒ **(4)(c)** Requests for waivers of the **administrative expenditure limitation** established in Section 17-1.5 of the School Code can be submitted **only** when circumstances for exceeding the cap are beyond the control of the district, and the district has exhausted all available and reasonable remedies to comply with the limitation. ISBE is required to recommend that the General Assembly disapprove any request for a waiver of the administrative expenditure limitation not meeting these requirements

☒ **Item 5.** Describe the testimony provided, including:

- number of people attending the public hearing;
- number speaking in favor of and against the request;
- comments made during the hearing; and
- whether any written comments were provided.

☒ **Item 6.** Waivers and modifications are limited to five years with the exception of waivers of the administrative expenditure limitation which are limited to the year in which emergency relief is needed (i.e., one year only).

☒ **Item 7. Attach copies of the following:** (a) **website posting**, which must be dated in order to verify that it was posted at least 14 days in advance of the public hearing; (b) **newspaper notice**; (c) **written notice to the collective bargaining agent**; and (d) **written advance notice to the state legislators representing the applicant's territory**, each of which must be dated in order to verify that each was provided at least 7 days in advance of the public hearing.

☒ **Item 8.** Indicate the **date of the public hearing**. Applicants with governing boards must hold a public hearing and provide for a separate time to take testimony about the request. The superintendent's/executive director's/regional superintendent's signature on this application attests to the applicant's compliance with all hearing and notice requirements.

☒ **Submission.** Applications must be postmarked no later than 15 calendar days following approval by the local board in the case of districts, joint agreements, and ISCs, or by the regional superintendent of schools, and be submitted by certified mail, return receipt requested, to:

**Illinois State Board of Education
Governmental Relations
Attn: Waiver Coordinator
100 North First Street, S-404
Springfield, Illinois 62777-0001**

All complete applications for the waiver or modification of ISBE rules or for the modification of School Code mandates shall be deemed approved and effective 46 calendar days after the date of receipt by ISBE unless disapproved in writing. Receipt by ISBE shall be determined by the date of receipt shown on the return receipt form, except that material not properly addressed shall bear the date of receipt when the materials were provided to the Governmental Relations Department.

Disapproval of an application upon which ISBE must act shall be sent by certified mail to the applicant no later than 45 calendar days after receipt of the application. Applicants may appeal ISBE's denial of an application by sending a written appeal to the address above by certified mail within 30 calendar days of receipt of the written denial.

Complete waiver applications and any appeals of ISBE action shall be submitted to the General Assembly for consideration before March 1 and October 1 of each year (for application deadlines, see <https://www.isbe.net/Pages/waivers.aspx>.)

ADDENDUM

Item 3.

School Code Citation: 105 ILCS 5/27-815

Item 4(a).

Narrative Identifying and Justifying the Specific Request:

Community Unit School District No. 5, McLean and Woodford Counties, Illinois is seeking renewal of its waiver or modification of Section 27-815 of the Illinois School Code allowing it to increase the fee for its driver education course to an amount "not to exceed \$450". The purpose of this request is to meet the intent of the Driver Education Act in a more effective and efficient manner, thereby allowing the District to provide driver education instruction to students sooner and greater support to not only the driver education program but also to high quality innovative courses in other areas of the District's curriculum.

The intent of the Act is to provide students with the knowledge, attitudes, habits, and skills necessary for the safe operation of motor vehicles, including without limitation instruction on distracted driving, special hazards, driving precautions that must be observed at emergency situations, highway construction, and railroad crossings, and law enforcement procedures for traffic stops including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Community Unit School District No. 5's driver education course includes a combination of classroom and behind the wheel instruction, both of which must be provided by certified high school teachers.

The current statutory and regulatory restrictions do not provide sufficient resources for a high quality program. Section 27-815 provides that a school district may charge a "reasonable fee", not to exceed \$50, which may be increased to an amount not to exceed \$250 following a public hearing. However, state regulations (23 Ill. Adm. Code 252.30) restrict a school district from including the salary and benefit costs of driver education personnel in calculating the "reasonable fee". By limiting the amount of the fee to \$250 and not allowing salary and benefit costs to be included, combined with receipt of only 75.7% of its adequacy target under the evidence-based funding model, the District is limited in the number of certified driver education teachers it can hire and retain to provide instruction to students. This limits the number of students the District can provide driver education instruction to per semester and unnecessarily prolongs the time students must wait to receive driver education instruction.

Prior to the current waiver, District parents paid a \$250 fee, but this amount, combined with state reimbursement, was insufficient to provide a program at high levels of student achievement. The District suffered more than an estimated \$291,195 deficit in its driver education program costs after subtracting state reimbursement and student fees. If the District's waiver is not renewed, it will surely have to look at means to reduce its driver education program costs which could negatively impact students.

Item 4(b).

Community Unit School District No. 5 believes its driver education course is a high quality learning experience for students. Evidence of this belief is the high success rates of students qualifying to take the Drivers Test and their subsequent success.

The current economic hardship throughout Illinois has placed a special burden on high quality innovative programs. With only 75.7% of its evidence-based funding adequacy target there are financial pressures both on the District's driver education course and the District's ability to support high quality innovative courses in other areas of the District's curriculum.

Therefore, the District's waiver renewal request is to raise the statutory fee from an amount not to exceed \$250 to "an amount not to exceed \$450". This fee will be waived for students who are unable to pay.

Plan to Stimulate Innovation or Improve Student Performance

The current student performance levels in driver education are measured by the percent of students receiving a "B or Better" in the course, who are then, through permission of the Secretary of State's office, permitted to take the drivers test. Recent records of student achievement are:

B or Better in the course	
2025-2026	82%

While student success is very good, the District's goal would be to improve the percentage of students who earn a "B or Better" in the course. At the end of the 5 year waiver period, we hope to have at least 85% of our students earning a B or better in the driver education course. A larger goal would be to help decrease the number of teenage accidents and deaths as a result of improved instruction.

If the District is successful in receiving a renewal of the fee increase, while allowing for fee waivers to low income students, it will be able to maintain a reduced cost of the driver education program. This will allow the District to use those funds to promote innovations in programs for students elsewhere in the curriculum. Recently, the District added a STEM designation that students can achieve by taking courses in Math, Science, Engineering, and Technology over their high school career.

Item 5.

Description of testimony provided at public hearing:

- The number of people attending public hearing was TBD plus TBD online;
- The number people speaking in favor of the proposed modification or waiver was TBD (the Attorney for the District presented the proposal);
- The number of people speaking against the proposed modification or waiver was TBD;

- No one made verbal comments during the hearing.
- No written comments were received.

Item 7.

Documentation for each of the above is submitted with the application.

**APPLICATION FOR WAIVER OR
MODIFICATION OF STATE BOARD RULES OR
SCHOOL CODE MANDATES**

GOVERNMENTAL RELATIONS DEPARTMENT

Instructions: This application is to be used for seeking a waiver or modification of State Board of Education rules or of School Code mandates in accordance with Section 2-3.25g of the School Code [105 ILCS 5/2-3.25g]. The completed application must be submitted by *certified* mail, return receipt requested, to the above address and postmarked no later than 15 days after approval by the school board, regional superintendent, or executive director, as applicable. Please use the instructions on the reverse side when completing this application.
Please note that action on incomplete applications will be delayed until all required documentation is received.

1. The application is for: (Check appropriate box(es) below.)

☐ Waiver of School Code ☒ Waiver of ISBE Rule ☐ Modification of School Code ☐ Modification of ISBE Rule

2. APPLICANT NAME Community Unit School District No. 5, McLean and Woodford Co.		CONTACT PERSON M. Curt Richardson, Attorney for the District	
NAME OF SUPERINTENDENT/EXECUTIVE DIRECTOR Dr. Kristen Kendrick-Weikle		CONTACT TELEPHONE (Include Area Code and Extension) (309) 557-4082	
APPLICANT ADDRESS (Street, City, State, ZIP Code) 1809 W. Hovey Ave., Normal, Illinois 61761		CONTACT FAX (Include Area Code) (309) 557-4501	CONTACT EMAIL richardmc@unit5.org
COUNTY McLean		May we contact you by email? ☒ Yes ☐ No	

3. Provide citation or language of the rule(s) or School Code mandate(s) that are the subject of this application. If you are requesting a modification, display it here, using strikethrough or underlining.

23 Ill. Admin. Code 252.30

See attachment

4. Attach a narrative identifying and justifying the specific request.

- For proposed waivers and modifications of rules or of the School Code that are based upon meeting the intent of the rule or mandate in a more effective, efficient, or economical manner, a narrative description must provide all of the required information (see Item 4(a) on the reverse side).
- All proposed waivers/modifications requested to stimulate innovation or improve student performance, including all proposed waivers of School Code mandates, shall provide the specific plan for improved student performance and school improvement upon which the request is being based and how the applicant will determine success (see Item 4(b) on the reverse side).
- Applications requesting waivers from Section 17-1.5 of the School Code must include the amount, nature, and reason for the requested relief and all remedies that have been exhausted by the district to comply with the administrative expenditure limitation.

Public Testimony:

Attach a description of the testimony provided, to include the information enumerated in Item 5 on the reverse side.

5. This application is for: ☐ Initial Waiver/Modification ☒ Renewal of Previously Approved Waiver/Modification
This application requests waiver/modification for 5 years (from 2026-2027 school year through 2030-2031 school year).
(See Item 6 on the reverse side for limits on the duration of waivers/modifications.)

6. Attach a copy of each public notice required. Any request not meeting the requirements will be returned as ineligible for consideration.

7. Compliance with Notice and Hearing Requirements

I certify that a hearing concerning this application and any associated plan for improved student performance was held on
June 17, 2026

(Date)

I further certify that the applicant has met all the notification and hearing requirements enumerated in Items A and B on reverse side and that the board of education/board of directors of the applicant identified above approved this application on June 17, 2026.

(Date)

125

Date

Digital or Original Signature of Applicant
(i.e., District Superintendent/Executive Director/Regional Superintendent)

INSTRUCTIONS: Please use the following as a checklist in assembling your application package. Incomplete applications will not be considered until all required documentation is received. All applicants must hold a public hearing prior to submission of the application.

- ☒ A. Public Hearing: Each eligible applicant (see Item 2 below) must hold a public hearing, providing for a time to take testimony about the request that is separate from the time when any other business is being conducted or testimony on other matters is being heard. The public hearing may be held during a regular board meeting.
- ☒ B. Required Notices of Public Hearing: Provide the following notices to inform the public and others of the hearing date. **Each must state the time, date, location, and general subject matter of the hearing.**
- **All applicants:** Publish a notice on the applicant's website at least 14 days in advance of the hearing. Applicants requesting an **increased fee for driver education (105 ILCS 5/27-815)** must also publish the proposed amount of the fee as part of the website notice and the notice placed in a newspaper of general circulation.
 - **School districts:** Publish a notice in a newspaper of general circulation within the applicant's area at least 7 days in advance of the hearing.
 - **Joint agreements, ISCs, or regional superintendents:** Publish a notice in a newspaper of general circulation in each school district that is a member of the joint agreement or that is served by the educational service region or Intermediate Service Center, provided that a notice in a newspaper generally circulated in more than one school district shall be considered sufficient notice to all of the affected districts.
 - **All applicants:** Provide a written notice to the applicant's exclusive bargaining agent(s) affected by the request at least 7 days in advance of the hearing; this notice must also state that testimony will be taken from staff.
 - **All applicants:** Provide a written notice to the applicant's state legislators affected by the request at least 7 days in advance of the hearing; this notice must also state that testimony will be taken from staff.

IMPORTANT: If public notices are incorrect, the applicant must restart and resubmit their waiver application in its entirety to comply with Section 2-3.25g of the School Code.

- ☒ **Item 1.** Indicate the **type of action** sought under this application:
- ISBE approval of waivers or modifications of ISBE rules and of modifications of School Code mandates to allow an applicant to meet the intent of the rule or mandate in a more effective, efficient, or economical manner or when necessary to stimulate innovation or to improve student performance; or
 - General Assembly approval of waivers of School Code mandates to allow an applicant to meet the intent of the rule or mandate in a more effective, efficient, or economical manner or when necessary to stimulate innovation or to improve student performance.
- Waivers are not permitted from ISBE rules or School Code mandates pertaining to special education, educator licensure, teacher tenure and seniority, compliance with the Every Student Succeeds Act, or township treasurers (Section 5-1 of the School Code). Waivers of mandates pertaining to the use of student performance data and performance categories for teacher and principal evaluations are not permitted after September 1, 2014.

- ☒ **Item 2. Eligible applicants** are school districts, independent authorities established pursuant to Section 2-3.25f of the School Code, joint agreements made up of school districts, and regional superintendents of schools and Intermediate Service Centers on behalf of schools and programs operated by them.

- ☒ **Item 3.** The **exact language of, or citation to,** the rule(s) or mandate(s) involved may be obtained by contacting the Governmental Relations Department by mail at 100 North First Street, S-404, Springfield, Illinois, 62777-0001 or by telephone at 217-782-6510.

- ☒ **Item 4.** Identify the rationale for the specific waiver and/or modification sought.

(4)(a) For requests to meet the intent of the rule or mandate in a **more effective, efficient, or economical manner**, provide a narrative description that sets forth:

- i) the intent of the rule or mandate to be achieved;
 - ii) the manner in which the applicant will meet that intent; and
 - iii) how the manner proposed by the applicant will be more effective, efficient, or economical.
- iv) In those instances where the applicant proposes a more economical manner, provide a fiscal analysis showing current expenditures related to the request and the projected savings that would result if the request is granted.

- ☒ **(4)(b)** Requests necessary for **stimulating innovation or improving student performance** must include the specific plan for improved student performance and school improvement upon which the request is based that describes how the applicant will determine success.

- ☒ **(4)(c)** Requests for waivers of the **administrative expenditure limitation** established in Section 17-1.5 of the School Code can be submitted **only** when circumstances for exceeding the cap are beyond the control of the district, and the district has exhausted all available and reasonable remedies to comply with the limitation. ISBE is required to recommend that the General Assembly disapprove any request for a waiver of the administrative expenditure limitation not meeting these requirements

- ☒ **Item 5.** Describe the testimony provided, including:
- number of people attending the public hearing;
 - number speaking in favor of and against the request;
 - comments made during the hearing; and
 - whether any written comments were provided.

- ☒ **Item 6.** Waivers and modifications are limited to five years with the exception of waivers of the administrative expenditure limitation which are limited to the year in which emergency relief is needed (i.e., one year only).

- ☒ **Item 7. Attach copies of the following:** (a) **website posting**, which must be dated in order to verify that it was posted at least 14 days in advance of the public hearing; (b) **newspaper notice**; (c) **written notice to the collective bargaining agent**; and (d) **written advance notice to the state legislators representing the applicant's territory**, each of which must be dated in order to verify that each was provided at least 7 days in advance of the public hearing.

- ☒ **Item 8.** Indicate the **date of the public hearing**. Applicants with governing boards must hold a public hearing and provide for a separate time to take testimony about the request. The superintendent's/executive director's/regional superintendent's signature on this application attests to the applicant's compliance with all hearing and notice requirements.

- ☒ **Submission.** Applications must be postmarked no later than 15 calendar days following approval by the local board in the case of districts, joint agreements, and ISCs, or by the regional superintendent of schools, and be submitted by certified mail, return receipt requested, to:

**Illinois State Board of Education
Governmental Relations
Attn: Waiver Coordinator
100 North First Street, S-404
Springfield, Illinois 62777-0001**

All complete applications for the waiver or modification of ISBE rules or for the modification of School Code mandates shall be deemed approved and effective 46 calendar days after the date of receipt by ISBE unless disapproved in writing. Receipt by ISBE shall be determined by the date of receipt shown on the return receipt form, except that material not properly addressed shall bear the date of receipt when the materials were provided to the Governmental Relations Department.

