Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

Combined Meeting
Tuesday, July 20, 2021 7:00 PM

West Oak Middle School Cafeteria
26156 N Acorn Lane
Mundelein, Illinois 60060

I. Call to Order / Roll Call
II. Pledge of Allegiance
III. Public Comments (Agenda Items Only)
IV. Presentations
  IV.A. Facilities Update
    Presenter: Mr. Eric Rogers
V. Business Agenda
  V.A. Administrative: Approve Omnibus Vote Agenda ***Action***
  V.B. Administrative: First Reading of PRESS 107 Policies
  V.C. Administrative: Approve Tentative Budget and Set Budget Hearing Date ***Action***
  V.D. Personnel: Approve Personnel Items ***Action***
    V.D.1. Resignation(s):
      Casey Stafseth; DLS; Administrative Associate; Effective 7.15.2021
      Cristina Murray; DLS; Certified School Nurse; Effective 6.4.2021
      Amanda Miszczyszyn; WOMS; Special Ed Teacher; Effective 7.14.2021
      Deepika Bhardwaj; DLS; Learning Associate; Effective 7.19.2021
VI. Board Discussion
  VI.A. Fall Planning Presentation
  VI.B. 7.23.2021 Family Communication Letter
VII. Freedom of Information Requests (2)
  VII.A. Genesis Technologies 6.30.2021 - Fulfilled
  VII.B. SmartProcure 7.4.2021 - Fulfilled
VIII. Notices and Communications
  VIII.A. Board Meeting Calendar
  VIII.B. SEDOL Governing Board Orientation
IX. Public Comments and Petitions (Non-Agenda Items)
X. Others
XI. Executive Session

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against

legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1).

XII. Adjournment

Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

Facilities Update

Actualización de Instalaciones

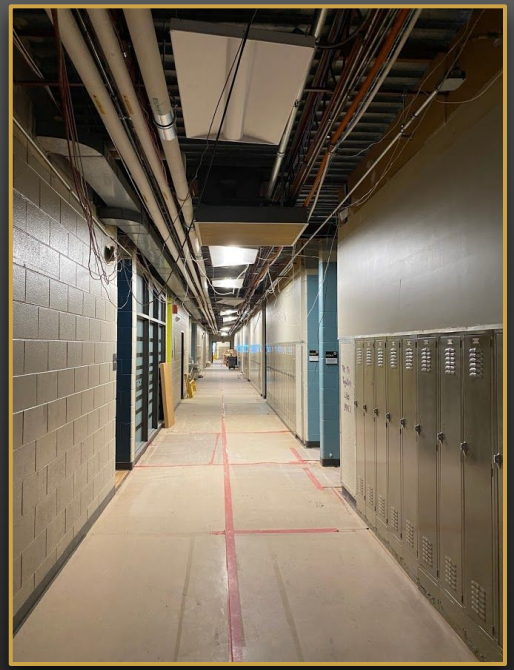
July 20, 2021 | 20 de julio 2021

Diamond Lake School

- Classroom Lighting
- Classroom Flooring
- Classroom Painting
- Classroom Technology
- Ceiling Tile and Grid Replacement
- Pre-K Classroom Bathroom Renovation
- Unit Ventilator Replacement

Escuela Diamond Lake

- Iluminación de las Clases
- Pisos de las Clases
- Pintura de las Clases
- Tecnología de las Clases
- Reemplazo de Rejilla y Teja del Techo
- Renovación de Baños en Clases de Pre-K
- Reemplazo del Ventilador de la Unidad



West Oak Campus

- Classroom Lighting
- Classroom Flooring
- Classroom Painting
- Classroom Technology
- Ceiling Tile Replacement
- Chiller Plant Replacement

Campus West Oak

- Iluminación de las Clases
- Pisos de las Clases
- Pintura de las Clases
- Tecnología de las Clases
- Reemplazo de Teja del Techo
- Reemplazo de Planta Enfriadora

Facility Improvements

Learn more about facility improvements by visiting the **Facility and Improvements** section of our website including:

- Yearly Renovation Galleries
- Facility Improvement Timeline
- Past and Upcoming Video Updates

Mejoramientos de Instalaciones

Obtenga más información sobre los mejoramientos de instalaciones visitando la sección de **Mejoramientos de Instalaciones** en nuestro sitio web que incluye:

- Galerías de Renovaciones Anuales
- Cronología de Mejoramientos de las Instalaciones
- Videos de Actualizaciones Pasadas y Futuras

Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

BOARD OF EDUCATION
COMBINED MEETING
Tuesday, July 20, 2021

The resolution is being submitted for approval at the Combined Meeting on July 20, 2021.

AGENDA ITEM V-A
Administrative: Approve Omnibus Vote Agenda *Action*

Items under the Omnibus Vote Agenda are considered routine and/or non controversial and will be approved by one motion. If any one Board member, staff, administrator, or citizen wishes to have a separate vote on any item or items, that item or items will be pulled from the Omnibus Vote Agenda and voted on separately.

BE IT RESOLVED, that the Diamond Lake 76 Board of Education accepts and approves the Omnibus Vote Agenda, Items A thru E as listed:

A. Approval of Minutes

Business Meeting Minutes	6/22/2021
Executive Session Minutes	6/17/2021
Executive Session Minutes	6/22/2021

B. Approve Destruction of Audio Recordings of Executive Session Minutes: 11/19/2019

C. Acceptance of Treasurer's Report 6/2021

D. Approval of Payrolls 6/15/2021, 6/30/2021*

E. Approval of Current Bills:

Education Fund:	$ 469,425.80
Operations/Maintenance Fund:	$ 92,216.29
Debt Service Fund:	$ 340,680.39
Transportation Fund	$ 63,450.49
IMRF Fund	$ 8,880.00
Capital Outlay:	$ 286,915.93
Life Safety	$ 176,58.95
TOTAL	$ 1,438,155.85

*Pre-approval of Payrolls not to exceed $400,000.00 each.