Disapproval of an application upon which ISBE must act shall be sent by certified mail to the applicant no later than 45 calendar days after receipt of the application. Applicants may appeal ISBE's denial of an application by sending a written appeal to the address above by certified mail within 30 calendar days of receipt of the written denial.

Complete waiver applications and any appeals of ISBE action shall be submitted to the General Assembly for consideration before March 1 and October 1 of each year (for application deadlines, see <https://www.isbe.net/Pages/waivers.aspx>.)

ADDENDUM

Item 3.

School Code Citation: 23 Ill. Adm. Code 252.30

Item 4(a).

Narrative Identifying and Justifying the Specific Request:

Community Unit School District No. 5, McLean and Woodford Counties, Illinois is seeking a waiver or modification of 23 Ill. Adm. Code 252.30 allowing the District to consider the salary and benefit costs of driver education personnel in calculating the reasonable fee for students participating in its driver education course. The purpose of this request, along with the District's renewal application for waiver of 105 ILCS 5/27-815 to increase the fee to an amount "not to exceed \$450", is to meet the intent of the Driver Education Act in a more effective and efficient manner, thereby allowing the District to provide driver education instruction to students sooner and greater support to not only the driver education program but also to high quality innovative courses in other areas of the District's curriculum.

The intent of the Act is to provide students with the knowledge, attitudes, habits, and skills necessary for the safe operation of motor vehicles, including without limitation instruction on distracted driving, special hazards, driving precautions that must be observed at emergency situations, highway construction, and railroad crossings, and law enforcement procedures for traffic stops including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Community Unit School District No. 5's driver education course includes a combination of classroom and behind the wheel instruction, both of which must be provided by certified high school teachers.

The current statutory and regulatory restrictions do not provide sufficient resources for a high quality program. Section 27-815 provides that a school district may charge a "reasonable fee", not to exceed \$50, which may be increased to an amount not to exceed \$250 following a public hearing. However, state regulations (23 Ill. Adm. Code 252.30) restrict a school district from including the salary and benefit costs of driver education personnel in calculating the "reasonable fee". By limiting the amount of the fee to \$250 and not allowing salary and benefit costs to be included, combined with receipt of only 75.7% of its adequacy target under the evidence-based funding model, the District is limited in the number of certified driver education teachers it can hire and retain to provide instruction to students. This limits the number of students the District can provide driver education instruction to per semester and unnecessarily prolongs the time students must wait to receive driver education instruction.

Prior to the District's current waiver of 105 ILCS 5/27-815, District parents paid a \$250 fee, but this amount, combined with state reimbursement, was insufficient to provide a program at high levels of student achievement. The District suffered more than an estimated \$291,195 deficit in its driver education program costs after subtracting state reimbursement and student fees. If the District's waiver of 105 ILCS 5/27-815 is not renewed and the District is not allowed to consider the salary and benefit costs of driver education personnel in calculating the reasonable fee for

students participating in its driver education course, it will surely have to look at means to reduce its driver education program costs which could negatively impact students.

Item 4(b).

Community Unit School District No. 5 believes its driver education course is a high quality learning experience for students. Evidence of this belief is the high success rates of students qualifying to take the Drivers Test and their subsequent success.

The current economic hardship throughout Illinois has placed a special burden on high quality innovative programs. With only 75.7% of its evidence-based funding adequacy target there are financial pressures both on the District's driver education course and the District's ability to support high quality innovative courses in other areas of the District's curriculum.

Therefore, the District has not only applied for a waiver renewal request is to raise the statutory fee from an amount not to exceed \$250 to "an amount not to exceed \$450", but is also applying for this separate waiver to allow the District to consider the salary and benefit costs of driver education personnel in calculating the reasonable fee for students participating in its driver education course. This driver education fee will be waived for students who are unable to pay.

Plan to Stimulate Innovation or Improve Student Performance

The current student performance levels in driver education are measured by the percent of students receiving a "B or Better" in the course, who are then, through permission of the Secretary of State's office, permitted to take the drivers test. Recent records of student achievement are:

B or Better in the course	
2025-2026	82%

While student success is very good, the District's goal would be to improve the percentage of students who earn a "B or Better" in the course. At the end of the 5 year waiver period, we hope to have at least 85% of our students earning a B or better in the driver education course. A larger goal would be to help decrease the number of teenage accidents and deaths as a result of improved instruction.

If the District is successful in receiving a renewal waiver of the fee increase, while allowing for fee waivers to low income students, and allowed to consider the salary and benefit costs of driver education personnel in calculating the reasonable fee for students participating in its driver education course, it will be able to maintain a reduced cost of the driver education program. This will allow the District to use those funds to promote innovations in programs for students elsewhere in the curriculum. Recently, the District added a STEM designation that students can achieve by taking courses in Math, Science, Engineering, and Technology over their high school career.

Item 5.

Description of testimony provided at public hearing:

- The number of people attending public hearing was TBD plus TBD online;
- The number people speaking in favor of the proposed modification or waiver was TBD (the Attorney for the District presented the proposal);
- The number of people speaking against the proposed modification or waiver was TBD;
- No one made verbal comments during the hearing.
- No written comments were received.

Item 7.

Documentation for each of the above is submitted with the application.

Personnel Matters - 5/20/2026

New Hires

Administrators

Homebase	First Name	Last Name	Position		FTE	Effective
Fairview	Alison	Armstrong	Building Principal		1.0	8/3/2026
Sugar Creek	Michael	McDermaid	Assistant Principal		1.0	8/3/2026

Certified

Homebase	First Name	Last Name	Position	Salary Placement: Lane / Step	FTE	Effective
Cedar Ridge	Niya	Daugherty	Certified Teacher - LR	B+0, New Teacher	1.0	8/17/2026
CJHS	Collin	Carpenter	Certified Teacher	B+0, New Teacher	1.0	8/17/2026
Fairview	Jessica	Merriman	Certified Teacher	B+0, Step 2	1.0	8/17/2026
KJHS	Raegan	Grawe	Certified Teacher - LR	B+0, New Teacher	1.0	8/17/2026
KJHS	Rebecca	Purcell-Givens	Certified Teacher	M+0 Step 8	1.0	8/17/2026
Multiple	Owen	Corby	Certified Teacher	B+0, New Teacher	1.0	8/17/2026
Multiple	Bianca	Sanchez	Social Work Intern		1.0	8/17/2026
NCWHS	Brock	Keller	Certified Teacher	M+0, Step 12	1.0	8/17/2026
NCWHS	Connor	McDonnell	Certified Teacher - LR	B+0, New Teacher	1.0	8/17/2026
NCWHS	Natasha	Syed	Certified Social Worker	M+0, Step 4	1.0	8/17/2026
NCWHS	Andrew	Thompson	Certified Teacher	B+0, New Teacher	1.0	8/17/2026
						130

Educational Support Personnel

Homebase	First Name	Last Name	Position	Salary Placement: Step	FTE	Effective
Brigham	Yasmine	Thomas	Paraprofessional - General Education	Step 4	1.0	8/17/2026
CJHS	Ilijah	Donnelly	Paraprofessional - General Education	Step 4	1.0	8/17/2026
CJHS	Kathryn	Martin	Praprofessional - Special Education	Step 3	1.0	8/17/2026
EJHS	Michelle	Starkey	Administrative Assistant/EOP - 11 month	Step 7	1.0	6/8/2026
Fairview	Melissa	Lessen	Paraprofessional - Special Education	Step 6	1.0	8/17/2026
NCHS	Diana	Noriega	Administrative Assistant/EOP - 10 month	Step 6	1.0	TBD
NCWHS	Tommie	Ramsey	Paraprofessional - Special Education	Step 3	1.0	8/17/2026
Oakdale	Madeleine	Almy	Paraprofessional - Special Education	Step 4	1.0	8/17/2026
Oakdale	Kennedy	McConnell	Paraprofessional - Special Education	Step 1		8/17/2026
Oakdale	Emma	Werner	Praprofessional - Special Education	Step 4		
Parkside E.	Madelyn	Farwell	Paraprofessional - Special Education	Step 1	1.0	8/17/2026
Sugar Creek	Nithya	Jayakrisnakumar	Paraprofessional - Special Education	Step 4	1.0	8/17/2026
Sugar Creek	Asha	Sumra	Praprofessional - Special Education	Step 4	1.0	8/17/2026

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

Resignations/Retirements/Releases/Terminations

Administrators

Homebase	First Name	Last Name	Position	Action		Effective

Certified

Homebase	First Name	Last Name	Position	Action		Effective
KJHS	Doris Melinda	Leverton	8th Grade ELA Teacher	Retirement		End of 28-29
PJHS	Melissa	Lawless	Psychologist	Retirement		End of 28-29

Personnel Matters - 5/20/2026**Educational Support Personnel**

Homebase	First Name	Last Name	Position	Action		Effective
CJHS	Chloe	Morrell	Custodian	Termination		6/3/2026
Field	Jennifer	Pearl	Health Care Assistant	Retirement		5/28/2026
Northpoint	Sue Ann	Brooks	Paraprofessional	Retirement		5/28/2026
NCWHS	Lowell	Correll	Custodian	Retirement		4/2/2027
Warehouse	James	Ahart	Special Maintenance	Retirement		7/30/2027

Contract Revisions**Certified**

Homebase	First Name	Last Name	Position	Previous Placement	Revision	Effective
Cedar Ridge	Kristyn	Fitzlaff	Paraprofessional	Noon Hour/LT Sub		8/17/2026
Cedar Ridge	Maricarmen	Lopez	Paraprofessional	EOP		8/17/2026
CJHS	Lamarion	Rusk	Head Day Custodian/Maintenance	Night Custodian/Maintenance		6/1/2026
Fox Creek	Der	Elliot	Paraprofessional	Noon Hour		8/17/2026
NCHS	Asante	Pridgen	Custodian/Maintence	Summer Custodial		6/17/2026
NCHS	John	McDannald	Head Day Custodian/Maintenance	Night Custodian/Maintenance		6/1/2026
PJHS	Guillermo	Alfaro	Custodian/Maintence	Sub Food Service/Custodial		6/16/2026

Educational Support Personnel

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Homebase	First Name	Last Name	Position	Previous Placement	Revision	Effective

Leave Requests**Certified**

Homebase	First Name	Last Name	Position	Leave Requested		Effective
Parkside E.	Miranda	Henson	Certified Teacher - LBS1	Parental Leave		2026-2027 SY

Educational Support Personnel

Homebase	First Name	Last Name	Position	Leave Requested		Effective

Schedule B

Homebase	First Name	Last Name	Revision			Effective
Fox Creek	Stephanie	Woody	DROP - PBIS Coach - Elementary 300+			8/3/2026
PJHS	Megan	DeAngelo	DROP - JH Volleyball Caoch			5/27/2026
PJHS	Laura	Fleri	DROP - PBS1 Coach JH			5/28/2026

Information Only Changes

Homebase	First Name	Last Name	Position	Change		Effective
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Personnel Matters - 5/20/2026						
CJHS	Russell	Brent	Paraprofessional	Moving from Cedar Ridge to CJHS		8/17/2026
Fairview	Emmanuel	Bambi Ntedika	Custodian	Moving from PJHS to Fairview Elementary		6/1/2026
Field	David	Marquart	Paraprofessional	Moving from CJHS to Field		8/17/2026
Field	Christopher	Walk	Paraprofessional	Moving from CJHS to Field		8/17/2026
Glenn	Marcy	Richardson	Certified Teacher	Moving from Oakdale 1st grade to Art at Glenn		8/17/2026
Hoose	Molly	Wozniak	Paraprofessional - Special Education	Move from Oakdale to Hoose		8/17/2026
Oakdale	Hannah	Kocar	Certified Teacher	Moving from Sugar Creek to Oakdale		8/17/2026
Oakdale	Marcy	Richarson	Certified Teacher	Moving from Oakdale 1st grade to Art Oakdale 0.8 & Glenn 0.2		8/17/2026
PJHS	Kristyn	Fitzlaff	Paraprofessional	Moving from Parkside E to PJHS		8/17/2026
New Substitutes						
Substitute Type	First Name	Last Name				
Summer School						
Homebase	First Name	Last Name	Position			
Warehouse	Jacob	O'Day	Summer Custodial			



MCLEAN COUNTY UNIT SCHOOL DISTRICT NO. 5
Statement of Revenues, Expenditures, And Changes In Fund Balances - Operating Funds
(Educational, Operations & Maintenance, Transportation, Social Security, IMRF and Tort)
Fiscal Year-To-Date Ending April 30, 2026

	Month-To-Date	Year-To-Date	Budget	% YTD Budget
REVENUE COLLECTED				
Local Sources:				
Property Taxes	-	69,522,273	152,823,276	45.5%
Personal Property Replacement Tax (PPRT)	223,191	2,090,414	2,754,091	75.9%
Food Service	324,934	2,702,041	3,040,000	88.9%
District Fees	51,251	1,610,192	1,673,302	96.2%
Other Local Sources	119,605	3,627,481	3,022,850	120.0%
State Sources:				
Evidence Based Funding	2,325,920	20,882,912	25,515,862	81.8%
Special Education	363,687	1,654,313	1,420,000	116.5%
Transportation Claim	1,653,507	5,005,984	6,388,801	78.4%
Early Childhood	175,000	2,262,432	2,226,686	101.6%
Other State Sources	87,240	1,855,775	2,074,782	89.4%
Federal Sources:				
Food Service	363,397	2,460,571	3,539,000	69.5%
ESEA Title I	589,406	2,594,399	2,604,729	99.6%
Special Education (IDEA)	1,168,017	4,622,738	3,434,140	134.6%
Medicaid Matching	-	1,449,193	1,400,000	103.5%
Other Federal Sources	123,348	2,187,255	2,731,711	80.1%
Total Revenue Collected	7,568,503	124,527,975	214,649,230	58.0%
EXPENDITURES PAID				
Instruction:				
Salaries & Benefits	8,515,841	83,534,811	102,646,213	81.4%
Other Objects	882,767	6,580,600	9,083,749	72.4%
Support Services - Pupil Related:				
Salaries & Benefits	1,506,265	15,267,536	18,867,379	80.9%
Other Objects	87,144	830,447	1,513,194	54.9%
Support Services - Other:				
Salaries & Benefits	2,506,517	25,767,604	30,216,301	85.3%
Other Objects	1,837,592	24,305,244	34,226,432	71.0%
Community Services	116,019	1,042,935	1,699,612	61.4%
Nonprogrammed Charges	42,699	2,045,221	2,125,444	96.2%
Capital Outlay	102,936	12,696,159	8,980,360	141.4%
Debt Service	-	46,224	46,224	100.0%
Total Expenditures Paid	15,597,781	172,116,781	209,404,908	82.2%
NET CHANGE IN FUND BALANCE BEFORE OTHER FINANCING SOURCES (USES)	(8,029,278)	(47,588,805)	5,244,322	
OTHER FINANCING SOURCES (USES)				
Proceeds from Issuance of Debt	-	49,096	49,096	100.0%
Proceeds from Fixed Asset Disposal	215,734	350,910	-	0.0%
Transfers In	-	-	5,500,000	0.0%
Other Sources	-	-	-	0.0%
Transfers Out	(20,000)	(2,967,362)	(2,949,447)	100.6%
Other Uses	-	-	-	0.0%
Total Other Financing Sources (Uses)	195,734	(2,567,356)	2,599,649	-98.8%
NET CHANGE IN FUND BALANCE	(7,833,544)	(50,156,162)	7,843,971	



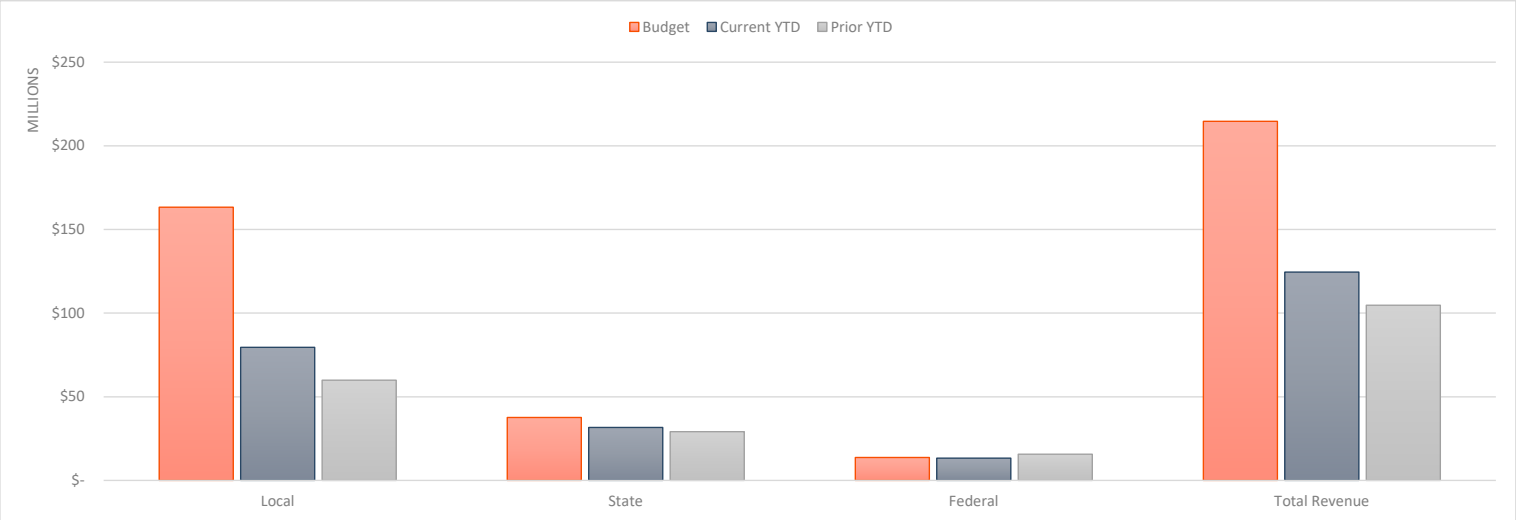
MCLEAN COUNTY UNIT SCHOOL DISTRICT NO. 5
Statement of Fund Balances
Governmental Funds (Excluding Student Activity Funds) and Internal Service Funds
Fiscal Year-To-Date Ending April 30, 2026

	Fund Balance 7/1/2025	Revenues	Expenditures	Other Sources (Uses)	Fund Balance 4/30/2026	Interfund Receivable (Loan)	Cash Balance	Investments
GOVERNMENTAL FUNDS								
Operating Funds:								
Educational	28,471,465	102,342,729	132,486,789	(2,601,707)	(4,274,302)	(3,600,000)	157,712	180,662
Operations & Maintenance	1,967,407	8,404,206	14,258,285	(314,958)	(4,201,629)	(4,300,000)	55,853	-
Transportation	263,952	8,099,971	14,987,211	6,305	(6,616,983)	(8,100,000)	1,484,276	-
Social Security	1,483,916	1,706,114	2,911,214	-	278,817	-	278,825	-
Municipal Retirement (IMRF)	1,651,437	759,246	1,817,128	-	593,555	-	775,989	-
Tort Immunity	663,003	3,215,708	5,656,153	343,004	(1,434,438)	(1,500,000)	68,853	-
Total Operating Funds	34,501,181	124,527,975	172,116,781	(2,567,356)	(15,654,981)	(17,500,000)	2,821,507	180,662
Other Funds:								
Debt Service	7,755,515	13,300,376	16,868,459	2,967,362	7,154,794	-	6,729,089	425,705
Capital Projects	-	1,134,967	250,728	-	884,239	(200,000)	1,084,239	-
Working Cash	56,790,105	2,342,404	-	-	59,132,509	21,100,000	9,901,345	28,131,163
Fire Prevention & Safety	10,005,054	906,526	8,755,450	-	2,156,130	-	690,547	1,465,583
Total Other Funds	74,550,674	17,684,272	25,874,637	2,967,362	69,327,672	20,900,000	18,405,221	30,022,451
Total Governmental Funds	109,051,855	142,212,248	197,991,417	400,006	53,672,691	3,400,000	21,226,727	30,203,113
INTERNAL SERVICE FUNDS								
Self-Funded Insurance Fund	(923,978)	20,569,400	19,803,613	-	(158,192)	(3,350,000)	3,126,216	-

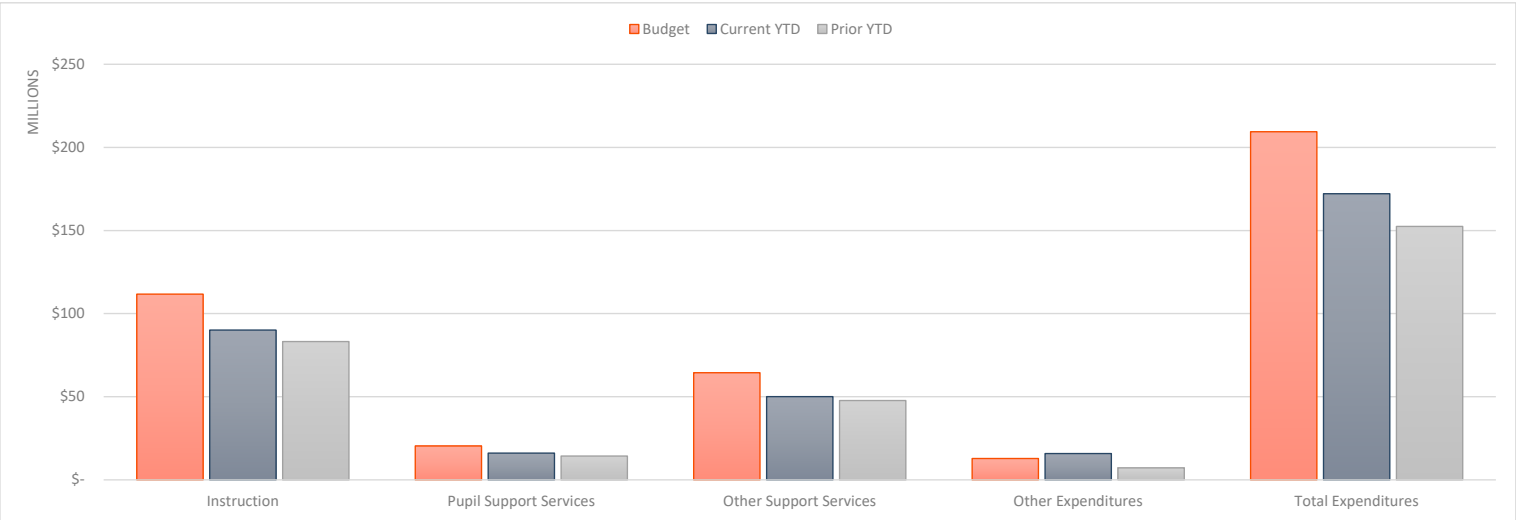


MCLEAN COUNTY UNIT SCHOOL DISTRICT NO. 5
Operating Funds Dashboard
(Educational, Operations & Maintenance, Transportation, Social Security, IMRF and Tort)
Fiscal Year-To-Date Ending April 30, 2026

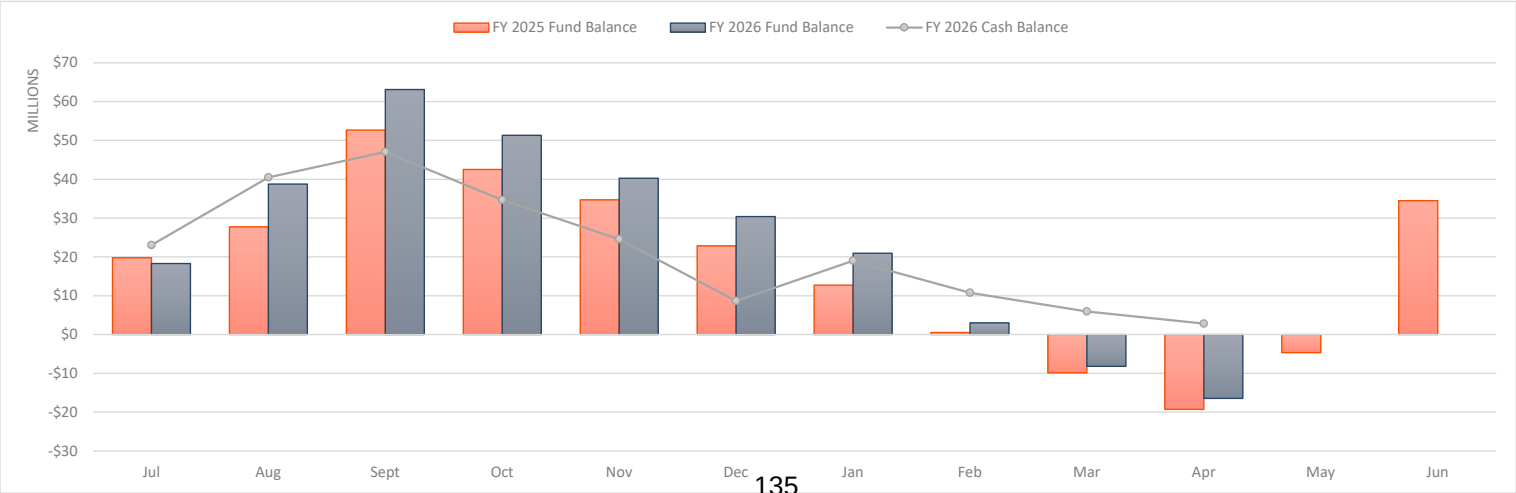
REVENUES - BUDGET, CURRENT YTD AND PRIOR YTD



EXPENDITURES - BUDGET, CURRENT YTD AND PRIOR YTD



FUND BALANCE & CASH BALANCE



Types of Board Meetings

General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act (OMA). This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held at Normal Community West High School. Board Policy 2.220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the OMA that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on OMA as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent or designee shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and Normal Community West High School, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with OMA. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in OMA, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in OMA, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5).
6. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
7. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
8. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
9. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
10. Student disciplinary cases. 5 ILCS 120/2(c)(9).
11. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
12. 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. 5 ILCS 120/2(c)(11).
13. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
14. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
15. Discussion of minutes of meetings lawfully closed under OMA, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
16. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control

weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours; or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the Board President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website:

- 1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings;
- 2) a public notice of all Board meetings; and
- 3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.: 5 ILCS 120/, Open Meeting Act.
5 ILCS 140/, Freedom of Information Act.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2.110 (Qualifications, Term, and Duties of Board Officers), 2.120 (Board Member Development), 2.210 (Organizational School Board Meetings), 2.220 (School Board Meeting Procedure), 2.230 (Public Comments at Board Meetings and Petitions to the Board), 6.235 (Access to Electronic Networks), 8.30 (Visitors to and Conduct on School Property)

School Board Meeting Procedure

Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. Appropriate agenda content includes, without limitation: establishing Board processes, clarifying the district's purpose, delegating authority, defining operating limits, monitoring district progress, and taking legally required or permissible Board action.

The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration. Any withdrawn item will be the first item considered after action on the consent agenda.

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

The Superintendent or designee should provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with the Board policy 2.200, *Types of School Board Meetings*.

The order of business for regular, reconvened, rescheduled, special and emergency meetings shall be as follows:

- Call to Order and Roll Call *
- Pledge of Allegiance
- Focus on Students and Good News Reports
- Superintendent Comments
- Public Comments *
- Reports and Discussion
- Action Items
- Consent Agenda
 - Approval of Minutes
 - Personnel Matters
 - Payment of Bills and Payrolls
 - Financial Reports
 - Other Items
- Reports and Discussion
- Announcements and Comments *
- Adjournment *

Items marked with an asterisk shall be included in the agenda for all Board meetings. Upon request of the Board President or consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

All votes shall be by roll call. The sequence for casting votes by all Board members shall be alphabetical by last name, with the Board President voting last.

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board unless otherwise stated in law. On a tie vote the motion is defeated.

Statutory exceptions include the following:

1. Dismissing a teacher for any reason other than reduction of staff or elimination of that position requires approval by the majority of all members. (105 ILCS 5/24-12)
2. Directing the sale of district real property or buildings thereon must be approved by at least two-thirds of the Board members. (105 ILCS 5/5-22)
3. Making or renewing a lease of school property to another school district or municipality or body politic and corporate for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds ten years, requires approval by at least two-thirds of the Board's full membership. (105 ILCS 5/10-22.11)
4. Leasing any building, rooms, grounds and appurtenances to be used by the District for school or administration purposes for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds ten years, requires approval by at least two-thirds of the Board's full membership. (105 ILCS 5/10-22.12)
5. Obtaining personal property by lease or installment contract requires approval by an affirmative vote of at least two-thirds of the Board's full membership. "Personal property" includes computer hardware and software and all equipment, fixtures, and improvements to existing district facilities to accommodate computers. (105 ILCS 5/10-22.25a)
6. Adopting a supplemental budget after a successful referendum requires approval by a majority of the full Board. (105 ILCS 5/17-3.2)
7. Petitioning the circuit court for an emergency election requires approval by a majority of the members. (10 ILCS 5/2A-1.4)
8. Expending funds in emergency situation in the absence of required bidding requires approval by at least three-quarters of the Board. (105 ILCS 5/10-20.21(a)(xiv))
9. Exchanging school building sites requires approval by at least a two-thirds majority of the Board. (105 ILCS 5/5-23)

10. Waiving the administrative cost cap requires approval by an affirmative vote of at least two-thirds of the Board. (105 ILCS 5/17-1.5)
11. Authorizing an advisory question of public policy to be placed on the ballot at the next regularly scheduled election requires approval by a majority of the Board. (105 ILCS 5/9-1.5).

Minutes

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

The minutes include:

1. The meeting's date, time and place;
2. Board members recorded as either present or absent and whether the members were physically present or present by means of video or audio conference;
3. A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a vote, each member shall be recorded as voting "yea", "nay", "present", or "abstain";
5. If the meeting is adjourned to another date, the time and place of the reconvened meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions; and
8. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

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

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

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

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within ten days after the Board's approval; they may be

inspected in the District Office, in the presence of the Board Secretary, the Superintendent or designated administrator, or any elected Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District Office, and (2) in the presence of the Board Secretary, the Superintendent or designated administrator, or any elected Board member.

The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District Office except by vote of the Board or by court order.

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

Verbatim Record of Closed Meetings

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

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

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

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in Board Policy 2.80, *Board Member Oath and Conduct* and Exhibit 2.70-E1, *Checklist for Filing Board Vacancy by Appointment*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

Except as provided below during a disaster declaration, a quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, (3) a family or other emergency, (4) unexpected childcare obligations, or (5) performance of *active military duty as a service member*. If a member wishes to attend a meeting by video or audio means, he or she must notify the Board Secretary or

Superintendent at least 24 hours before the meeting unless advance notice is impractical. The Board Secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

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

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

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

Rules of Order

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

Broadcasting and Recording Board Meetings

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

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

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

CROSS REF.: 2.80 (Board Member Oath and Conduct), 2.110 (Qualifications, Term, and Duties of Board Officers), 2.150 (Committees), 2.200 (Types of Board Meetings), 2.210 (Organizational Board Meetings), 2.230 (Public Comments at School Board Meetings and Petitions to the Board)

Access to District Public Records

Full access to the District's *public records* is available to any person as provided In the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and assume all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of responsibility for the delegated action.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the District. The District's public records do not include *junk mail*.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. As a cybersecurity measure, email requests must include the entirety of the request within the body of the email and not as an attachment or hyperlink. The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act;
3. Complying with the request would be unduly burdensome;
4. The request would require the District to open electronically attached files or hyperlinks to view or access details of a request. In that case, the requester shall be notified within five business days that the entirety of the electronic request must appear within the body of the electronic submission; or

5. The District has a reasonable belief that the request was not submitted by a person, and the requester fails to verify orally or in writing that they are a person within 30 days of the District's request for such verification.