Diamond Lake School District #76
Treasurer's Report

for the Month of: June, 2021

	All Funds	Education	Flex Acct	Building	Transportation	FICA/Medicare	I. M. R. F.	Debt Service	Working Cash	Capital Projects	Tort Fund	Life Safety	Diamond Lake Activity	West Oak Int. Activity	West Oak Activity	Self Insurance Fund
Beginning Cash Balance:	963,974.87	75,315.91	53,613.93	1,933.53	67,143.73	1,194.97	506.40	424,303.02	257,456.55	1,167.21	4,483.55	437.45	15,904.70	45,355.52	15,158.40	489,090.78
LA 40-14-3510	0.00															
LA 40-14-3500	0.00															
LA 10-16-3001	176,038.09	176,038.09														
LA 10-4600	0.00															
Office Collections - Illinois Funds	2,713.20	2,713.20														
Office Collections	116,277.90	28,106.16	8,210.28	77,492.51									659.96		1,808.99	32,541.83
LA 10-15-4300	0.00															
LA 10-4932	0.00															
LA 10-15-3100	0.00															
LA 10-15-4909	0.00															
LA 10-15-4225	54,058.59	54,058.59														
LA 10-15-4215	0.00															
LA 10-15-4210	0.00															
LA 10-15-4220 Fed Breakfast	0.00															
LA 10- 3705 Pre-K Grant	15,614.00	15,614.00														
LA 4991 Adm Outreach "E"	0.00															
LA 10-4992 Fee for Service "C"	35,443.54	35,443.54														
LA 10-4998	0.00															
LA 10-4625	0.00															
LA 10-4400	0.00															
LA 10-4620	38,058.00	38,058.00														
Replacement Taxes	0.00															
Property Tax Receipts	5,866,155.92	4,368,371.26		513,425.25	385,118.64	88,597.93	96,050.12	369,295.60	25,672.96		19,254.24	369.92				
Transfer of Interest	0.00															
Interest Spread PMA/IIIT Less Fees	191.81	191.58	0.23													
Bond Proceeds Deposit	0.00															
Total Receipts	6,304,551.05	4,718,594.42	8,210.51	590,917.76	385,118.64	88,597.93	96,050.12	369,295.60	25,672.96	0.00	19,254.24	369.92	659.96	0.00	1,808.99	32,541.83
INVESTMENT ACTIVITY																
Letter of Credit CD	0.00															
Invest in PMA/IIIT Funds	(319,212.22)	(319,212.22)														
Bond Proceeds Deposit	0.00															
Flex Account	0.00															
PMA/ISDLAF Investment Interest	(191.81)	(191.58)	(0.23)													
Funds Invested-Property Taxes	(5,866,155.92)	(4,368,371.26)		(513,425.25)	(385,118.64)	(88,597.93)	(96,050.12)	(369,295.60)	(25,672.96)		(19,254.24)	(369.92)				
Office Collections-Illinois Funds	(2,713.20)	(2,713.20)														
Replacement Taxes	0.00															
Sold PMA/IIIT Funds	1,600,000.00	1,204,000.00		27,000.00	183,000.00	19,000.00	15,000.00			150,000.00		2,000.00				
Plus Total Invest. Activity	(4,588,273.15)	(3,486,488.26)	(0.23)	(486,425.25)	(202,118.64)	(69,597.93)	(81,050.12)	(369,295.60)	(25,672.96)	150,000.00	(19,254.24)	1,630.08	0.00	0.00	0.00	0.00
Total + Beg. Bal.	2,680,252.77	1,307,422.07	61,824.21	106,426.04	250,143.73	20,194.97	15,506.40	424,303.02	257,456.55	151,167.21	4,483.55	2,437.45	16,564.66	45,355.52	16,967.39	521,632.61
DISBURSEMENTS	0.00															
WO Band Trans.	0.00															
Bank Fees	557.15	306.43		167.15	83.57											
Bank Withdrawal	0.00															
Payroll 6-15-2021	440,497.89	414,908.08		7,861.79	532.52	9,457.98	7,737.52									
Payroll 6-30-2021	503,331.31	473,982.44		10,736.19	802.14	10,270.95	7,539.59									
Regular Bills	916,163.98	404,141.48		87,599.71	248,157.05			2,063.48		166,947.91		2,190.28	895.99	222.50	3,945.58	
Transfers	0.00															
Audit Adjustment	0.00															
Self Insurance Monthly Payment	0.00															142,402.17
Flex Check Debit - Medi Setl	3,535.90		3,535.90													
Flex Checks 6-14-21	83.33		83.33													
Flex Checks 6-28-21	83.33		83.33													
	0.00															
Total Disbursements	1,864,252.89	1,293,338.43	3,702.56	106,364.84	249,575.28	19,728.93	15,277.11	2,063.48	0.00	166,947.91	0.00	2,190.28	895.99	222.50	3,945.58	142,402.17
Account Balance	815,999.88	14,083.63	58,121.65	61.21	568.44	466.04	229.29	422,239.54	257,456.55	(15,780.70)	4,483.55	247.17	15,668.67	45,133.02	13,021.81	379,230.44

RECAP	Total	General	Flex
Checking Acct. Balance	820,053.68	820,053.68	
Deposit In Transit	304,475.46	307,121.71	-2,646.25
Payroll Account Extra	2,000.00	2,000.00	
US Bank Account	0.00	0.00	
Fifth Third Account	0.00	0.00	
Flex Account-Mundelein Community	62,291.38		62,291.38
Outstanding Bond Payment			
Sub Total	1,188,820.52	1,129,175.39	59,645.13
Less Outstanding Checks	372,820.64	371,297.16	1,523.48
Balance	815,999.88	757,878.23	58,121.65
Grand Total	815,999.88	757,878.23	58,121.65
	(0.00)	(0.00)	0.00

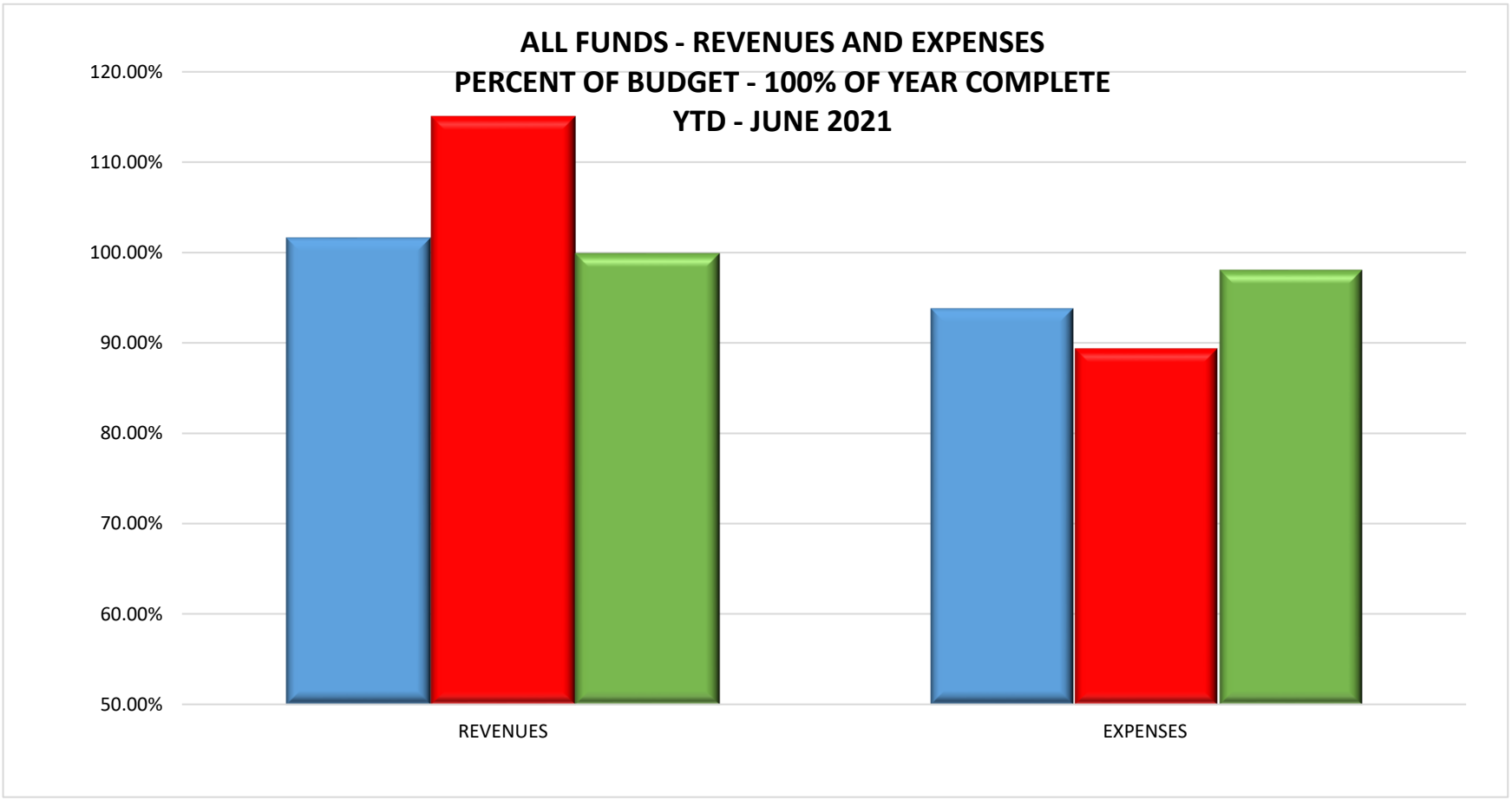
DIAMOND LAKE SCHOOL DISTRICT # 76
Treasurer's Report
June, 2021