Within five business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

The time periods are extended for responding to requests for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material request and the cost of copying it.

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable

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to reasonably access the record online, the requester may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if:

- (1) they are evidence of the District's organization, function, policies, procedures, or activities;
- (2) they contain informational data appropriate for preservation;
- (3) their retention is required by State or federal law; or
- (4) they are subject to a retention request by the Attorney for the District (e.g. a litigation hold), District auditor, or other individual authorized by the Board or State or federal law to make such a request.

Unless its retention is required as described in items numbered 3 or 4 above, a *public record*, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.: 5 ILCS 140/1, Illinois Freedom of Information Act.
50 ILCS 205/, Local Records Act.
105 ILCS 5/10-16, and 5/24A-7.1.
820 ILCS 40/11, Personnel Record Review Act.
820 ILCS 130/5, Prevailing Wage Act.

CROSS REF.: 2.140 (Communications To and From the Board), 5.150 (Personnel Records),
7.340 (Student Records)

ADMIN. PROC.: 2.140-E1 (Guidance for Board Member Communications, Including Email Use),
2.220-E8 (School Board Records Maintenance Requirements and FAQs),
2.250-AP1 (Access To and Copying of District Public Records), 2.250-AP2
(Protocols for Record Preservation and Development of Retention Schedules),
2.250-E1 (Written Request for District public Records), 2.250-E2 (Immediately
Available District Public Records and Web-Posted Reports and Records),
2.250-E3 (Recurrent Requester Notification), 5.150-AP1 (Personnel Records),
7.340-AP1 (School Student Records)

Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX complaints governed by Board Policy 2.265, *Title IX Grievance Procedure*.
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see Board Policy 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under Board Policy 2.265, *Title IX Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

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

Right to Pursue Other Remedies Not Impaired

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

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

Deadlines

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

Filing a Complaint

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

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager or designee shall process and review the complaint under Board Policy 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Title IX Coordinator or designee shall process and review the complaint under Board Policy 2.265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board Policy 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board Policy 5.20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on the Complaint Manager's behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except:

- 1) as required by law, this policy, or any collective bargaining agreement;
- 2) as necessary to fully investigate the complaint; or
- 3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except:

- 1) as required by law, this policy, or any collective bargaining agreement;
- 2) as necessary to fully investigate the complaint; or
- 3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

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

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall provide the Superintendent's written decision to the Complainant and the accused as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused as well as to the Complaint Manager.

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

Appointing Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers

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

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

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

Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Manager: Name: M. Curt Richardson
Address: 1809 W. Hovey Ave.
Normal, IL 61761
Email: richardmc@unit5.org
Telephone: (309) 557-4082

Complaint Managers: Name: Heather Rogers
Address: 1809 W. Hovey Ave.
Normal, IL 61761
Email: rogersh@unit5.org
Telephone: (309) 557-4041

Name: Dr. Kristal Shelvin
Address: 1809 W. Hovey Ave.
Normal, IL 61761
Email: shelvik@unit5.org
Telephone: (309) 557-4035

Name: Dr. Brandon Caffey
Address: 1809 W. Hovey Ave.
Normal, IL 61761
Email: caffeyb@unit5.org
Telephone: (309) 557-4027

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1232g, Family Education Rights Privacy Act.
20 U.S.C. §1400, The Individuals with Disabilities Education Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
29 U.S.C. §2612, Family and Medical Leave Act.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
42 U.S.C. §12101 et seq., Americans With Disabilities Act; 28 C.F.R. Part 35.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69
5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95, 5/22-110, 5/24-4, and 5/27-1.
105 ILCS 45/, Education for Homeless Children Act.
5 ILCS 415/10(a)(2), Government Severance Pay Act.

5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
410 ILCS 513/, Ill. Genetic Information Privacy Act.
740 ILCS 174/, Whistleblower Act.
740 ILCS 175/, Ill. False Claims Act.
775 ILCS 5/, Ill. Human Rights Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 112/, Equal Pay Act of 2003.
820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill. Admin. Code
Part 280.
23 Ill. Admin. Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2.105 (Ethics and Gift Ban), 2.265 (Title IX Grievance Procedure), 2.270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5.10 (Equal Employment Opportunity), 5.20 (Workplace Harassment Prohibited), 5.30 (Hiring Process and Criteria), 5.90 (Abused and Neglected Child Reporting), 6.120 (Education of Children with Disabilities), 6.140 (Education of Homeless Children), 6.170 (Title I Programs), 6.260 (Complaints About Curriculum, Instructional Materials, and Programs), 7.10 (Equal Educational Opportunities), 7.15 (Student and Family Privacy Rights), 7.20 (Harassment of Students Prohibited), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.185 (Teen Dating Violence Prohibited), 7.310 (Restrictions on Publications; Elementary Schools), 7.315 (Restrictions on Publications; High Schools), 8.70 (Accommodating Individuals with Disabilities), 8.95 (Parental Involvement), 8.110 (Public Suggestions and Concerns)

Title IX Sexual Harassment Grievance Procedure

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

Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on a person's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

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

Definitions from 34 C.F.R. §106.30

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

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

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

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

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

Title IX Sexual Harassment Prevention and Response

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

1. Ensures that the District's comprehensive health education program in Board Policy 6.60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board Policy 6.65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

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

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

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

Title IX Coordinator, Nondiscrimination Coordinator, and Complaint Manager	Name:	M. Curt Richardson
	Address:	1809 West Hovey Ave. Normal, IL 61761
	Email:	richardmc@unit5.org
	Telephone:	(309) 557-4082
Complaint Managers:	Name:	Heather Rogers
	Address:	1809 West Hovey Ave. Normal, IL 61761
	Email:	rogersh@unit5.org

Telephone: (309) 557-4026

Name: Dr. Kristal Shelvin
Address: 1809 West Hovey Ave.
Normal, IL 61761
Email: shelvik@unit5.org
Telephone: (309) 557-4035

Name: Dr. Brandon Caffey
Address: 1809 West Hovey Ave.
Normal, IL 61761
Email: caffeyb@unit5.org
Telephone: (309) 557-4027

Processing and Reviewing a Report or Complaint

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

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board Policies 2.260, *Uniform Grievance Procedure*; 5.20, *Workplace Harassment Prohibited*; 5.90, *Abused and Neglected Child Reporting*; 5.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7.20, *Harassment of Students Prohibited*; 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7.185, *Teen Dating Violence Prohibited*; and 7.190, *Student Behavior*, to determine if the allegations in the report require further action.

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.

2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

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

Adopted: September 29, 2020

Reviewed: May 2026

Amended: June 17, 2026

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

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using this Board Policy 2.260, *Uniform Grievance Procedure*.

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

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

CROSS REF.: 2.260 (Uniform Grievance Procedure), 5.10 (Equal Employment Opportunity), 5.20 (Workplace Harassment Prohibited), 5.90 (Abused and Neglected Child Reporting), 5.100 (Staff Development Program), 5.120 (Employee Ethics; Conduct, and Conflict of Interest), 5.200 (Terms and Conditions of Employment and Dismissal), 5.240 (Suspension), 5.290 (Employment Termination and Suspension), 6.60 (Curriculum Content), 6.65 (Student Social and Emotional Development), 7.10 (Equal Educational Opportunities), 7.20 (Harassment of Students Prohibited), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.185 (Teen Dating Violence Prohibited), 7.190 (Student Behavior), 7.255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

Incurring Debt

The Superintendent shall provide early notice to the Board of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to:

- (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or
- (2) establish a line of credit with a bank or other financial institution.

The Superintendent shall notify the Ill. State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

Bond Issue Obligations

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from *gross income* for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.

LEGAL REF.: 15 U.S.C. 77a et seq., Securities Act of 1933.
15 U.S.C. 78a et seq., Securities Exchange Act of 1934.
17 C.F.R. §240.15c2-12.
30 ILCS 305/2, Bond Authorization Act.
30 ILCS 352/, Bond Issue Notification Act.
30 ILCS 350/, Local Government Debt Reform Act.
50 ILCS 420/, Tax Anticipation Note Act.
105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

CROSS REF.: 4.10 (Fiscal and Business Management)

ADMIN. PROC.: 4.40-AP1 (Preparing and Updating Disclosures)

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through Board Policy 6.60, *Curriculum Content*;
 - b. Information in Board Policy 7.250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and employee-student boundary violations pursuant to Board Policy 5.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to Board Policies 2.260, *Uniform Grievance Procedure*; 2.265, *Title IX Grievance Procedure*; 5.90, *Abused and Neglected Child Reporting*; 5.100, *Staff Development Program*; and 5.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to Board Policies 2.260, *Uniform Grievance Procedure*; 2.265, *Title IX Grievance Procedure*; and 5.90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon Board Policy 5.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
- c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to Board Policy 7.250, *Student Support Services*.

LEGAL REF.: 105 ILCS 5/10-23.13, 5/22-85.5, and 5/27-1015.
105 ILCS 5/27-215, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Grievance Procedure), 4.175 (Convicted Child Sex Offender; Screening; Notifications), 5.90 (Abused and Neglected Child Reporting), 5.100 (Staff Development Program), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6.60 (Curriculum Content), 7.20 (Harassment of Students Prohibited), 7.250 (Student Support Services)

Administrative Procedure – Threats or Targeted School Violence Against Staff

Threats and acts of targeted school violence against school staff harm the school environment and may diminish staff's ability to work. Staff should report any expressed threats or acts of targeted school violence to themselves or other staff to their Building Administration as soon as possible. The Building Administration will then triage the threat in accordance with Administrative Procedure 4.190-AP2, *School Threat Assessment Teams*.

The following steps will be taken when a staff member has been the target of a threat or school violence.

Actor	Action
Staff Member	Report threats or acts of targeted school violence to the Building Administration. Request any accommodations desired to Building Administration. Cooperate with Building Administration to complete Exhibit 4.170-AP1, E1, <i>Incident Report Form</i>, if there has been an injury.
Building Administration	Check in with the staff member immediately and schedule a follow-up conversation again in a few days. Complete Exhibit 4.170-AP1, E1, <i>Incident Report Form</i>, if the staff member is injured. Complete a work comp claim if the staff member received medical treatment for the injury. Provide the staff member with a copy of Administrative Procedure 4.190-AP2, <i>School Threat Assessment Teams</i>, and Exhibit 4.190-AP2, E4, <i>Responding to Types of Threats</i>. Explain the process for assessing and classifying threats, responding to and managing threats, and reporting threats to outside agencies. Discuss with the staff member the roles of the school threat assessment team, the building administration, and the District administration including making referrals, creating safety plans, and issuing disciplinary consequences when there is a school nexus. Provide the staff member with Exhibit 4.190-AP3, E1, <i>Resources for Staff Who Are Victims of Threats or Targeted School Violence</i>. Receive any accommodation requests from staff member and communicate them to Human Resources. Ask the staff member about the desire for a restorative conversation with the Individual of Concern or other individuals and determine who is willing to attend.
Human Resources	Check in with the staff member 1-2 weeks after the incident. Review any accommodation requests by staff member and determine whether they should be granted.

Exhibit – Resources for Staff Who Are Victims of Threats or Targeted School Violence

[Employee Assistance Program \(EAP\) – TELUS Health](#)

[Incident Report Form](#) – Contact your Building Administration

[Employee Work Injury Guideline](#)

Questions for Human Resources – HRstaff@unit5.org

[Stalking/No Contact Order](#)

Normal Police Department – Contact your School Resource Officer

Bloomington Police Department – Contact your School Resource Officer

[Community-Based Resources](#)

Professional Personnel – Vacation, Holidays, and Leaves of Absence

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

Professional Non-Administrative Personnel

All professional personnel represented by the Unit Five Education Association-IEA/NEA (the “Association”) shall be entitled to the leaves provided in the Negotiated Contract between the Association and the Board and the holidays and, if eligible, leaves listed below under heading “All Professional Personnel”.

Professional Administrative Personnel

Vacation

Professional administrative personnel shall be entitled to the vacation, if applicable, provided in their individual employment contracts.

Leaves

All professional administrative personnel shall be entitled to the following leaves:

Personal Leave

All professional administrative personnel are granted two (2) days annually for personal leave. Personal leave may be taken in full or half-day increments. Unused personal days may accumulate up to a total of four (4) personal days. Any additional unused personal days will not roll over into sick or vacation days.

Sick Leave

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

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

Adopted: September 16, 1968

Reviewed: May 2026

Amended: June 17, 2026

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the employee provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by their supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate as a basis for pay during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee in obtaining the certificate (e.g. if the employee has already seen a medical provider listed above, the Board will not be required to pay for the services provided to the employee solely by requesting a certificate).

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Medical Leave

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

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

Medical leave may only be used for personal illness and only after accumulated sick leave has been exhausted.

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

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

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

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

Leave for Personal Illness

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

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

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

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

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

Permission Absence

"Permission absence" is a term denoting an excused absence from job duties, with pay. It is not a right, but a privilege. A professional administrative employee may request an excused absence be granted by the Superintendent or designee on rare occasions for significant lifetime events or for other reasons. The circumstances may differ with each case and the length of time granted for a permission absence may vary.

Bereavement Leave

A bereavement leave will be granted to allow a professional administrative employee to be absent for up to three days to deal with funeral matters of the immediate family as defined in this policy. These days will not be charged against the employee's sick leave allotment. In addition, employees may use paid sick leave for death in the immediate family or household and, if eligible, unpaid Family Bereavement Leave or Child Extended Bereavement Leave listed below under heading "All Professional Personnel".

Emergency Leave

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

Professional Leave

Professional administrative personnel may request professional leave day(s) for professional development activities. The employee shall request professional leave in writing at least one (1)

week prior to the day of the requested absence. The Superintendent or designee will approve or deny such requests.

Family Hardship Leave

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

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

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

All Professional Personnel

Holidays

Except as provided in Board Policy 6.20, all professional personnel, whether represented by the Association or administrative personnel, will not be required to work on the legal school holidays listed in Board Policy 6.20 School Year Calendar and Day.

Leaves

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

Family and Medical Leave

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

Family Neonatal Intensive Care Leave

An unpaid leave from work is available to any staff member whose child is a patient in a neonatal intensive care unit (NICU) in accordance with the requirements of the Family Neonatal Intensive Care Leave Act. An employee is entitled to a total of 20 days of unpaid leave while a child of the

employee is a patient in a NICU. The District may require reasonable verification of the employee's child's length of stay in a NICU.

Family Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Family bereavement leave allows for: (1) attendance by the bereaved employee at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, (2) making arrangements necessitated by the death of the covered family member, or (3) grieving the death of the covered family member, or (4) absence from work due to a (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth, without any adverse employment action.

The family bereavement leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, since the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Military Leave

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

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

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

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on military leave. The contractual continued service status of a teacher or other professional employee shall not be affected because of absence while in the military service of the United States.

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

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

1. Differential compensation for voluntary active service is limited to 60 work days in a calendar year.
2. Differential compensation shall not be paid for active service without pay.

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

School Visitation Leave

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

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

Leave to Serve as an Election Judge

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

General Assembly Leave

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

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

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

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

Leave Without Pay

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond an individual's control. Therefore, requests for absences from work beyond an individual's control and that do not fall under any other leave policy may be granted by the building administrator or a District Office administrator without pay on a day for day basis. A leave without pay shall not be granted for vacation. Personnel assigned to a specific building or homebased at a specific building shall submit their request to the building administrator. Other personnel shall submit their request to the District Office administrator responsible for their performance.

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

Employees who are granted a leave without pay shall have their pay reduced at a per diem rate based on the number of days paid in the current contract year.