Fund	Cash Bal. 05/31/2021	Receipts	Disbursements	Cash Bal. 06/30/2021	Investments at Co 06/30/2021	Fund Totals
Education	$ 75,315.91	$ 1,232,106.16	$ 1,293,338.43	$ 14,083.63	10,512,734.83	10,526,818.47
Cafeteria Plan	489,090.78	32,541.83	142,402.17	379,230.44		379,230.44
Total Education Fund	564,406.69	1,264,647.99	1,435,740.60	393,314.07	10,512,734.83	10,906,048.91
Building	1,933.53	104,492.51	106,364.84	61.21	2,063,527.19	2,063,588.40
Transportation	67,143.73	183,000.00	249,575.28	568.44	1,231,525.96	1,232,094.40
FICA/Medicare	1,194.97	19,000.00	19,728.93	466.04	120,346.28	120,812.32
I. M. R. F.	506.40	15,000.00	15,277.11	229.29	72,631.37	72,860.66
Debt Service Fund	424,303.02	0.00	2,063.48	422,239.54	22,601.81	444,841.35
Working Cash	257,456.55	0.00	0.00	257,456.55	1,547,397.99	1,804,854.54
Capital Projects Fund	1,167.21	150,000.00	166,947.91	(15,780.70)	1,782,584.24	1,766,803.54
Tort Fund	4,483.55	0.00	0.00	4,483.55	73,132.16	77,615.71
Life Safety	437.45	2,000.00	2,190.28	247.17	497,420.72	497,667.89
Diamond Lake Activity	15,904.70	659.96	895.99	15,668.67	0.00	15,668.67
West Oak Intermediate Activity	45,355.52	0.00	222.50	45,133.02	0.00	45,133.02
West Oak Middle Activity	15,158.40	1,808.99	3,945.58	13,021.81	0.00	13,021.81
	0.00			0.00	0.00	0.00
Total	$ 1,399,451.72	1,740,609.45	2,002,952.50	1,137,108.67	17,923,902.55	19,061,011.22
Imprest Fund				2,500.00		2,500.00
Education-Flex Account	53,613.93	8,210.28	3,702.56	58,121.65	7,501.11	65,622.76
Insurance Coop- District Share				266,367.45		266,367.45
Petty Cash				750.00		750.00
Grand Total				1,464,847.77	17,931,403.66	19,396,251.43

As of June 2021 the School's undistributed invested funds were as follows:

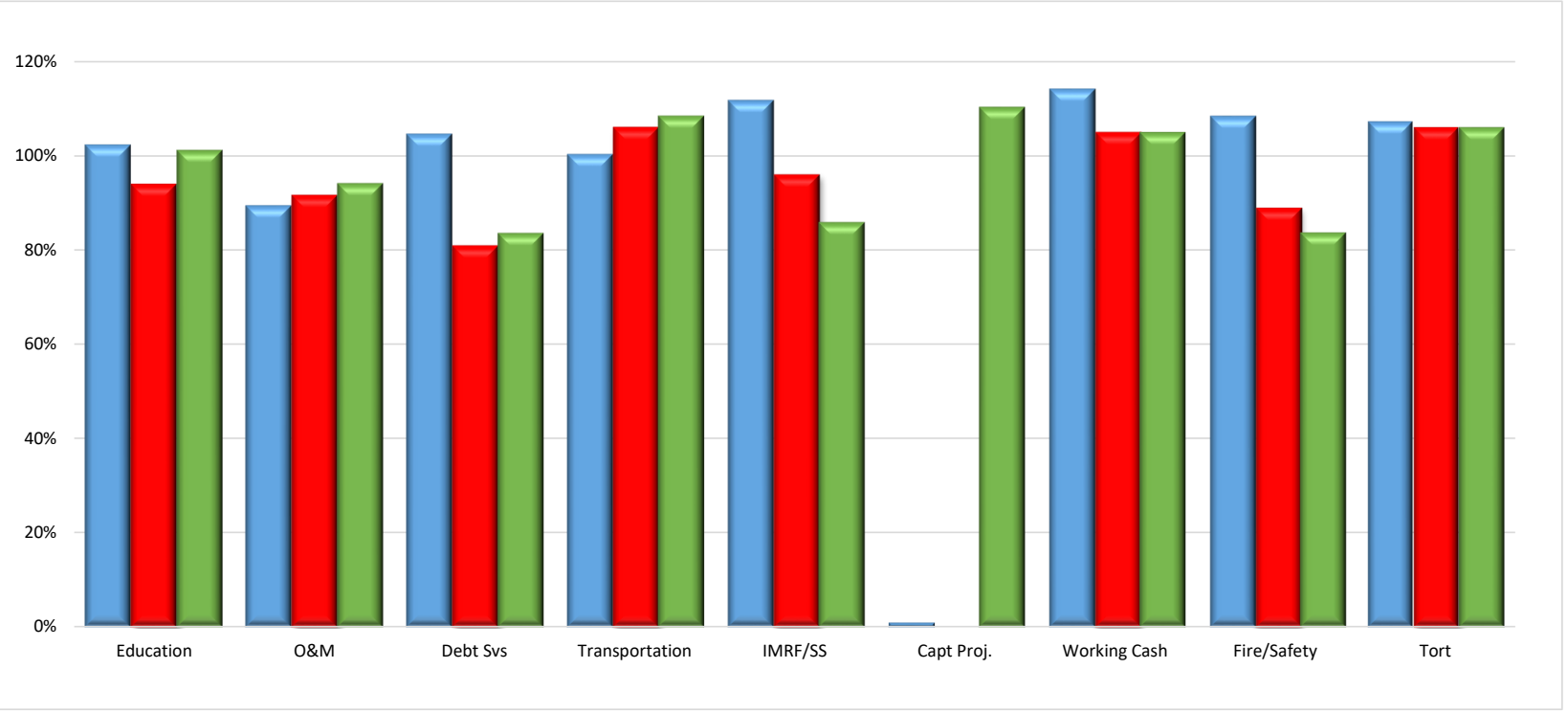
	At Cost	Maturity Value	
1	15,360,602.54	15,360,602.54	PMA-Illinois School District Liquid Asset Fund
2	0.00	0.00	PMA-Illinois School District Liquid Asset Fund-Series 2017 Bonds
3	0.00	0.00	PMA-Illinois School District Liquid Asset Fund-Series 2018 Bonds
4	2,043,896.73	2,043,896.73	PMA-Illinois School District Liquid Asset Fund-Series 2020 Bonds
5	418,724.86	418,724.86	Illinois Institutional Investors Trust (at cost)
6	7,501.11	7,501.11	Illinois Institutional Investors Trust-Flex Account
7	100,678.42	100,678.42	Illinois Funds/NBI Bank
	17,931,403.66		Total Investments at cost

Treasurer_____



	REVENUES		EXPENSES	
FY 21	101.56%	FY 21	93.74%	
FY 20	115.03%	FY 20	89.35%	
FY 19	99.88%	FY 19	98.01%	
FY 21	$ 19,021,913	FY 21	$ 19,151,582	
FY 20	$ 20,739,877	FY 20	$ 22,328,384	
FY 19	$ 17,203,826	FY 19	$ 22,055,407	