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

The Board provides for Association Leave in the Negotiated Contract with the Association. In addition, upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, and (2) up to 20 days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, (3) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with 105 ILCS 5/24-3.5.

COVID-19 Paid Administrative Leave

When applicable, paid administrative leave related to COVID-19 will be granted to eligible employees in accordance with State law.

Injury During Performance of Duties

An employee injured during the performance of duties shall be entitled to a maximum of three consecutive days absence with pay provided a licensed physician certifies the employee is unable to perform the duties of the position. If after three days the employee is still unable to perform the duties of the position, accumulated sick leave may be used. A licensed physician must certify at the end of each pay period that the employee is unable to perform the duties of the position. The employee, in addition, shall be entitled to benefits pursuant to the Worker's Compensation Act but in no event shall the employee receive more than a regular day's pay. Sick leave pay shall be utilized, if needed, to supplement worker's compensation benefits so as to ensure a regular day's pay.

LEGAL REF.: 105 ILCS 5/10-20.83, 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147/, School Visitation Rights Act.

820 ILCS 154/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended Bereavement Leave Act.

820 ILCS 157/, Family Neonatal Intensive Care Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

CROSS REF.: 5.180 (Temporary Illness or Temporary Incapacity), 5.185 (Family and Medical Leave), 5.330 (Vacation, Holidays, and Leaves)

Educational Support Personnel – Vacation, Holidays, and Leaves

This policy applies to all educational support personnel (e.g. employees without a Professional Educator License (“PEL”)) to the extent it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable collective bargaining agreement or individual agreement will control.

Represented Educational Support Personnel

All educational support personnel represented by the Unit Five Support Professionals Association (“UFSPA”) shall be entitled to the vacation, holidays, and leaves, if applicable, provided in the Negotiated Contract between UFSPA and the Board. All educational support personnel represented by the Laborer’s International Union of North America, Local 362 (“LIUNA Local 362”) shall be entitled to the vacation, holidays, and leaves, if applicable, provided in the Negotiated Contract between LIUNA Local 362 and the Board. In addition, all represented educational support personnel shall be entitled to the holidays and, if eligible, the leaves listed below under the heading “All Educational Support Personnel”.

Unrepresented Non-Administrative Educational Support Personnel

Personal Leave

Full-time non-administrative educational support personnel shall be granted two (2) paid personal leave days per school year to be used at the convenience of the employee. For purposes of determining eligibility for personal leave under this Policy only, food service employees whose work day is six (6) hours or longer shall be considered full-time and a personal leave day shall be equal to their regular work day. Requests to use personal leave must be approved in advance by the administrative supervisor. A request for personal leave may be denied if approval would adversely impact operations or the provision of services due to absence of too many employees. Unused personal leave will be added to an employee’s accumulated personal leave and/or sick leave at the end of each school year. Unrepresented non-administrative educational support employees may not accumulate a total of more than four (4) personal days.

Vacation

Full-time exempt educational office personnel who work at least 240 days per school year shall be granted 15 paid vacation days per school year. Full-time technology employees who work at least 240 days per school year shall be granted 10 paid vacation days per school year. Beginning with their fifth year of consecutive employment, full-time technology employees who work at least 240 days per school year shall be granted 15 paid vacation days per school year. Full-time special warehouse/transportation employees who work at least 260 days per school year shall be granted the following paid vacation days per school year:

After One (1) Full Year of Service	10 vacation days
After Eight (8) Full Years of Service	15 vacation days
After Twenty (20) Full Years of Service	20 vacation days

Requests to use vacation days must be approved in advance by the employee’s administrative supervisor. Vacation days cannot be accumulated and must be used prior to July 31st following the

school year in which they are accrued. The employee and administrative supervisor must work together to ensure that vacation time is taken at a mutually agreeable time.

Maternity Leave

The Board may grant an unrepresented educational support employee a maternity leave without pay for a specified period of time with a 1-year maximum.

All benefits available to an employee shall be suspended during a maternity leave unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993, and the employee shall not advance on a salary schedule or receive a salary increase for the year in which the leave is taken. The employee may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due. These payments shall be made to the District Office.

An employee who is granted a maternity leave of absence shall be required to notify the secretary of the Board in writing stating whether or not said employee requests to return to his or her position. For an employee on a leave during the second semester, the request to return must be received by the secretary of the Board on or before March 1. Failure of the employee to make proper notification by March 1 will terminate that person's further employment in the District.

At the expiration of the leave period, the employee will return to the same position as that which was held prior to the leave of absence.

Administrative Educational Support Personnel

Personal Leave

All administrative educational support personnel are granted two (2) days annually for personal leave. Personal leave may be taken in full or half-day increments. Unused personal days may accumulate up to a total of four (4) personal days. Any additional unused personal days will not roll over into sick or vacation days.

Permission Absence

"Permission absence" is a term denoting an excused absence from job duties with pay. It is not a right, but a privilege. Administrative educational support employee may request a permission absence be granted by the Superintendent or designee on rare occasions for significant lifetime events or for other reasons. The circumstances may differ with each case and the length of time granted for a permission absence may vary.

Vacation

Full-time administrative educational support personnel who work at least 240 days per school year shall be entitled to 15 paid vacation days per school year. Vacation days cannot be accumulated and must be used prior to July 31st following the school year in which they are accrued.

Professional Leave

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

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All Unrepresented Educational Support Personnel

In addition to the leaves provided above, all unrepresented educational support personnel shall be entitled to the following leaves:

Sick Leave

Annually, each unrepresented full-time or part-time educational support employee who works at least 600 hours per year shall be granted the following paid sick leave days per school year equal to the hours worked per day:

<u>Position</u>	<u>Work Year</u>	<u>#Paid Sick Leave Days</u>
Admin. Educ. Support Personnel	240 days	15 days/Negotiated
Exempt EOP	250 days	15 days
Food Service	173 days	11 days
Food Service Manager	174 days	11 days
Healthcare Assistant	180 days	12 days
Occupational Therapist	180 days	12 days
Physical Therapist	180 days	12 days
RN	180 days	12 days
Safety Monitor	180 days	12 days
School Community Representative	180 days	12 days
Special Transportation	173 days	11 days
Special Warehouse/Trans.	260 or 261 days	14 days
Technology	240 days	14 days

Unused sick leave days shall accumulate and may be used as needed up to the accumulated amount.

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

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the employee provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate as a basis for pay during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee in obtaining the required certificate (e.g. if the employee has already seen a medical provider listed above, the Board will not be required to pay for the services provided to the employee solely by requesting a certificate).

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or

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school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purpose of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Medical Leave

Each unrepresented educational support employee shall be granted the following unpaid medical leave annually:

<u>Position</u>	<u>Work Year</u>	<u>#Unpaid Medical Leave Days</u>	<u>Cap on Medical Leave Days</u>
Admin. Educ. Support Personnel	240 days	13 days	156 days
Exempt EOP	250 days	13 days	156 days
Food Service	173 days	10 days	120 days
Food Service Manager	174 days	10 days	120 days
Healthcare Assistant	180 days	10 days	120 days
Occupational Therapist	180 days	10 days	120 days
Physical Therapist	180 days	10 days	120 days
RN	180 days	10 days	120 days
Safety Monitor	180 days	10 days	120 days
School Community Representative	180 days	10 days	120 days
Special Transportation	173 days	10 days	120 days
Special Warehouse/Trans.	260 or 261 days	13 days	156 days
Technology	240 days	13 days	156 days

Unused days of medical leave shall accumulate up to the maximum listed in the table above, usable in any one year.

Medical leave may only be used for personal illness and only after accumulated sick leave has been exhausted.

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

Use of allotted medical leave days in any one contract year will not affect the vacation days to which the employee would otherwise be entitled.

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

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

Leave for Personal Illness

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

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

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

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

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

Paid Bereavement Leave

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

Family Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved employee at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, (2) making arrangements necessitated by the death of the employee's covered family member, or (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The family bereavement leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave

Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, since the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Emergency Leave

Unrepresented educational support employees may request up to fifteen (15) days of paid emergency leave to accommodate extreme situations when other paid leaves do not apply and all other paid leaves have been exhausted. A member must give a reason for the request, and such leave will be approved or denied by the Superintendent or designee.

Family Hardship Leave

The Board may grant an unrepresented educational support employee a family hardship leave of absence without pay for a specified period of time with a one-year maximum for non-administrative employees and up to six months for administrative employees. In no instance shall this leave be granted unless the Board determines that a suitable replacement can be hired.

1. An employee shall not be eligible for sick leave pay during the period of a family hardship leave, nor will an employee be eligible for hardship leave if the employee has applied for or used sick leave, medical leave and/or personal illness leave in reference to the reason that hardship leave is being requested.
2. All benefits available to an employee shall be suspended during a family hardship leave. The employee may maintain membership in the group health insurance program during the leave, according to provisions of the Family and Medical Leave Act of 1993. The employee may maintain the group health insurance after the benefit from FMLA has expired by remitting the advance payments to all premiums due. These payments shall be made to the District Office.
3. An employee granted a family hardship leave shall be required to notify the secretary of the Board in writing stating whether or not said employee requests to return to his/her position. For employees on a leave during the second semester, the request to return must be received by the secretary of the Board on or before March 1. Failure of the employee to make proper notification by March 1 will terminate that person's further employment in the District.
4. An employee on leave for a full school year shall not advance on a salary schedule or receive a salary increase for the year in which the leave is taken.

At the expiration of the leave period, the employee will return to the same position held prior to the leave of absence.

All Educational Support Personnel

Holidays

Except as provided in Board Policy 6.20, all educational support personnel, whether represented or unrepresented, will not be required to work on the legal school holidays listed in Board Policy 6.20 School Year Calendar and Day.

A legal school holiday on which an employee is not required to work will not cause a deduction from an employee's time or compensation nor entitle an employee to compensation where not otherwise contractual. The District may require educational support personnel to work on a non-waived holiday during an emergency or for the continued operation and maintenance of facilities or property.

Leaves

In addition to the leaves provided above, all educational support personnel, whether represented or unrepresented, shall be entitled to the following leaves:

Family and Medical Leave

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

Family Neonatal Intensive Care Leave

An unpaid leave from work is available to any staff member whose child is a patient in a neonatal intensive care unit (NICU) in accordance with the requirements of the Family Neonatal Intensive Care Leave Act. An employee is entitled to a total of 20 days of unpaid leave while a child of the employee is a patient in a NICU. The District may require reasonable verification of the employee's child's length of stay in a NICU.

Military Leave

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

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

During such leaves, the employee's seniority and other benefits shall continue to accrue. An employee who is absent on military leave shall, minimally, for the period of military leave, be credited with the average of the performance ratings or evaluations received for the three years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that the employee received for the rated period immediately prior to his or her absence on military leave.

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

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

1. Differential compensation for voluntary active service is limited to 60 work days in a calendar year.
2. Differential compensation shall not be paid for active service without pay.

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

School Visitation Leave

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

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

Leave to Serve as an Election Judge

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

General Assembly Leave

Educational support personnel shall receive leave for service in the General Assembly on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*.

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

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

The Victims' Economic Security and Safety Act (VESSA) governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, since the District employs at least 50 employees, and subject to any exceptions in VESSA, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave

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time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leave Without Pay

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond an individual's control. Therefore, a building administrator or District Office administrator may grant an unpaid absence from work when the request does not fall under any other leave policy. A leave without pay shall not be granted for vacation. Personnel assigned to a specific building or homebased at a specific building shall submit their request to the building administrator. Other personnel shall submit their request to the District Office administrator responsible for their performance.

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

An employee granted a leave without pay shall have his or her pay reduced at a per diem rate based on the number of days paid in the current contract year.

COVID-19 Paid Administrative Leave

When applicable, paid administrative leave related to COVID-19 will be granted to eligible employees in accordance with State law.

Injury During Performance of Duties

Any employee injured during the performance of duties shall be entitled to a maximum of three consecutive days absence with pay provided a licensed physician certifies that the employee is unable to perform the duties of the position. If after three days the employee is still unable to perform the duties of the position, accumulated sick leave may then be used. A licensed physician must certify at the end of each pay period that the employee is unable to perform the duties of the position. The employee, in addition, shall be entitled to benefits pursuant to the Worker's Compensation Act but in no event shall the employee receive more than a regular day's pay. Sick leave pay shall be utilized, if needed, to supplement worker's compensation benefits so as to ensure a regular day's pay.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Family Bereavement Leave Act.
820 ILCS 156/, Child Extended Bereavement Leave Act.
820 ILCS 157/, Family Neonatal Intensive Care Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill. App. 3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No. 127 1/2, 60 Ill. App. 2d 56 (1st Dist. 1965).

CROSS REF.: 5.180 (Temporary Illness or Temporary Incapacity), 5.185 (Family and Medical Leave), 5.250 (Leaves of Absence)

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Access to Electronic Networks and Instructional Technology

Electronic networks and instructional technology, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District's *electronic networks and instructional technology* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any other District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Superintendent shall develop an implementation plan for this policy and appoint a system administrator(s).

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

Curriculum and Appropriate Online Behavior

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

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

Acceptable Use

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

Adopted: May 28, 1997
Reviewed: May 2026
Amended: June 17, 2026

Internet Safety

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

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

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

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

Use of Artificial Intelligence (AI)-Enabled Tools

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the District shall be implemented in a safe, ethical, and equitable manner and in accordance with Board Policies 1.30, *District Mission Statement, Vision Statement, and Commitments*, and 7.345, *Operator Use of Student Data; Privacy and Security*.

To implement the use of AI-enabled tools in the District, the Superintendent or designee shall:

1. Develop a District-wide AI Plan that addresses the District's approach to the integration of AI;
2. Based on the District-wide AI Plan, establish AI Responsible Use Guidelines to address the responsible use of AI in the District by students and staff;
3. Ensure that AI-enabled tools comply with State and federal law;
4. Ensure that staff receive training and students receive instruction on the use of AI, as appropriate; and
5. Review the District's AI Plan and AI Responsible Use Guidelines on an annual basis and update them as needed.

Authorization for Electronic Networks and Instructional Technology Access

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

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential information is loaded onto the network.

Violations

The failure of any user to follow the terms of the District's Administrative Procedure, *Acceptable Use of the District's Electronic Networks and Instructional Technology*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: 20 U.S.C. §7131, Elementary and Secondary Education Act.
47 U.S.C. §254(h) and (l), Children's Internet Protection Act.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.
720 ILCS 5/26.5.

CROSS REF.: 5.100 (Staff Development Program), 5.170 (Copyright), 6.40 (Curriculum Development), 6.60 (Curriculum Content), 6.210 (Instructional Materials), 6.220 (Bring Your Own Technology (BYOT) Program), 6.230 (Library Media Program), 6.260 (Complaints About Curriculum, Instructional Materials, and Programs), 7.130 (Student Rights and Responsibilities), 7.190 (Student Behavior), 7.310 (Restrictions on Publications; Elementary Schools), 7.315 (Restrictions on Publications; High Schools), 7.345 (Operator Use of Student Data; Privacy and Security)

ADMIN.PROC.: 6.235-AP1 (Acceptable Use of the District's Electronic Networks and Instructional Technology), 6.235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks and Instructional Technology), 6.235-AP1, E2 (Staff Authorization for Access to the District's Electronic Networks and Instructional Technology)

Adopted: May 28, 1997
Reviewed: May 2026
Amended: June 17, 2026

Exhibit - Requests to Examine Materials and Statutory Opt-outs

Date _____

Class and Time _____

Teacher _____

Request to Examine 105 ILCS 5/27-215 (Family Life) and/or 105 ILCS 5/27-1015 (National Sex Ed Standards (NSES)) Materials

A sample of the District's instructional materials and course outline for family life instructional materials are available from the classroom teacher for your inspection. If you are requesting to examine this material, please check the box below and return it to your child's classroom teacher within calendar five days.

The scope and sequence of instructional materials for NSES is posted on the District's Internet website, along with the name and contact information, including an email address, of staff members who can respond to your inquiries. You may request to see NSES instructional materials in person by checking the box below.

☐ **I request to examine the instructional materials and course outline for Family Life classes.**

☐ **I request to examine, in person, the instructional materials to be used for NSES.**

Parent/Guardian Opt-outs

No student is required to take or participate in the following classes or courses, and no penalty exists for refusing to take or participate in such a course or program. However, students whose parents choose not to have them take or participate in one or more of the following classes will be provided an alternative assignment.

If you do not want your child to participate in these classes or courses, please complete the following request and return it to your child's classroom teacher within five school days.

I request that the District opt-out my child for class attendance about:

(Check the box(es) that apply to your opt-out)

☐ Family life (psychological, physiological, hygienic and social responsibilities, including evidence-based and medically accurate information regarding sexual abstinence) (105 ILCS 5/27-215(a)(2))

☐ AIDS, including in grades 6 through 12, its prevention, transmission and spread (105 ILCS 5/27-215(a)(3))

- ☐ NSES (See 6.60-AP2, *Comprehensive Sexual Health Education Program (Grades 8 & 9)* (*National Sex Education Standards (NSES)*) (105 ILCS 5/27-1015)
- ☐ Donations and transplants of organs/tissue and blood organ/tissue transplantation, in grades 9 and/or 10 (105 ILCS 5/27-1045)
- ☐ CPR, including training on how to properly administer CPR in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization (105 ILCS 5/27-215(d) and 5/27-250)
- ☐ How to use an AED (105 ILCS 5/27-215(d) and 5/27-250)

Student (*please print*)

Parent/Guardian (*please print*)

Parent/Guardian Signature

Date

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that:

1. ensure the safety and dignity of students and staff;
2. maintain a positive, weapons-free and drug-free learning environment;
3. keep school property and the property of others secure;
4. address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
5. teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, vaping devices, or nicotine pouches.
2. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale, alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).

- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription medication when not prescribed for the student by a physician licensed practitioner, when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions or without following *Board policy 7.270* and its implementing procedures including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any non-prescription medication without following *Board policy 7.270* and its implementing procedures.
- f. Any inhalant, regardless of whether it contains an illegal drug or controlled substance (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- g. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- h. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- i. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a knife, a "*weapon*" as that term is defined in the ***Weapons*** section of this policy, or a look-alike weapon, or violating the ***Weapons*** section of this policy.
- 5. Using or possessing an electronic mobile device including but not limited to a cellular phone or watch, video or audio recording device, personal digital assistant (PDA), digital or mp3 player, laptop, netbook, iPad, tablet, smart watch, smart or AI glasses (e.g. Meta or XReal One Pro), or other similar electronic devices in any manner that disrupts the educational environment or violates the rights of others, including, but not limited to, using the device

- to: take photographs or video in locker rooms or bathrooms; create, possess, share, or distribute AI-generated content that is inappropriate, harmful, pornographic, or sexually explicit, whether real or fabricated; cheat; eavesdrop (e.g. surreptitiously record a conversation); or otherwise violate student conduct rules.
- Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:
- a. the supervising teacher grants permission to use them for educational purposes;
 - b. use of the device is provided in a student's 504 plan or individualized education program (IEP); or
 - c. it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. *Sexting*, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.
 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or emerging technologies such as generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.
 10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
 12. Teen dating violence, as described in Board policy 7.185, *Teen Dating Violence Prohibited*.
 13. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property or another person's personal property.
 14. Entering school property or a school facility without proper authorization.
 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the

- presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
 17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
 18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
 22. Engaging in any activity, on or off campus, that, interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "*possession*" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School

personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures may include, without limitation, any of the following:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. Detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration may use this option as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board Policy 7.220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board Policy 7.200, *Suspension Procedures*. A student who has been suspended is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7.210, *Expulsion Procedures*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of expulsion.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and/or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the

student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin. Code 1.280, 1.285), and the District's procedure(s).

Weapons

A student who uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school shall be expelled for at least one (1) calendar year but not more than two (2) calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent or designee's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in

school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that the staff member:

1. observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision;
2. observes, or has reason to suspect that, any person on school grounds is or was involved in a drug-related incident; or
3. observes a battery committed against any staff member or is subject to a battery.

"School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Upon receiving a report of 1, above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above 1-3, the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above 1-3, the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than July 31 for the preceding school year.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other licensed educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Associate Building Principal, or Assistant Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent or designee, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District's student disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated

by Reference: 7.190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. §7971, Pro-Children Act of 2004.
20 U.S.C. §7151 et seq., Gun Free Schools Act

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100, 5/24-24, 5/26-12,
5/27-23.7 and 5/31-3.

105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health
Education Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill. Admin. Code §§1.280, 1.285.

CROSS REF.: 2.150 (Committees), 2.240 (Board Policy Development), 5.230 (Maintaining
Student Discipline), 6.110 (Programs for Students At Risk of Academic Failure
and/or Dropping Out of School and Graduation Incentives Program), 7.70
(Attendance and Truancy), 7.130 (Student Rights and Responsibilities), 7.140
(Search and Seizure), 7.150 (Agency and Police Interviews), 7.160 (Student
Appearance), 7.170 (Vandalism), 7.180 (Prevention and Response to Bullying,
Intimidation, and Harassment), 7.185 (Teen Dating Violence Prohibited), 7.200
(Suspension Procedures), 7.210 (Expulsion Procedures), 7.220 (Bus Conduct),
7.230 (Misconduct by Students with Disabilities), 7.240 (Conduct Code for
Participants in Co-Curricular Activities), 7.270 (Administering Medicines to
Students), 7.310 (Restrictions on Publications; Elementary and Junior High
Schools), 7.315 (Restrictions on Publications; High Schools), 8.30 (Visitors to
and Conduct on School Property)

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

(Section 17-2.11 of the School Code)

FAIRVIEW ELEM SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number23	

Total Previously Approved	
Approved to raise with this Amendment	\$81,732.99
Total Approved to Date	\$81,732.99
Existing District Funds Approved	\$0.00

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

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

I Further certify that the estimate of total approval to date, in the amount of \$81,732.99 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education

EXPLANATORY NOTES:

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

COMMENTS:

ADJUSTED ITEMS:

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

REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The FAIRVIEW ELEM SCHOOL school, located at 416 Fairview St Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 6/8/2026.

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

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

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 81,732.99.

Name of Architect/Engineer Aaron Neal	Name of Firm Design Mavens Architecture
Phone Number 309.304.3048	Fax Number
License Number 001-024609	Expiration Date 11/30/2026
Email Address aaron@design-mavens.com	
<i>[Seal and Signature]</i>	



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

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

- a. Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- b. The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.
- d. The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

- g. All work authorized by the District will be executed in conformity with all applicable codes.
- h. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

(35-76) (7/07) Prescribed by ISBE for ISBE Use

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE 064, McLean				2. DISTRICT CODE/NAME 0050, McLean County USD 5		3. FACILITY CODE/NAME FAIRVIEW ELEM SCHOOL	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation		
1	Roof Areas A, B, & C	b.	PM-304.1 & 304.6	Roof Repairs at area B due to delamination of roof insulation were necessary and approved in Amendment 22 for \$340,000. Upon procuring a roofer, it was determined that the scope of necessary roof repairs grew to include areas A & C.	Roof Repair scope has changed from a complete reroof to roof restoration. Full scope includes repairs and refastening of the existing single-ply membrane roof. Flash at all Roof Edge, Parapets, Mechanical Curbs, and Pipe Penetrations. Clean Membrane and install fluid applied roof coating. Additional funds requested in addition to Amendment 22 is \$68,110.83. Additional Square Footage is 3,700.		

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

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE 064, McLean			2. DISTRICT CODE/NAME 0050, McLean County USD 5				3. FACILITY CODE/NAME FAIRVIEW ELEM SCHOOL				
--------------------------------------	--	--	---	--	--	--	--	--	--	--	--

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	c	b.	Roof Repair scope has changed from a complete reroof to roof restoration. Full scope includes repairs and refastening of the existing single-ply membrane roof. Flash at all Roof Edge, Parapets, Mechanical Curbs, and Pipe Penetrations. Clean Membrane and install fluid applied roof coating. Additional funds requested in addition to Amendment 22 is \$68,110.83. Additional Square Footage is 3,700.	Sq. Ft.	3700	2	\$68,110.83			8/31/2026	F

	Original Subtotal	\$68,110.83	Adjusted Subtotal	\$68,110.83	
	Original 10.00% Contingency	\$6,811.08	Adjusted 10.00% Contingency	\$6,811.08	
	Original 10.00% A/E Fees	\$6,811.08	Adjusted 10.00% A/E Fees	\$6,811.08	
	Original Grand Total	\$81,732.99	Adjusted Grand Total	\$81,732.99	

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



McLean County Unit District No. 5

1809 West Hovey Avenue
Normal, IL 61761-4339

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: June 17, 2026
RE: Fairview roof restoration

Recommendation:

The Operations Department recommends Board approval to utilize Health Life Safety funds for critical roof restoration of Fairview Elementary School.

Project Scope:

The project will address the failing roof originally installed in 2020. This project does not include the gym roof that was installed in 2016. These improvements will help preserve the building envelope, prevent further deterioration, and extend the useful life of the facility.

Procurement and Funding:

The work will be completed by Water Proofing Technologies Inc. utilizing materials provided by Tremco Corporation through the Sourcewell purchasing cooperative. The project is included under Health Life Safety Amendment #23 and will be funded through approved Health Life Safety funds at a cost of \$408,110.83.

Schedule:

Pending Board approval, construction is anticipated to begin in late June following completion of Kingsley Jr. High School roof. The project is expected to be completed prior to the start of the 2026–2027 school year in August.

Administration Recommendation:

Operations recommends approval of this project to proactively address building envelope deficiencies, protect district assets, and maintain the long-term integrity of Fairview Elementary School.



McLean County Unit District No. 5
1809 West Hovey Avenue
Normal, IL 61761-4339

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

(Section 17-2.11 of the School Code)

HUDSON ELEM SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 27	

Total Previously Approved	
Approved to raise with this Amendment	\$179,070.00
Total Approved to Date	\$179,070.00
Existing District Funds Approved	\$0.00

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

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

I Further certify that the estimate of total approval to date, in the amount of \$179,070.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education

EXPLANATORY NOTES:

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

COMMENTS:

ADJUSTED ITEMS:

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

REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

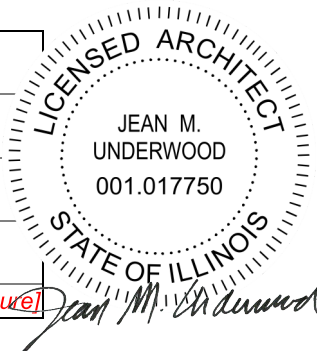
The HUDSON ELEM SCHOOL school, located at 205 S McLean St Hudson, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 5/27/2026.

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

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

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 179,070.00.

Name of Architect/Engineer Jean Underwood	Name of Firm Design Mavens Architecture
Phone Number 3093043048	Fax Number
License Number 001-017750	Expiration Date 11/30/2026
Email Address jean@design-mavens.com	
[Seal and Signature]	



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

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

- Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.
- The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

h. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

(35-76) (7/07) Prescribed by ISBE for ISBE Use

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE 064, McLean				2. DISTRICT CODE/NAME 0050, McLean County USD 5		3. FACILITY CODE/NAME HUDSON ELEM SCHOOL	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation		9. Recommendation to correct violation	
1	Building Exterior	b.	IPMC 304.1.1	Brick masonry has deteriorated over time and has open or cracked masonry joints, damaged bricks, and deteriorated/damaged masonry columns. Concrete at handrail is damaged. Sealant at brick expansion joints, sidewalk to building joint, doors, and window perimeters is cracked and/or missing. Coating on EIFS is deteriorated.		Clean and Seal 13,000 sf masonry with a breathable sealer. Tuckpoint approximately 400 sf of the brick walls. Replace 100 damaged brick units. Demo and rebuild 2 brick columns - 240 sf. Cut out and replace concrete at handrail. Replace sealant at brick expansion joints, sidewalk to building joint, door perimeters, and window perimeters - 1,600 LF. Prep and recoat 5,200 sf EIFS surfaces with(2) coats of finish.	

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

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE			2. DISTRICT CODE/NAME					3. FACILITY CODE/NAME				
064, McLean			0050, McLean County USD 5					HUDSON ELEM SCHOOL				
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type	
1	c	b.	Clean and Seal 13,000 sf masonry with a breathable sealer. Tuckpoint approximately 400 sf of the brick walls. Replace 100 damaged brick units. Demo and rebuild 2 brick columns - 240 sf. Cut out and replace concrete at handrail. Replace sealant at brick expansion joints, sidewalk to building joint, door perimeters, and window perimeters - 1,600 LF. Prep and recoat 5,200 sf EIFS surfaces with(2) coats of finish.	ls	1	2	\$149,225.00			8/31/2026	F	

	Original Subtotal	\$149,225.00	Adjusted Subtotal	\$149,225.00	
	Original 10.00% Contingency	\$14,922.50	Adjusted 10.00% Contingency	\$14,922.50	
	Original 10.00% A/E Fees	\$14,922.50	Adjusted 10.00% A/E Fees	\$14,922.50	
	Original Grand Total	\$179,070.00	Adjusted Grand Total	\$179,070.00	

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



McLean County Unit District No. 5
1809 West Hovey Avenue
Normal, IL 61761-4339

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: June 17, 2026
RE: Hudson Elementary Masonry Repair

Recommendation:

The Operations Department recommends Board approval to utilize Health Life Safety funds for critical masonry restoration at Hudson Elementary School.

Project Scope:

The project will address deteriorating exterior masonry conditions through the replacement of failing brick and the application of waterproofing measures to protect existing masonry surfaces and window systems. These improvements will help preserve the building envelope, prevent further deterioration, and extend the useful life of the facility.

Procurement and Funding:

The work will be completed by Staat Inc utilizing materials provided by Tremco Inc through the Sourcewell cooperative purchasing program. The project is included under Health Life Safety Amendment #27 and will be funded through approved Health Life Safety funds at a total cost of \$149,225.00.

Schedule:

Pending Board approval, construction is anticipated to begin in late June following completion of the Northpoint masonry repairs. The project is expected to be substantially completed prior to the start of the 2026–2027 school year in August.

Administration Recommendation:

Operations recommends approval of this project to proactively address building envelope deficiencies, protect district assets, and maintain the long-term integrity of Hudson Elementary School.



McLean County
Unit District No.5
Educating each student to achieve personal excellence.

TO: McLean County Unit 5 Board of Education
CC: Dr. Kristen Weikle, Superintendent
FROM: Shane Hill, Director of Safety & Security
DATE: June 2026
SUBJECT: Annual Review of Identified Safety Hazards for Student Transportation (2026–2027)

In accordance with Section 29-3 of the Illinois School Code (105 ILCS 5/29-3) and the Illinois State Board of Education (ISBE), Unit 5 conducts an annual review of serious safety hazards along student walking routes.

Illinois law permits school districts to provide transportation to students residing within 1.5 miles of their school if an Illinois Department of Transportation (IDOT) certified safety hazard exists.

School districts must annually review documented hazards and seek Board approval for their continuation to maintain state transportation reimbursement.

Following a review by the Director of Safety & Security, Finance Department, First Student Transportation, and the Executive Director of Operations, no changes are recommended to the District's existing hazard designations for the 2026–2027 school year.