REVENUES
PERCENT OF BUDGET - 100% OF YEAR COMPLETE
YTD - JUNE 2021

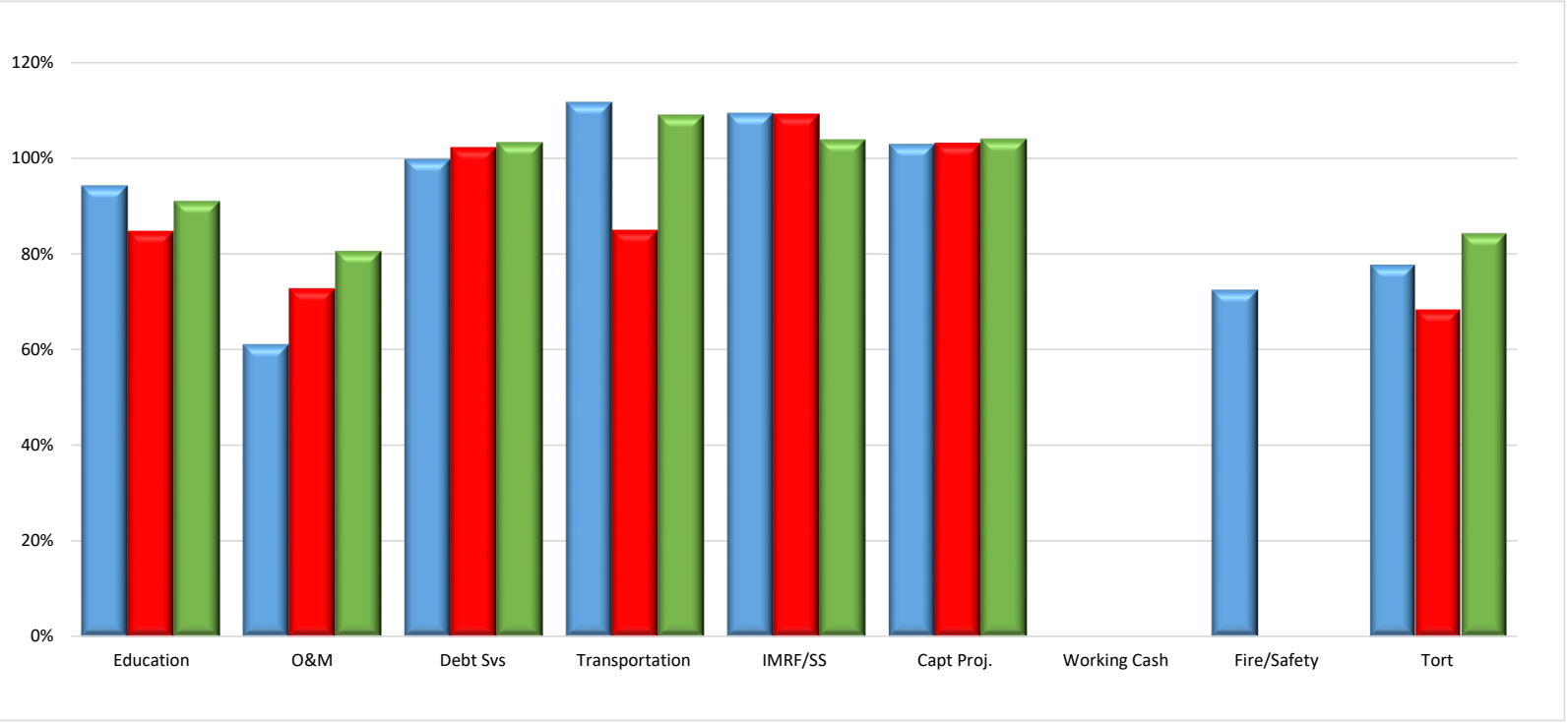


	Education	O&M	Debt Svs	Transportation	IMRF/SS	Capt Proj.	Working Cash	Fire/Safety	Tort
FY 21	102%	89%	105%	100%	112%	1%	114%	108%	107%
FY 20	94%	92%	81%	106%	96%	*0%	105%	89%	106%
FY 19	101%	94%	84%	108%	86%	110%	105%	84%	106%

	Education	O&M	Debt Svs	Transportation	IMRF/SS	Capt Proj.	Working Cash	Fire/Safety	Tort
FY 21	$ 14,411,385	$ 1,183,453	$ 1,295,914	$ 1,561,460	$ 426,316	$ 301	$ 73,385	$ 1,418	$ 65,280
FY 20	$ 12,871,134	$ 1,484,108	$ 821,347	$ 1,366,622	$ 385,931	$ 3,628,738	$ 92,879	$ 9,943	$ 79,173
FY 19	$ 13,197,041	$ 1,620,106	$ 869,690	$ 1,111,841	$ 237,483	$ 33,096	$ 88,026	$ 3,229	$ 43,313

* Revenue was not originally planned as part of FY20 budget

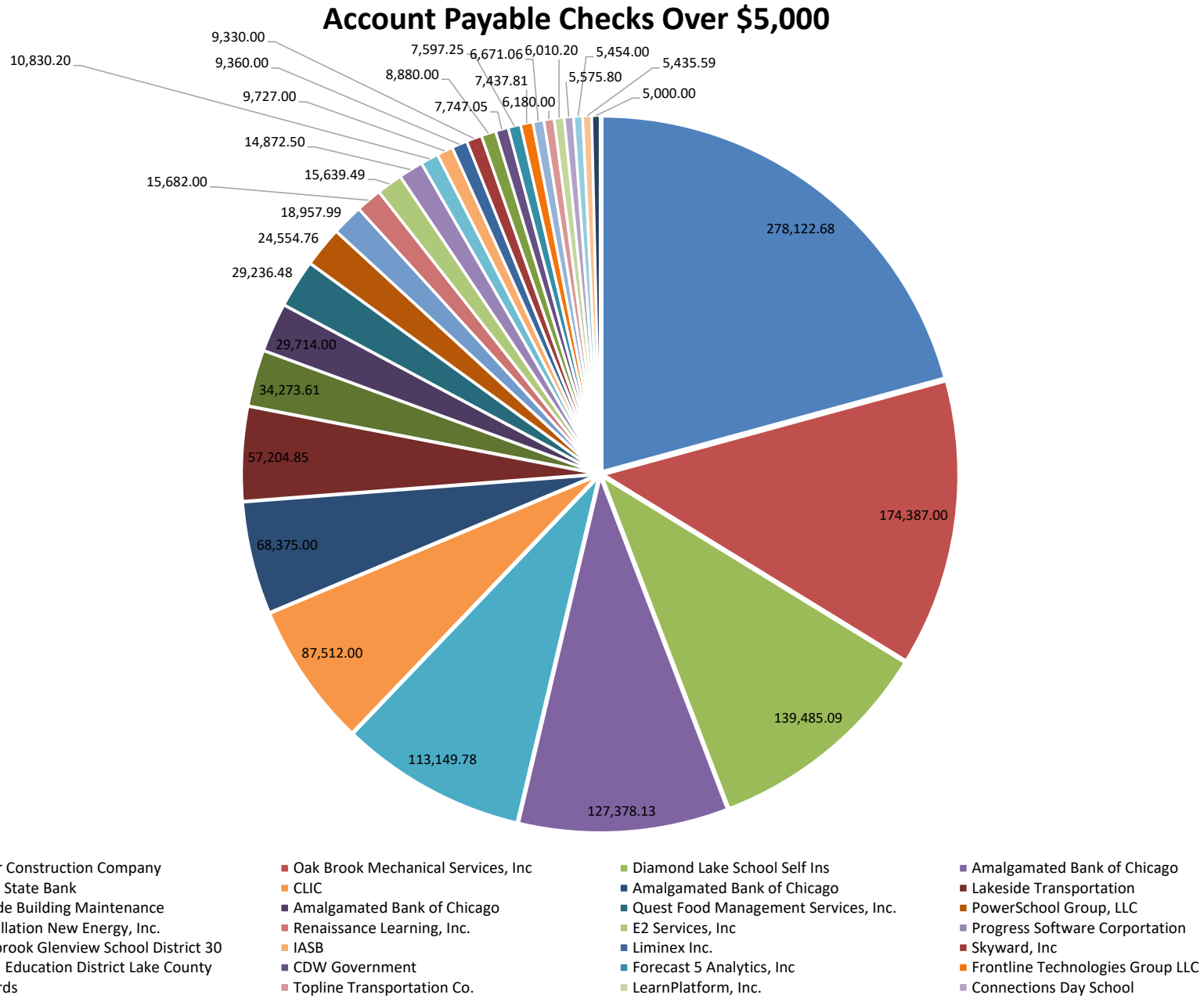
EXPENDITURE
PERCENT OF BUDGET - 100% OF YEAR COMPLETE
YTD - JUNE 2021



	Education	O&M	Debt Svs	Transportation	IMRF/SS	Capt Proj.	Working Cash	Fire/Safety	Tort
FY 21	94%	61%	100%	112%	110%	103%	0%	73%	78%
FY 20	85%	73%	102%	85%	109%	103%	0%	0%	69%
FY 19	91%	81%	103%	109%	104%	104%	0%	0%	84%

FY 21	$ 13,462,064	$ 1,006,730	$ 1,414,479	$ 1,114,519	$ 393,165	$ 1,648,150	$ -	$ 65,738	$ 46,736
FY 20	$ 12,349,728	$ 1,227,344	$ 1,010,310	$ 1,200,826	$ 409,232	$ 6,089,841	$ -	$ -	$ 41,104
FY 19	$ 12,155,551	$ 1,373,878	$ 1,413,694	$ 1,385,061	$ 372,008	$ 5,354,956	$ -	$ -	$ 46,349

Account Payable Checks Over $5,000



Check Date 06/25/2021 Posting Date 06/25/2021
Due Date 06/25/2021 Batches 062521 Thru 062521 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO #	Description / Batch	Inv Date / Due Date	C / Detail	Check	Invoice Amount / Net Amount
ACE HARD000	Ace Hardware	75929	BG Supplies 06/17/2021	06/17/2021	R		15.98
**L000 4310 0000 00 000000		5002100346	062521	06/25/2021	Y		15.98
20E000 2540 4100 00 000000		15.98					
					89158	15.98	
AMAZON 000	Amazon	455749796786	DO supplies, birthday bags for 21-22	05/20/2021	R		100.74
**L000 4310 0000 00 000000		4012100045	062521	06/25/2021	Y		100.74
10E000 2321 4100 00 000000		100.74					
AMAZON 000	Amazon	456636366689	DLS end of year supplies	05/20/2021	R		29.31
**L000 4310 0000 00 000000		1002100168	062521	06/25/2021	Y		29.31
10E001 1110 4100 00 000000		29.31					
AMAZON 000	Amazon	456983948459	Amazon Prime Membership	06/19/2021	R		249.00
**L000 4310 0000 00 000000		4002100832	062521	06/25/2021	Y		249.00
10E000 2520 4110 00 000000		249.00					
AMAZON 000	Amazon	467985934456	DO Supplies	05/26/2021	R		30.84
**L000 4310 0000 00 000000		4012100046	062521	06/25/2021	Y		30.84
10E000 2321 4100 00 000000		30.84					
AMAZON 000	Amazon	555385859433	SS Supplies 2021 Original PO 2002200001 crayons	06/14/2021	R		32.49
**L000 4310 0000 00 000000		2002100085	062521	06/25/2021	Y		32.49
10E000 1600 4100 00 000000		32.49					
AMAZON 000	Amazon	565747574799	SS Supplies 2021 Original PO	05/30/2021	R		521.96
			*********Vendor Cont Void 2002200001		89159		
**L000 4310 0000 00 000000		2002100085	062521	06/25/2021	Y		521.96

Check Date 06/25/2021 Posting Date 06/25/2021
Due Date 06/25/2021 Batches 062521 Thru 062521 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name / PO # / Batch	Invoice # / Description / Detail Amount	1099	Asset	Lq	Inv Date / Due Date	C / Detail	Check / Account Number	Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
AMAZON 000	Vendor Continued....												
10E000 1600 4100 00 000000		521.96											
AMAZON 000	Amazon	836573466494				DLS Bubbles for last day	05/25/2021	R					54.98
**L000 4310 0000 00 000000		1002100169				062521	06/25/2021	Y					54.98
10E001 1110 4100 00 000000		54.98											
AMAZON 000	Amazon	837378483774				Business office supplies	05/28/2021	R					19.99
**L000 4310 0000 00 000000		4002100773				062521	06/25/2021	Y					19.99
10E000 2520 4110 00 000000		19.99											
AMAZON 000	Amazon	884973437376				SS Supplies 2021 Original PO 2002200001 markers/tape	06/05/2021	R					166.87
**L000 4310 0000 00 000000		2002100085				062521	06/25/2021	Y					166.87
10E000 1600 4100 00 000000		166.87											
AMAZON 000	Amazon	89042				Overpay previous statement	06/09/2021	R					-0.20
**L000 4310 0000 00 000000		4002100832				062521	06/25/2021	Y					-0.20
10E000 2520 4110 00 000000		-0.20											
AMAZON 000	Amazon	898659649573				Tech supply	05/21/2021	R					365.10
**L000 4310 0000 00 000000		4002100733				062521	06/25/2021	Y					365.10
10E000 1110 4800 00 000000		365.10											
						*********Vendor Cont Void		89160					
AMAZON 000	Amazon	975686883496				SS Supplies 2021 Original PO 2002200001 tape	06/06/2021	R					12.78
**L000 4310 0000 00 000000		2002100085				062521	06/25/2021	Y					12.78
10E000 1600 4100 00 000000		12.78											
AMAZON 000	Amazon	988366439536				DO supplies	05/21/2021	R					4.96
**L000 4310 0000 00 000000		4012100045				062521	06/25/2021	Y					4.96

Check Date 06/25/2021 Posting Date 06/25/2021
Due Date 06/25/2021 Batches 062521 Thru 062521 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Batch	Description	Inv Date / Due Date	C / Detail	Check	Invoice Amount / Net Amount
AMAZON 000	Vendor Continued....						
10E000 2321 4100 00 000000		4.96					
					89161	1,588.82	
AMAZON 000	Amazon	683733334846	community outreach supplies Title I grant	06/12/2021	S		101.97
**L000 4310 0000 00 000000		4002100798	062521	06/25/2021	Y		101.97
10E000 3000 4100 00 430000		101.97					
					89162	101.97	
CONSORTI000	Consortium For Educational	2225	Coaching consulting services 05-2021	06/30/2021	R		2,500.00
**L000 4310 0000 00 000000		4002100830	062521	06/25/2021	Y		2,500.00
10E000 2210 3320 00 430000		2,500.00					
					89163	2,500.00	
KIDDLES 000	Kiddles Sports Inc.	2200000268631	WO Grad shirts 2020-2021	04/26/2021	R		707.00
**L000 4310 0000 00 000000		4002100829	062521	06/25/2021	Y		707.00
10E003 2410 4119 00 000000		707.00					
					89164	707.00	
KRIHA BO000	Kriha Boucek LLC	2302	05/2021 Legal Services	06/15/2021	R		3,957.50
**L000 4310 0000 00 000000		4002100831	062521	06/25/2021	Y		3,957.50
10E000 2310 3180 00 000000		3,957.50 NONEM					
					89165	3,957.50	
MUSIC & 000	Music & Arts Center Inc	26011174	band supplies 03/10/2021	03/10/2021	R		447.28

Check Date 06/25/2021 Posting Date 06/25/2021
Due Date 06/25/2021 Batches 062521 Thru 062521 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	1099	Description / Batch / Asset	Lq	Account Number	Inv Date / Due Date	C / Detail	Check / Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
MUSIC & 000	Vendor Continued....												
**L000 4310 0000 00 000000		4002100828		062521			06/25/2021	Y					447.28
10E003 1110 4160 00 000000		447.28											
MUSIC & 000	Music & Arts Center Inc	26012278		band supplies 03/10/2021			03/10/2021	R					86.10
**L000 4310 0000 00 000000		4002100828		062521			06/25/2021	Y					86.10
10E003 1110 4160 00 000000		86.10											
MUSIC & 000	Music & Arts Center Inc	26031723		band instrument repair 03/12/2021			03/12/2021	R					330.00
**L000 4310 0000 00 000000		4002100828		062521			06/25/2021	Y					330.00
10E003 1110 4160 00 000000		330.00											
									89166		863.38		
PETTY DL000	Petty Cash - Diamond Lake	20-21		DLS Petty Cash Reimb 2020-2021			06/25/2021	R					229.78
**L000 4310 0000 00 000000		4002100833		062521			06/25/2021	Y					229.78
10E000 1110 4180 00 000000		229.78											
									89167		229.78		
SCHOOL S000	School Specialty LLC	208126802710		DLS PE equipment (remainder order cart bins)			01/12/2021	R					116.99
**L000 4310 0000 00 000000		1002100023		062521			06/25/2021	Y					116.99
10E001 1500 4100 00 000000		116.99	NONEM										
									89168		116.99		

Grand Total	10,081.42
Total Adjustments	0.00
Total Discounts	0.00

Check Date 06/25/2021 Posting Date 06/25/2021
Due Date 06/25/2021 Batches 062521 Thru 062521 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Batch	Description	Inv Date / Due Date	C / Detail	Check / Account Number	Invoice Amount / Net Amount / Detail Amount	1099	Asset	Lq

Totals Continued....