Current IDOT-Certified Safety Hazard Areas

The following schools continue to have certified safety hazards that justify transportation services for eligible students residing within 1.5 miles of the school:

School	Roadway Hazards	Railroad Crossing	Limited Sidewalk Infrastructure
Carlock Elementary	X	X	X
Cedar Ridge Elementary	X		
Fairview Elementary	X		
Fox Creek Elementary	X		
Glenn Elementary	X	X	
Northpoint Elementary	X		
Parkside Elementary	X		
Pepper Ridge Elementary	X		
Towanda Elementary	X	X	X
Kingsley Junior High	X	X	X

Chiddix Junior High	X	X	X
Evans Junior High	X		X

Recommendation

Based upon the annual review conducted by District staff and transportation partners, it is recommended that the Board of Education approve the continuation of all currently identified and IDOT-certified safety hazards for the 2026–2027 school year. No changes to existing hazard designations are recommended at this time.

Respectfully submitted,



Shane Hill
Director of Safety & Security
McLean County Unit 5 Schools



McLean County Unit School District No. 5

Educating each student to achieve personal excellence.

**Operations & Maintenance
Department**

1999 Eagle Rd
Normal, IL 61761
309.557.4000

MEMORANDUM

TO: Board of Education

FROM: Joe Adelman, Executive Director of Operations

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

DATE: June 17, 2026

RE: 2 Year Lease Extension with JMO Modular for 2 Portable Classrooms at Normal Community High School

Recommendation

Administration recommends that the Board of Education approve a two-year lease extension with JMO Modular for the two existing portable classrooms at Normal Community High School. The extended leases will expire at the end of the 2027–2028 school year.

Background & Rationale

The current leases for the portable classrooms at Normal Community High School are set to expire at the end of this month. Extending them through the 2027–2028 school year aligns their expiration dates with the existing portable classroom leases at Cedar Ridge Elementary, Parkside Elementary, and Towanda Elementary.

This alignment will allow the administration to review and manage all district portable classroom leases on a synchronized timeline in the future.

Financial Impact

Each lease requires an annual payment of \$18,500. The total financial commitment for both units over the two-year extension period is \$74,000.



LEASE EXTENSION
(For Period from June 30, 2026, to May 30, 2028)

This Lease Extension is made on this 17th day of April 2026, between JMO Modular, Lessor, McLean County Unit District No. 5, Lessee.

Recitals:

1. In March 2022, the parties executed a Lease Agreement for the building described as:

(1) Relocatable classroom building	Stock#	Serial#	Size
	1134	4861 A/B	24x68

2. This lease is set to expire on June 30, 2026.
3. That the parties have agreed to extend this Lease for an additional two (2) year period, to end 10 days after the last day of regular classes or May 30, 2028, whichever is earlier.

In consideration of the agreements contained herein, the parties agree as follows:

1. That the Original Lease is extended to include the period from June 30, 2026, to end 10 days after the last day of regular classes or May 30, 2028, whichever is earlier.
2. That the consideration to be paid for this extension from Lessee to Lessor is \$18,500.00 per year.
3. Except as otherwise provided herein, the parties hereby confirm and extend all the terms and conditions of the original Lease Agreement, and all subsequent extensions and modifications thereof.

Pursuant to Section 14 of the Original Agreement, insurable value for property damage coverage:
\$ 100,000.00.

Please forward a copy of insurance coverage with JMO Modular as coinsured along with this original extension.

LESSOR: JMO MODULAR

SIGNATURE: _____ DATE: _____

PRINT NAME: Mark A. Atkins TITLE: Director of Operations

LESSEE: McLean County Unit District No. 5

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____



LEASE EXTENSION
(For Period from June 30, 2026, to May 30, 2028)

This Lease Extension is made on this 17th day of April 2026, between JMO Modular, Lessor, McLean County Unit District No. 5, Lessee.

Recitals:

1. In March 2022, the parties executed a Lease Agreement for the building described as:

(1) Relocatable classroom building	Stock#	Serial#	Size
	1027	08-14939/40	24x70

2. This lease is set to expire on June 30, 2026.
3. That the parties have agreed to extend this Lease for an additional two (2) year period, to end 10 days after the last day of regular classes or May 30, 2028, whichever is earlier.

In consideration of the agreements contained herein, the parties agree as follows:

1. That the Original Lease is extended to include the period from June 30, 2026, to end 10 days after the last day of regular classes or May 30, 2028, whichever is earlier.
2. That the consideration to be paid for this extension from Lessee to Lessor is \$18,500.00 per year.
3. Except as otherwise provided herein, the parties hereby confirm and extend all the terms and conditions of the original Lease Agreement, and all subsequent extensions and modifications thereof.

Pursuant to Section 14 of the Original Agreement, insurable value for property damage coverage:
\$ 100,000.00.

Please forward a copy of insurance coverage with JMO Modular as coinsured along with this original extension.

LESSOR: JMO MODULAR

SIGNATURE: _____ DATE: _____

PRINT NAME: Mark A. Atkins TITLE: Director of Operations

LESSEE: McLean County Unit District No. 5

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____



Byrne & Jones

SPORTS CONSTRUCTION

13940 St. Charles Rock Road
ST. LOUIS, MO 63044
PHONE: (314) 567-7997
FAX: (314) 567-1828

WWW.BYRNEANDJONES.COM/sports

DATE: 05.20.2026

Normal West High School
501 N Parkside Rd
Normal, IL 61761

Attn: Thomas Rockwell, Director of Facilities

Re: Normal West High School JV Baseball Field to Turf Softball Field

Dear Mr. Rockwell,

On behalf of **Byrne & Jones Sports & Parks**, we are pleased to submit our proposal for your upcoming athletic facility project. As long-standing **members of the American Sports Builders Association (ASBA)** and the **National Recreation and Park Association (NRPA)**, we take great pride in delivering industry-leading quality, service, and innovation to every project we undertake.

On the sports side, our team includes **12 ASBA-Certified Builders** and has earned **22 ASBA Excellence Awards**—a testament to our commitment to craftsmanship and excellence. To date, we've successfully completed **over 700 running track projects, more than 600 synthetic turf and natural grass field projects, and over 350 court projects** nationwide. Few firms can match the depth and diversity of our experience.

On the parks side, we specialize in **playgrounds, splash pads, walking paths, and other park amenities**, bringing the same level of expertise and precision to community-focused spaces. Our parks teams have completed **over 100 parks projects** across the Midwest and include **3 Certified Playground Safety Inspectors**.

What truly sets Byrne & Jones apart is our **turnkey capability**. We are the **only company in the Midwest with full in-house expertise** to design and construct **nearly all aspects of any outdoor athletics complex and park and recreation space**. While many competitors specialize in just one area, our integrated approach ensures seamless coordination, efficiency, and accountability from start to finish.

As a **family-owned company for nearly 50 years**, we deliver family-owned service and remain committed to our **core values**: *Do the Right Thing, Do What It Takes, Mutual Trust and Respect, and We Are Experts.*

We appreciate your consideration and would be honored to partner with you on this project. Please don't hesitate to contact us with any questions or to discuss next steps.

Victor Mullen
Business Development Manager
Byrne & Jones Construction | Sports Division
C: (314) 708-8486
E: vmullen@byrneandjones.com





Byrne & Jones

SPORTS CONSTRUCTION

13940 St. Charles Rock Road
ST. LOUIS, MO 63044
PHONE: (314) 567-7997
FAX: (314) 567-1828

WWW.BYRNEANDJONES.COM/sports

PROJECT	Normal West High School JV Baseball to Softball	DATE	05.20.26
TO	Thomas Rockwell, Director of Facilities	PLANS	Per B&J C1.1 dated 03/24/25
FROM	Vic Mullen, Business Development Manager	SPECS	ASBA Standards

GENERAL CONDITIONS

- Provide project renderings, shop drawings, and detailed drawings for owners approval prior to construction
- Pre-construction meeting to be held prior to mobilization to the site
- Secure applicable permits required include City, County, and State
- Owner shall provide reasonable access to the jobsite for construction, material deliveries, and material laydown
- Mobilization of necessary material, equipment and labor to the job site
- Provide dedicated on-site project superintendent and office/field project manager
- Provide on-site supervision of all staging area, material and equipment delivery
- In-House Professional Surveying provided for layout of our work
- Provide portable restrooms, dumpsters, and construction fencing as needed
- Provide as-built drawings upon completion
- Conduct final walkthrough with owner for project acceptance
- Provide maintenance manual and training of owner personnel
- Backfill, seed, and straw the areas disturbed by B&J during construction
- Re-training of maintenance equipment use in the event of school staff turnover, if applicable
- B&J's proposal includes all necessary items to complete the detailed scope of work. No additional costs will be incurred unless the owner elects to add scope to the project or through unforeseen circumstances.
- Our proposal only includes known/foreseeable circumstances or conditions. Unforeseen circumstances or items not listed in this proposal are not included. Any work provided outside of the scope of work listed in this proposal can be provided for an additional cost by a mutually agreed to change order.

WARRANTIES

- 8 year synthetic turf manufacturer's warranty
 - Byrne & Jones will provide needed repairs, if any, during the duration of the turf warranty
- All Warranties are Non-Pro-Rated





Byrne & Jones

SPORTS CONSTRUCTION

13940 St. Charles Rock Road

ST. LOUIS, MO 63044

PHONE: (314) 567-7997

FAX: (314) 567-1828

WWW.BYRNEANDJONES.COM/sports

CONVERT JV BASEBALL FIELD TO FULL SYNTHETIC SOFTBALL FIELD

- Demo and dispose of existing fence, backstops, foul poles, dugouts
- Cap existing irrigation
- Excavate to subgrade for the softball field
 - Spoils to be hauled off site
- Install an HDPE collection pipe around the perimeter of the field that ties into an existing structure or daylight within 50' of the field
- Install a new 30' tall netting backstop system with integrated panel wall
 - 40' long wings, 52' long center
- Install new 6' tall black vinyl coated chain link fence around the perimeter of the field
- Install a concrete curb with 2 #4's continuous around the perimeter of the field
- Install a 2x4 treated nailer to the concrete curb to attach the turf
- Install 1 pair of CMU block dugouts
 - Dugouts to be 40' long x 10' wide
- Install a pair of 20' tall foul poles with a wing
- Install 4 oz non-woven geotextile fabric over the subgrade and in the collection trench
- Furnish, grade, and compact 4" of drainable base stone for the field area
- Furnish, grade, and compact 2" of drainable surface stone for the field area
- Furnish and install 1 set of bases, base anchors, and 1 bury all home plate
- Furnish and install equipment for (2) single lane bullpens
 - Equipment includes home plates and pitching rubbers
 - Bullpens to be in the foul territory inside the fence
- Furnish and install synthetic turf system specifically engineered for softball
 - Batter's box, catcher's box, foul lines, and coaches boxes included
- Backfill, seed, and straw all areas disturbed by B&J during construction

TOTAL INVESTMENT: \$1,024,000

SOIL STABILIZATION

- Unless otherwise noted, soil stabilization of the subgrade is not included in this proposal. A determination on whether or not soil stabilization is required will be determined by a proof roll of the subgrade to be observed by B&J and the owner. Should the owner elect not to do any soil stabilization recommended by B&J, B&J cannot guarantee the base of the field will not move causing planarity issues. B&J recommends that the owner always have a contingency for soil stabilization as most projects in the Midwest will require it in some form.
- **Recommended contingency for the stabilization of the full softball field is \$60,000**





Byrne & Jones

SPORTS CONSTRUCTION

13940 St. Charles Rock Road
ST. LOUIS, MO 63044
PHONE: (314) 567-7997
FAX: (314) 567-1828

WWW.BYRNEANDJONES.COM/sports

NOTES/EXCLUSIONS

1. Price does not include any storm water detention or water quality.
2. Price does not include any work not specified in the above proposal.
3. Includes mobilization in (1) phase.
4. Price based on normal working hours and days.
5. Price based on mutually agreeable contract language.
6. Price based on tax exempt pricing.
7. Price based on complete access to the jobsite.
8. Price does not include any rock breaking, blasting, excavation, or removals.
9. Price does not include the testing for, removal or disposal of contaminated or unsuitable soils or materials.
10. Any modification to material type must be mutually agreed upon.
11. Price does not include any pavement repairs due to construction traffic.
12. Unless otherwise noted, Soil Stabilization is not included in this proposal.
13. Oil Price Volatility: Pricing reflects oil market conditions as of the proposal date. Oil-based material cost increases (including, but not limited to, turf, track materials, fuel, trucking, and equipment operation) may be passed through to the Owner with documentation. A 5% contingency is recommended.
14. B&J has five TIPS Cooperative Purchasing Contracts including Sports Fields, Courts, or Tracks; Paving; and General Trades, Labor and Materials. Contract #'s: 23010401, 23010402, 26020101, 26020102, and 200602.
15. This proposal falls under contract #: 26020101
16. Priced based on owner signing the TIPS reduction form.
17. Net 30 payment terms.
18. Pricing is good for 30 days.
19. We do not request or accept payment to ACH or wiring instructions. We will only request and accept payment by written check.

If you have any questions, please feel free to contact me.

Sincerely,

Victor Mullen
Business Development Manager
Byrne & Jones Construction | Sports Division

ACCEPTED BY :

Print Name, Title

Signature

Date





McLean County Unit District No. 5

**1809 West Hovey Avenue
Normal, IL 61761-4339**

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: June 17, 2026
RE: Normal Community West High School Softball Field

It is the recommendation of the Operations Department to convert the existing Normal Community West Junior Varsity Baseball Field into a dedicated softball field. Currently, Normal Community West does not have an on-campus softball field, requiring the program to utilize off-site facilities for practices and competition. Constructing a new softball field adjacent to the varsity baseball field will provide a more equitable athletic experience for our student-athletes and enhance the overall athletic campus.

The proposed project includes the construction of a new softball field designed to meet current IHSA and NFHS standards. Due to necessary field reconfigurations and persistent drainage challenges, operations advises the installation of a synthetic turf softball field. This solution effectively mitigates water management issues while serving as a pilot program for the District to evaluate synthetic turf maintenance and performance. Furthermore, this development addresses critical space constraints at Normal Community West by providing additional fall practice capacity, bridging the current facility gap relative to NCHS. In addition, this project will provide the District with valuable experience evaluating synthetic turf performance, maintenance, and long-term lifecycle costs.

The project will be completed by Byrne & Jones Sports Construction through the TIPS Cooperative Purchasing Agreement. Utilizing the cooperative purchasing process eliminates the need for a traditional bid process and associated Health Life Safety architectural services, resulting in an estimated savings of \$159,476.

The estimated project costs are as follows:

- Full synthetic turf field (infield and outfield): \$1,024,000

Funding for this project will be provided through revenues generated by the County Facilities Sales Tax (CFST).

Pending Board approval, the project is scheduled for completion during the upcoming summer and fall seasons, with the facility projected for full operational availability by Spring 2027.

Administration recommends approval of this project to improve equity in athletic facilities, increase field availability, and provide a long-term asset for the District and its student-athletes.

McLean County Unit District No. 5
1809 West Hovey Avenue
Normal, Illinois 61761-4339



To: Unit 5 Board of Education
From: Dr. Kristen Weikle
Date: June 12, 2026
Re: Appointment/Approval Recommendations

Each year, the Board is required to approve and appoint individuals to key operational and legal positions within the district. I recommend the following appointments for the 2026-27 school year:

Delegated Authority to Submit ISBE Reports/Submissions

I recommend the approval of Marty Hickman as the Delegated Authority for the School District Superintendent for ISBE Reports/Submissions from July 1, 2026 through June 30, 2027.

While I review and submit ISBE grants, health reports, and miscellaneous reports, Marty manages, reviews, and submits all vital state financial data to ISBE. This delegation also allows Marty to submit ISBE reports if I am unavailable.

Expulsion Hearing and Suspension Review Officer

I recommend the appointment of Curt Richardson to continue to serve as the Expulsion Hearing and Suspension Review Officer from July 1, 2026 through June 30, 2027. Curt's legal expertise is invaluable in ensuring the district meets all strict procedural mandates during disciplinary reviews. His background allows him to provide clear legal counsel when advising the Board on whether to uphold or overturn suspensions, or when evaluating expulsion recommendations.