	Net Total	10,081.42
11	Computer Check(s)	10,081.42
0	Manual Check(s)	0.00
0	Void Check(s)	0.00
0	Negative/Minimum Check(s)	0.00
0	Zero Check(s)	0.00
0	Wire Transfer Check(s)	0.00
0	ACH Deposit(s)	0.00

********** End of report **********

Check Nbr	Vendor Name	Check Date	Check Amount
89158	Ace Hardware	06/25/2021	15.98
89159	Vendor Continued Check	06/25/2021	0.00
89160	Vendor Continued Check	06/25/2021	0.00
89161	Amazon	06/25/2021	1,588.82
89162	Amazon	06/25/2021	101.97
89163	Consortium For Educational Cha	06/25/2021	2,500.00
89164	Kiddles Sports Inc.	06/25/2021	707.00
89165	Kriha Boucek LLC	06/25/2021	3,957.50
89166	Music & Arts Center Inc	06/25/2021	863.38
89167	Petty Cash - Diamond Lake	06/25/2021	229.78
89168	School Specialty LLC	06/25/2021	116.99

11 Computer Check(s) For a Total of 10,081.42

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	11	Computer	Checks For a Total of	10,081.42
Total For	11	Manual, Wire Tran, ACH & Computer Checks		10,081.42
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,081.42

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	10,065.44	10,065.44
20	Operations & Mai	0.00	0.00	15.98	15.98

Check Date 07/01/2021 Posting Date 07/01/2021
Due Date 06/25/2021 Batches 070121 Thru 070121 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	Description / Batch	Inv Date / Due Date	C / Detail	Check	Invoice Amount / Net Amount
AMALGAMA001	Amalgamated Bank of Chicago	6599	G.O. School Building Bonds Series 2017	07/01/2021	S		127,378.13
**L000 4310 0000 00 000000		4002200019	070121	06/25/2021	Y		127,378.13
30E000 5200 6200 00 000000		127,378.13					
					89169	127,378.13	
AMALGAMA001	Amalgamated Bank of Chicago	6745	G.O. School Building Bonds Series 2018	07/01/2021	S		68,375.00
**L000 4310 0000 00 000000		4002200019	070121	06/25/2021	Y		68,375.00
30E000 5200 6200 00 000000		68,375.00					
					89170	68,375.00	
AMALGAMA001	Amalgamated Bank of Chicago	7195PVTPL	funds due for bond issue obligation debt certificated limited tax series 2020 (interest)	07/01/2021	S		29,714.00
**L000 4310 0000 00 000000		4002200029	070121	06/25/2021	Y		29,714.00
30E000 5200 6200 00 000000		29,714.00					
					89171	29,714.00	
AMAZON 000	Amazon	458945693678	WOIS Supplies	06/08/2021	R		69.99
**L000 4310 0000 00 000000		2002200003	070121	06/25/2021	Y		69.99
10E002 1110 4100 00 000000		69.99					
AMAZON 000	Amazon	834864784434	WOIS - Summer School Supplies	06/08/2021	R		13.80
**L000 4310 0000 00 000000		2002200002	070121	06/25/2021	Y		13.80
10E002 1110 4100 00 000000		13.80					
					89172	83.79	

Check Date 07/01/2021 Posting Date 07/01/2021
Due Date 06/25/2021 Batches 070121 Thru 070121 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO #	Description / Batch	Inv Date / Due Date	C / Detail	Check	Invoice Amount / Net Amount
KANSAS S000	Kansas State Bank	3358608	Lease Payment 900 Chromebooks	02/19/2021	R		113,149.78
**L000 4310 0000 00 000000		4002200024	070121	06/25/2021	Y		113,149.78
30E000 5370 6100 00 000000		113,149.78					
					89173	113,149.78	

Grand Total	338,700.70
Total Adjustments	0.00
Total Discounts	0.00
Net Total	338,700.70

5 Computer Check(s)	338,700.70
0 Manual Check(s)	0.00
0 Void Check(s)	0.00
0 Negative/Minimum Check(s)	0.00
0 Zero Check(s)	0.00
0 Wire Transfer Check(s)	0.00
0 ACH Deposit(s)	0.00

********** End of report **********

Check Nbr	Vendor Name	Check Date	Check Amount
89169	Amalgamated Bank of Chicago	07/01/2021	127,378.13
89170	Amalgamated Bank of Chicago	07/01/2021	68,375.00
89171	Amalgamated Bank of Chicago	07/01/2021	29,714.00
89172	Amazon	07/01/2021	83.79
89173	Kansas State Bank	07/01/2021	113,149.78

5 Computer Check(s) For a Total of 338,700.70

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	5	Computer	Checks For a Total of	338,700.70
Total For	5	Manual, Wire Tran, ACH & Computer Checks		338,700.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	338,700.70

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	83.79	83.79
30	Debt Service	0.00	0.00	338,616.91	338,616.91

Check Date 07/02/2021 Posting Date 07/02/2021
Due Date 07/01/2021 Batches 070221 Thru 070221 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	1099	Description / Batch / Asset	Lq	Inv Date / Due Date / Account Number	C / Detail	Check / Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
ILLINOIS000	Illinois Department Employm	805784		Unemployment Services 01/01/2021-03/31/2021		07/01/2021	R					1,313.50
**L000 4310 0000 00 000000		4002200046		070221		07/01/2021	Y					1,313.50
10E000 2365 3800 00 000000		1,313.50										
							89174	1,313.50				

Grand Total	1,313.50
Total Adjustments	0.00
Total Discounts	0.00
Net Total	1,313.50

1 Computer Check(s)	1,313.50
0 Manual Check(s)	0.00
0 Void Check(s)	0.00
0 Negative/Minimum Check(s)	0.00
0 Zero Check(s)	0.00
0 Wire Transfer Check(s)	0.00
0 ACH Deposit(s)	0.00

********** End of report **********

Check Nbr	Vendor Name	Check Date	Check Amount
89174	Illinois Department Employment	07/02/2021	1,313.50
1	Computer Check(s) For a Total of		1,313.50

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	1,313.50
Total For	1	Manual, Wire Tran, ACH & Computer Checks		1,313.50
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,313.50

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	1,313.50	1,313.50

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO #	Description / Batch	Inv Date / Due Date	C / Detail	Check	Invoice Amount / Net Amount
ABC CREA000	ABC Creations, LLC	3573	Summer Band Shirts	06/19/2021	R		675.00
**L000 4310 0000 00 000000		4002200048	072021	07/13/2021	Y		675.00
10E003 1110 4160 00 000000		675.00 NONEM					
					89175	675.00	
ACE HARD000	Ace Hardware	76113	BG Supplies 07/09/2021	07/09/2021	R		17.76
**L000 4310 0000 00 000000		5002200002	072021	07/13/2021	Y		17.76
20E000 2540 4100 00 000000		17.76					
					89176	17.76	
AKITABOX000	AkitaBox Inc.	190932	AkitaBox Maintenance Software Subscription 7/1/2021 - 6/31/2022	05/11/2021	R		2,500.00
**L000 4310 0000 00 000000		5002200000	072021	07/13/2021	Y		2,500.00
20E000 2540 3230 00 000000		2,500.00					
					89177	2,500.00	
ALEXIAN 000	Alexian Brothers Behavioral	8071125	BH school billing 04/2021 - 05/2021	06/10/2021	R		1,240.00
**L000 4310 0000 00 000000		4002200055	072021	07/13/2021	Y		1,240.00
10E000 1912 6700 00 000000		1,240.00					
					89178	1,240.00	
AMPLIFIE000	Amplified IT, LLC	30678	Google Workspace Enterprise 2021-2022	05/28/2021	R		2,664.00
**L000 4310 0000 00 000000		4002200011	072021	07/13/2021	Y		2,664.00
10E000 1110 3004 00 000000		2,664.00					
					89179	2,664.00	

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	1099	Description / Batch / Asset	Lq	Account Number	Inv Date / Due Date	C / Detail	Check / Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
ANDERSON000	Anderson Pest Solutions	8400052		Pest Services 7/2021			07/01/2021	R					184.75
**L000 4310 0000 00 000000		5002200018		072021			07/14/2021	Y					184.75
20E000 2540 3232 00 000000		184.75											
								89180			184.75		
ASCD 000	ASCD	14054840		ASCD Premium Membership 10/01/2021 - 09/30/2022 S. Juracka			06/10/2021	R					239.00
**L000 4310 0000 00 000000		4002200020		072021			07/13/2021	Y					239.00
10E000 2210 6400 00 000000		239.00											
								89181			239.00		
AT & T L000	AT & T Long Distance	5785462608		07/2021 Phone Service			07/01/2021	R					1,485.53
**L000 4310 0000 00 000000		4002200084		072021			07/13/2021	Y					1,485.53
20E000 2540 3400 00 000000		1,485.53											
								89182			1,485.53		
AT & T L000	AT & T Long Distance	9793772603		phone service 06-11-2021-07-10-2021			06/11/2021	S					731.28
**L000 4310 0000 00 000000		4002200104		072021			07/14/2021	Y					731.28
20E000 2540 3400 00 000000		731.28											
								89183			731.28		
BMO FINA000	BMO Financial Group	337000000		One Cards Credit Card Payment AP Invoices 06/06/2021 - 07/05/2021			07/15/2021	S					703.57
BMO FINA000	**BMO Financial Group**	**ASSOCIATED INVOICE VENDOR FOR CREDIT CARD PAYMENT**											
**L000 4310 0000 00 000000				072021			07/15/2021	Y					703.57