Note: Dr. Caffey, as Director of Student Services, will continue to work directly with building administrators when considering student suspensions exceeding three days, evaluating expulsion criteria, and working with families as needed.

Treasurer

I recommend the appointment of Marty Hickman to continue to serve as the Treasurer from July 1, 2026 through June 30, 2027. Marty meets the statutory and financial qualifications outlined in Board Policy 2.110. His oversight ensures fiscal responsibility, accurate accounting of district funds and continuous alignment with our long-term financial reporting requirements.

Clerk of the Board

I recommend the appointment of Emily Sargent to continue to serve as Clerk of the Board from July 1, 2026 through June 30, 2027. Emily meets the criteria outlined in board policy 2.110 and will continue to assemble board meeting materials and maintain accurate official records.



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MEMORANDUM

Unit 5 School District • 2026–2027 Milk Bid

TO: Board of Education

FROM: JoAnna Rewerts, Director of School Nutrition

CC: Dr. Kristen Weikle, Superintendent

DATE: June 17, 2026

RE: 2026–2027 Milk Bid

Milk Bid

One vendor submitted a milk bid for the upcoming 2026-2027 school year, Prairie Farms Dairy, Inc. Summary of bid below:

DESCRIPTION	PRAIRIE FARMS DAIRY*, INC.			
	Escalator Price*		Firm Price	
	With Equipment*	Without Equipment	With Equipment	Without Equipment
	Paper Carton	Paper Carton	Paper Cartons	Paper Cartons
Price per half-pint, chocolate, 1%	0.4216	0.404	0.465	0.465
Price per half-pint, chocolate, skim	NA	NA	NA	NA
Price per half-pint, white, 1%	0.4058	0.3817	0.4314	0.4314
Price per half-pint, white, skim	0.3757	0.3697	0.3862	0.3862
Price per half pint, strawberry, cookies & cream, vanilla skim (List additional flavors available)	Strawberry 0.4206	Strawberry 0.3989	Strawberry 0.4647	Strawberry 0.4647
Price 4 oz. lowfat yogurt (list flavors available)	N/A	N/A	N/A	N/A
Price per 4 oz Cottage Cheese Cup	0.8235	0.8114	0.8625	0.8625
Price per half-pint, juice 4 oz., 100% apple, orange	0.353	0.3499	0.3868	0.3868
Price per 5# Vanilla, low fat Yogurt	8.0530	7.8730	8.2530	8.2530
Price per 5# Low Fat Cottage Cheese	11.7335	11.5535	11.9735	11.9735
Price per 5# Plain Yogurt	8.0530	7.8730	8.2530	8.2530
Price per 5# Sour Cream	10.5073	10.3573	10.7073	10.7073
Price per 1# Low Fat Sour Cream	N/A	N/A	N/A	N/A

School Nutrition Milk Bid Recommendation 2026-2027

Recommend awarding the dairy contract to Prairie Farms Dairy, Inc utilizing the Escalator Price with Equipment option.

Historical Costs:

During the 2025-2026 school year, the top three item quantities purchased by the district were:

- 779,085 chocolate milk half-pints
- 222,223 white milk half-pints
- 2,418 cases of yogurt

Total expenditures under the escalator contract were \$394,184.17.

Had the district been under the fixed-price contract, costs would have been approximately \$465,172.62, a difference of nearly \$71,000.

2026-2027 Cost Projections:

Option	Estimated Annual Cost
Escalator Pricing	\$438,112.48
Escalator Pricing with 4% Increase	\$455,586.83
Fixed Pricing	\$478,097.28

Even assuming a 4% increase in escalator pricing, projected costs remain approximately \$22,500 lower than the fixed-price option.

Equipment Value:

Prairie Farms also provides and maintains 22 Beverage-Air 16-crate milk coolers located throughout the district. The estimated replacement value of these coolers is approximately \$90,000-\$100,000, eliminating the need for the district to immediately purchase and maintain this equipment.

Recommendation

Approve the Prairie Farms Dairy bid utilizing the Escalator Price with Equipment option for the 2026-2027 school year.

Financial Impact:

- Estimated annual dairy expenditures: \$438,112
- Potential savings compared with fixed pricing: approximately \$40,000
- Savings remain approximately \$22,500 even if escalator prices increase by 4%
- Continued use and maintenance of milk coolers with an estimated equipment savings of \$100,000

Renewal Option:

This contract would be effective for a one-year period commencing July 1, 2026 through June 30, 2027, with options to renew (without Rebid) on an annual basis for the 2027-2028 and 2028-2029 school years. Renegotiation of the price charged to the District in subsequent (rollover) years of the agreement must not exceed the Consumer Price Index for all Urban Consumers. Before price increases can be implemented, the vendor shall document through cost analysis the need for such increase.



McLean County

Unit District No.5

Educating each student to achieve personal excellence.

June 17, 2026

To: Board of Education

From: Martin Hickman – CFO

CC: Dr. Kristen Weikle - Superintendent

Re: Employed Lawyers Professional Liability, Treasurer's Bond, & Catastrophic Student Accident Renewals

Recommendation to approve the Employed Lawyers Professional Liability renewal from Intact Insurance Specialty Solutions for the 2026-2027 policy period. The Annual Premium for the 2026-2027 policy period would be \$2,244; which is the same as the expiring.

Recommendation to approve the Treasurer's Bond renewal from Brokers' Risk for the 2026-2027 policy period. The Annual Premium for the 2026-2027 policy period would be \$14,942; which is the same as the expiring.

Recommendation to approve the Catastrophic Student Accident from Philadelphia Insurance Companies for the 2026-2027 policy period. The Annual Premium for the 2026-2027 policy period would be \$3,834; which is an increase of \$457 over the expiring.

RESOLUTION abating the working cash fund of Community Unit School District Number 5, McLean and Woodford Counties, Illinois.

* * *

WHEREAS, the Board of Education (the “*Board*”) of Community Unit School District Number 5, McLean and Woodford Counties, Illinois (the “*District*”), has heretofore created and maintained a working cash fund in and for the District (the “*Fund*”); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District that the Fund be abated; and

WHEREAS, Section 20-10 of the School Code of the State of Illinois, as amended (the “*Code*”), authorizes the Board to abate the Fund:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Amount of Abatement. The Fund shall be abated as of the date hereof by the amount of \$10,500,000 (the “*Abatement Amount*”).

Section 3. Permanent Transfer. The School Treasurer of the District is hereby authorized and directed to forthwith permanently transfer the Abatement Amount as follows: \$10,500,000 to the Transportation Fund of the District, the same being the fund of the District most in need of the Abatement Amount. It is also hereby found and determined that (a) the Abatement Amount, when added to the Transportation Fund of the District and regardless of any subsequent transfers of the Abatement Amount, will not result in an excessive accumulation of assets in the Transportation Fund of the District, and

(b) the balance remaining in the Transportation Fund after said abatement, including the amount of any taxes heretofore levied by the District for the Fund pursuant to Section 20-3 of the Code, but not yet collected and deposited into the Fund, and amounts transferred pursuant to Section 20-4 of the Code and to be reimbursed to the Fund, is at least equal to 0.05% of the value, as equalized or assessed by the Department of Revenue, of the taxable property in the District.

Section 4. Outstanding Loans. If necessary to effectuate such abatement and permanent transfer, any outstanding loans from the Fund to other funds of the District in an amount, together with any cash immediately transferred pursuant to Section 2 above, equal in the aggregate to the Abatement Amount shall be paid to the Transportation Fund of the District, and any remaining outstanding loans shall be paid to the Fund at the time and in the manner required by the Code.

Section 5. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repealer and Effective Date. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted June 17, 2026.

President, Board of Education

Secretary, Board of Education

MEMORANDUM

Unit 5 School District • 2026–2027 Fee Schedule

TO: Board of Education
FROM: Martin Hickman, Chief Financial Officer
CC: Dr. Kristen Weikle, Superintendent
DATE: June 17, 2026
RE: 2026–2027 School Year Fees

Food Service

Administration recommends a \$0.10 increase to lunch, breakfast and extra milk prices due to Federal Paid Lunch Equity requirements. No change is recommended for reduced price meals.

Lunch Prices	2025–26	2026–27
Students		
Elementary School – Regular Price	\$2.95	\$3.05
Middle School – Regular Price	\$3.00	\$3.10
High School – Tier 1 Regular Price	\$3.00	\$3.10
High School – Tier 2 Regular Price	\$3.60	\$3.70
Reduced Price	\$0.40	\$0.40
Adults		
Elementary School	\$3.45	\$3.55
Middle School	\$3.50	\$3.60
High School – Tier 1	\$3.50	\$3.60
High School – Tier 2	\$4.10	\$4.20

Breakfast Prices	2025–26	2026–27
Students		
Elementary – Regular Price	\$2.05	\$2.15
Secondary – Regular Price	\$2.05	\$2.15
Reduced Price	\$0.30	\$0.30
Extra Milk	\$0.55	\$0.65

• Additional items charged à la carte.

Instructional Supplies, Technology & Activity Fees

Administration does not recommend an increase in these fees for the 2026–27 school year.

Fee	2025–26	2026–27
Elementary		
Preschool	No fees	No fees
Kindergarten – Half Day	\$65	\$65
Grades 1–5 & Full Day Kindergarten	\$110	\$110
5th Grade Band/Orchestra	\$105	\$105
Middle School		
All Grades	\$130	\$130
Grade 6 Before School Program (Per Quarter)	\$85	\$85
High School		
Grades 9–12	\$160	\$160
Parking – NCHS & NCWHS	\$70	\$70
Activity Ticket (Optional)	\$20	\$20
Book – Intro to Stats	\$53	\$53
Book – Environment Earth	\$50	\$50
Activity Fee (Grades 6–12)		
Per Activity	\$90	\$90
Technology Fee		
All Grade Levels	\$55	\$55
Student ID / Bus Card Replacement		
All Grade Levels	\$3	\$3
Driver's Education		
Behind-the-Wheel Fee	\$300	\$300
Classroom Instruction	\$100	\$100
Lost or Damaged Chromebook		
Lost Chromebook	\$300	\$300
Lost Charger	\$45	\$45

- All devices have accidental damage and theft coverage. No charges assessed when a police report is provided to the school.
- Repair charges will be assessed for vandalism and negligence.

Unit 5 Facilities Rental – 2026–27

Administration recommends a \$15 increase for swimming pool fees and a \$5 increase for all other fees except for the auditorium which remains unchanged. No change to the employee labor fee is recommended at this time.

Facility / Equipment / Labor	Govt, Non-Profit & Youth (per hr)	Private, Commercial & For-Profit (per hr)
Classrooms		
Regular Classroom	\$15.00	\$30.00
Extra Large Room or Study Hall	\$20.00	\$35.00
Gymnasium		
Elementary	\$25.00	\$55.00
Junior High (except Neuman/HS Small Gyms)	\$45.00	\$115.00
High School Large Gyms / Neuman Gym	\$55.00	\$135.00
Swimming Pool	\$75.00	\$135.00
Kitchen & Cafeteria		
Elementary	\$35.00	\$65.00
Junior High	\$55.00	\$105.00
High School	\$65.00	\$125.00
Auditorium	\$75.00	\$135.00
Scoreboard	\$20.00	\$30.00
PA System	\$20.00	\$30.00
Outdoor Facilities		
Football (except High School)	\$30.00	\$65.00
Baseball (except High School)	\$30.00	\$65.00
Softball (except High School)	\$30.00	\$65.00
Soccer (except High School)	\$30.00	\$65.00
Tennis	\$30.00	\$65.00
Track	\$30.00	\$65.00
Employee Labor Fees		
Weekday	\$25.00	\$25.00
Saturday – Non-Holiday	\$35.00	\$35.00

Facility / Equipment / Labor	Govt, Non-Profit & Youth (per hr)	Private, Commercial & For-Profit (per hr)
Sundays and Holidays	\$60.00	\$60.00

• Rental fees are listed per hour.

RESOLUTION OF THE BOARD OF EDUCATION OF COMMUNITY UNIT DISTRICT NO. 5

MCLEAN & WOODFORD COUNTIES, ILLINOIS

Designating that Interest earned during the Fiscal Year ended June 30, 2026 and all prior

Fiscal Years shall continue to be considered Interest in accordance with Title 23 of the

Illinois Administrative Code 100.500 (a-4)

BE IT RESOLVED by the Board of Education of Community Unit District No. 5, McLean & Woodford Counties, Illinois that interest earned from investment of monies maintained in any District fund and accrued to the balance of such District fund during fiscal year 2026 (July 1, 2025 - June 30, 2026) or during any fiscal year prior to fiscal year 2026, shall remain as interest at the close of fiscal year 2026 and available for transfer as interest to other funds pursuant to state law and shall not become principal as of June 30, 2026, pursuant to Title 23 of the Illinois Administrative Code Section 100.500 (a-4).

ADOPTED this 17th day of June, 2026 by the following roll call vote:

Ayes: _____

Nays: _____

Absent: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

Exhibit - Request for Establishment of Student Activity Fund

To be submitted to the Business Manager

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

School Name Brigham Early Learning
Student Activity Fund Name Beautification Committee

To be completed by Accounting Department:

Account Number - Revenue _____
Account Number - Expenditure _____

1. The purpose of the proposed Student Activity Fund is to allocate
specific funds to our beautification committee.
2. Income in support of this Student Activity Fund will be obtained from the following sources:
Fundraising
3. Expenditures from this Student Activity Fund will be for these purposes: _____
building appearance, updates

4. Authorized Signatures:

The following individuals are authorized to initiate expenditures from this fund:

N/A _____
Student Representative Faculty Advisor

5. Other Comments: _____

[Signature]
Principal

This request was approved by the Board of Education on _____

Business Manager Date

Exhibit - Request for Establishment of Student Activity Fund

To be submitted to the Business Manager

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

School Name Normal West High School

Student Activity Fund Name Class of 2030

To be completed by Accounting Department:

Account Number - Revenue _____

Account Number - Expenditure _____

1. The purpose of the proposed Student Activity Fund is used for class activities such as
homecoming, prom, picnics, luncheon, etc.

2. Income in support of this Student Activity Fund will be obtained from the following sources:
Fundraisers and donations

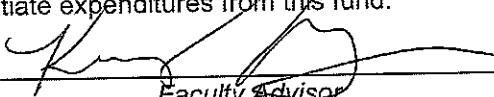
3. Expenditures from this Student Activity Fund will be for these purposes: _____
decorating supplies, food, rental fees for dances and luncheons, DJ's, etc

4. Authorized Signatures:

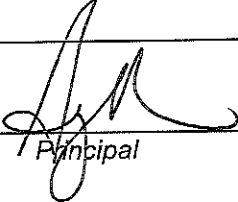
The following individuals are authorized to initiate expenditures from this fund:

N/A

Student Representative


Faculty Advisor

5. Other Comments: _____


Principal

This request was approved by the Board of Education on _____

Business Manager

Date

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

Name of Donation/
Organization:

Fairview Elementary PTO

Address of Donor/
Organization:

4116 Fairview St Normal IL 61761

Description of
Donation:
(Include drawings
if applicable)

Set of 8 swings for blacktop playground
(Southeast of the school) Nuttys
will install with wood chips. Would like
installed prior to start of school.
(plan for July).
See attached photo - will not install
shade sail at this time. Photo shows 6
swings but will be adjusted for 8 swings.

Total Value:

Approximately \$8,000 for swings, \$2500 for install
waiting on quote for wood chips

Current/Future
Costs To the
School District: 0

replacement of wood chips as needed
in the future

Approval
Signatures:
(As Applicable)

Building Principal: _____

Athletic Director: _____

Supervisor of Maintenance: _____

City Official: _____

Superintendent: _____

Date: _____

5/27/26

Thank you for your donation!

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

Your support of Unit 5 Schools is greatly appreciated.

PhotoScan by Google Photos