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name / PO # / Batch	Invoice # / Description / Due Date	Inv Date / Detail	C / Check	Invoice Amount / Net Amount
Account Number	**Detail Amount**	**1099**	**Asset**	**Lq**	**Account Number**	**Detail Amount**	**1099**	**Asset**	**Lq**
BMO FINA000 Vendor Continued....									
20E000 2540 4100 00 000000	36.40				20E000 2540 4100 00 000000	56.70			
10E000 2560 4100 00 000000	74.45				20E000 2540 4100 00 000000	108.24			
10E000 2321 3401 00 000000	26.35				10E001 2410 4100 00 000000	16.43			
10E002 2190 4100 00 000000	385.00								
						89263		703.57	
BMO FINA000 BMO Financial Group	338800000	Department Credit Card Payment AP Invoices 06/06/2021 - 07/05/2021	07/15/2021	R					3,519.81
BMO FINA000 BMO Financial Group	**ASSOCIATED INVOICE VENDOR FOR CREDIT CARD PAYMENT**								
**L000 4310 0000 00 000000		072021	07/15/2021	Y					3,519.81
10E000 1110 3004 00 000000	659.40				10E000 2630 3320 00 000000	25.00			
10E000 2630 3320 00 000000	299.00				10E000 2630 3320 00 000000	169.99			
10E003 2410 4100 00 000000	14.60				20E000 2540 4100 00 000000	-322.55			
20E000 2540 4100 00 000000	-309.00				20E000 2540 4100 00 000000	309.00			
20E000 2540 4100 00 000000	309.00				20E000 2540 4100 00 000000	-27.66			
20E000 2540 4100 00 000000	485.00				20E000 2540 4100 00 000000	168.80			
20E000 2540 3320 00 000000	49.31				20E000 2540 3320 00 000000	40.74			
20E000 2540 3320 00 000000	270.79				20E000 2540 3320 00 000000	7.58			
20E000 2540 3320 00 000000	195.57				10E000 2321 4100 00 000000	119.67			
10E000 2321 4100 00 000000	53.46				10E000 2310 4100 00 000000	55.00			
			*********	Vendor Cont Void		89264			
10E000 2310 4100 00 000000	60.00				10E000 2310 4100 00 000000	416.00			
10E000 2321 4100 00 000000	225.00				10E000 2310 4100 00 000000	23.94			
10E002 1110 4180 00 000000	97.20				10E002 1110 4180 00 000000	22.52			
10E000 1600 4100 00 000000	102.45								
						89265		3,519.81	
CDW GOVE000 CDW Government	F722276	Windows server license	06/17/2021	R					199.73

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name / PO # / Detail Amount	1099	Invoice # / Batch / Asset	Description / Lq	Inv Date / Due Date / Account Number	C / Detail	Check / Detail Amount	1099	Invoice Amount / Net Amount / Asset	Lq
CDW GOVE000	Vendor Continued....									
**L000 4310 0000 00 000000	4002200035		072021		07/14/2021	Y			199.73	
10E000 1110 3100 00 000000	199.73									
CDW GOVE000	CDW Government		F772325	Cisco Smartnet renewal	06/18/2021	R			5,954.82	
**L000 4310 0000 00 000000	4002200012		072021		07/14/2021	Y			5,954.82	
10E000 1110 3100 00 000000	5,954.82									
CDW GOVE000	CDW Government		F836759	Endpoint subscription	06/21/2021	R			1,592.50	
**L000 4310 0000 00 000000	4002200040		072021		07/14/2021	Y			1,592.50	
10E000 1110 3100 00 000000	1,592.50									
						89184	7,747.05			
CITI CAR000	Citi Cards		06/08/2021	AASA airfare expense 6/2021	06/08/2021	R			725.80	
**L000 4310 0000 00 000000	4002200083		072021		07/14/2021	Y			725.80	
10E000 2321 3320 00 000000	725.80									
CITI CAR000	Citi Cards		06/2021	cc expenses 06-22-2021 (canva & meeting)	06/22/2021	R			200.36	
**L000 4310 0000 00 000000	4002200108		072021		07/15/2021	Y			200.36	
10E000 2321 4100 00 000000	200.36									
CITI CAR000	Citi Cards		06/28/2021 & 6/29	DO supplies 06/28/2021 & 06/29/2021	06/29/2021	R			219.89	
**L000 4310 0000 00 000000	4002200050		072021		07/14/2021	Y			219.89	
10E000 2321 4100 00 000000	219.89									
CITI CAR000	Citi Cards		215231	IASB Joint Conference 11/19/2021 to 11/21/2021 Early bird registration (BSL)	06/08/2021	R			719.97	
**L000 4310 0000 00 000000	4002200109		072021		07/15/2021	Y			719.97	

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Batch / Detail Amount	Description / Asset	Inv Date / Due Date	C / Detail	Check / Lq	Invoice Amount / Net Amount / 1099
CITI CAR000	Vendor Continued....						
10E000 2310 3320 00 000000		719.97					
CITI CAR000	Citi Cards	215260	IASB Joint Conference	06/08/2021	R		2,159.91
			*********Vendor Cont Void		89185		
			11/19/2021 to 11/21/2021				
			Early bird registration (BOE				
			EB, MK, NS)				
**L000 4310 0000 00 000000		4002200109	072021	07/15/2021	Y		2,159.91
10E000 2310 3320 00 000000		2,159.91					
CITI CAR000	Citi Cards	215278	IASB Joint Conference	06/08/2021	R		719.97
			11/19/2021 to 11/21/2021				
			Early bird registration (LB)				
**L000 4310 0000 00 000000		4002200109	072021	07/15/2021	Y		719.97
10E000 2310 3320 00 000000		719.97					
CITI CAR000	Citi Cards	215688	IASB Joint Conference	06/08/2021	R		513.97
			11/19/2021 to 11/21/2021				
			Early bird registration (JH)				
**L000 4310 0000 00 000000		4002200109	072021	07/15/2021	Y		513.97
10E000 2310 3320 00 000000		513.97					
CITI CAR000	Citi Cards	2672G	VIP Photo 06-10-2021	06/10/2021	R		1,319.60
			*********Vendor Cont Void		89186		
**L000 4310 0000 00 000000		4002200108	072021	07/15/2021	Y		1,319.60
10E000 2321 4100 00 000000		1,319.60					
CITI CAR000	Citi Cards	6/2 & 6/15	receipts for new	06/15/2021	R		76.64
			administrator lunch w/BSL				
**L000 4310 0000 00 000000		4012200000	072021	07/14/2021	Y		76.64
10E000 2321 4100 00 000000		76.64					

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	1099	Description / Batch / Asset	Lq	Account Number	Inv Date / Due Date	C / Detail	Check / Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
CITI CAR000	Citi Cards	D01-6863407-1686641		Amazon audible subscription 06/27/2021			06/27/2021	R					14.95
**L000 4310 0000 00 000000		4002200062		072021			07/14/2021	Y					14.95
10E000 2321 4100 00 000000		14.95											
								89187			6,671.06		
CITYWIDE000	Citywide Building Maintenan	40009		07/2021 Janitorial Services/additional cleaning/2nd shift supervisor			07/01/2021	R					25,761.61
**L000 4310 0000 00 000000		5002200003		072021			07/14/2021	Y					25,761.61
20E000 2540 3220 00 000000		25,761.61											
CITYWIDE000	Citywide Building Maintenan	400700		Additional cleaning staff 06/05/2021 - 06/09/2021			07/01/2021	R					8,512.00
**L000 4310 0000 00 000000		5002200015		072021			07/14/2021	Y					8,512.00
20E000 2540 3220 00 000000		8,512.00											
								89188			34,273.61		
CLIC 000	CLIC	2021-22		CLIC Property/Casualty/Student Accident Program 7/1/2021 - 7/1/2022			07/01/2021	R					55,710.00
**L000 4310 0000 00 000000		4002200032		072021			07/13/2021	Y					55,710.00
10E000 2365 3820 00 000000		43,105.00				20E000 2365 3820 00 000000			12,605.00				
CLIC 000	CLIC	82111782		CLIC D76 Fiduciary Liability 7/1/2021-7/1/2022			07/01/2021	R					2,150.00
**L000 4310 0000 00 000000		4002200034		072021			07/13/2021	Y					2,150.00
10E000 2365 3820 00 000000		2,150.00											

Check Date 07/20/2021 Posting Date 07/20/2021
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Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	1099	Description / Batch	Asset	Lq	Account Number	Inv Date / Due Date	C / Detail	Check	Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
CLIC 000	CLIC	CLICWC2021		CLIC D76 Workers Compensation Program 7/1/2021-7/1/2022				07/01/2021	R						29,652.00
**L000 4310 0000 00 000000		4002200033		072021				07/13/2021	Y						29,652.00
10E000 2365 3810 00 000000		29,652.00													
									89189				87,512.00		
COMPANIO000	Companion Corporation	119474		Alexandria library renewal 2021-2022				07/02/2021	R						2,537.00
**L000 4310 0000 00 000000		4002200037		072021				07/13/2021	Y						2,537.00
10E001 2220 3230 00 000000		845.66					10E002 2220 3230 00 000000				845.66				
10E003 2220 3230 00 000000		845.68													
									89190				2,537.00		
CONNECTI001	Connections Academy East	8317		06/2021 Tuition				06/30/2021	R						4,090.50
**L000 4310 0000 00 000000		4002200060		072021				07/13/2021	Y						4,090.50
10E000 1912 6700 00 000000		4,090.50													
CONNECTI001	Connections Academy East	8424		07/2021 Tuition				07/06/2021	R						1,363.50
**L000 4310 0000 00 000000		4002200060		072021				07/13/2021	Y						1,363.50
10E000 1912 6700 00 000000		1,363.50													
									89191				5,454.00		
CONNECTI002	Connections Day School	32076		06/2021 Tuition				06/30/2021	R						4,181.85
**L000 4310 0000 00 000000		4002200059		072021				07/13/2021	Y						4,181.85
10E000 1912 6700 00 000000		4,181.85													
CONNECTI002	Connections Day School	32161		07/2021 Tuition				07/06/2021	R						1,393.95
**L000 4310 0000 00 000000		4002200059		072021				07/13/2021	Y						1,393.95
10E000 1912 6700 00 000000		1,393.95													
									89192				5,575.80		

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Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	Description / Batch	Inv Date / Due Date	C / Detail	Check / Detail Amount	Invoice Amount / Net Amount	1099	Asset	Lq
CONSTELL002	Constellation NewEnergy-Gas	3214445	Gas 05/2021	06/11/2021	R		2,678.37			
**L000 4310 0000 00 000000		5002200009	072021	07/13/2021	Y		2,678.37			
20E000 2540 4650 00 000000		2,678.37								
					89193	2,678.37				
CONSTELL003	Constellation New Energy, I	205549092021	FH Electricity 05/27/2021 - 06/28/2021	06/29/2021	R		2,159.93			
**L000 4310 0000 00 000000		5002200010	072021	07/13/2021	Y		2,159.93			
20E000 2540 4660 00 000000		2,159.93								
CONSTELL003	Constellation New Energy, I	20564801501	WO Electricity 05/28/2021 - 06/29/2021	06/30/2021	R		14,411.58			
**L000 4310 0000 00 000000		5002200010	072021	07/13/2021	Y		14,411.58			
20E000 2540 4660 00 000000		14,411.58								
CONSTELL003	Constellation New Energy, I	20564858701	DLS Electricity 06/01/2021 - 06/29/2021	06/30/2021	R		2,386.48			
**L000 4310 0000 00 000000		5002200010	072021	07/13/2021	Y		2,386.48			
20E000 2540 4660 00 000000		2,386.48								
					89194	18,957.99				
COUNTRYS000	Countryside Industries, Inc	699	7/2021 Landscape Management Services DL	06/15/2021	R		1,300.00			
**L000 4310 0000 00 000000		5002200001	072021	07/13/2021	Y		1,300.00			
20E000 2540 3202 00 000000		1,300.00								
COUNTRYS000	Countryside Industries, Inc	700	7/2021 Landscape Management Services WO	06/15/2021	R		2,945.00			
**L000 4310 0000 00 000000		5002200001	072021	07/13/2021	Y		2,945.00			
20E000 2540 3202 00 000000		2,945.00								
					89195	4,245.00				

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DELL MAR000	Dell Marketing L.P.	10490887038	Monitoring Server 05/26/2021	R	1,385.56
**L000 4310 0000 00 000000		4002200003	072021 07/14/2021	Y	1,385.56
10E000 1110 7000 00 000000		1,385.56			
				89196	1,385.56
DIASELF 000	Diamond Lake School Self In	07/2021	07/2021 Monthly Health/Life Insurance Premium 07/13/2021	R	139,485.09
**L000 4310 0000 00 000000		4002200096	072021 07/13/2021	Y	139,485.09
10E000 2321 2200 00 000000		1,596.34	10E000 2510 2200 14 000000	696.39	
10E000 2520 2200 00 000000		1,712.04	10E001 2410 2200 00 000000	2,469.82	
10E000 2330 2200 00 000000		712.46	10E002 2410 2200 00 000000	2,521.07	
10E003 2410 2200 00 000000		4,616.88	10E000 2190 2200 00 000000	0.00	
10E001 1110 2200 00 000000		7,462.91	10E002 1110 2200 00 000000	15,969.21	
10E003 1110 2200 00 000000		22,223.08	10E000 3000 2200 00 000000	856.02	
10E002 1650 2200 00 000000		3,955.00	10E003 1650 2200 00 000000	0.00	
10E001 1125 2200 00 370500		3,689.54	10E000 2210 2200 00 000000	1,656.55	
10E000 2140 2200 00 000000		0.00	10E001 1205 2200 00 000000	10,944.37	
10E002 1205 2200 00 000000		5,538.56	10E003 1205 2200 00 000000	6,536.97	
10E000 2630 2200 00 000000		1,536.95	10E000 1225 2200 00 000000	988.75	
			*********Vendor Cont Void	89197	
10E000 2140 2200 00 000000		0.00	10E001 1255 2200 00 000000	1,977.50	
10E002 1255 2200 00 000000		990.75	10E003 1255 2200 00 000000	3,584.25	
10E001 1800 2200 00 000000		8,536.67	10E002 1800 2200 00 000000	10,303.50	
10E000 1800 2200 00 000000		0.00	10E003 1800 2200 00 000000	3,955.00	
10E001 2110 2200 00 000000		988.75	10E003 2110 2200 00 000000	988.75	
10E002 2110 2200 00 000000		988.75	10E001 2130 2200 00 000000	0.00	
10E003 2130 2200 00 000000		860.27	10E000 2130 2200 00 000000	860.27	
10E002 2130 2200 00 000000		0.00	10E001 2150 2200 00 000000	988.75	
10E003 2150 2200 00 000000		1,196.75	10E000 1800 2200 00 000000	0.00	
10E003 1800 2200 00 000000		2,393.50	10E001 2220 2200 00 000000	0.00	
10E002 2220 2200 00 000000		988.75	20E000 2540 2200 00 000000	3,278.88	

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Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	1099	Description / Batch / Asset	Lq	Account Number	Inv Date / Due Date	C / Detail	Check	Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
DIASELF 000	Vendor Continued....													
40E000 2550 2200 00 000000		65.64				10E001 2560 2200 00 000000				0.00				
10E002 2560 2200 00 000000		0.00				10E003 2560 2200 00 000000				664.20				
						*********Vendor Cont Void		89198						
10E000 3000 2200 00 000000		0.00				10E000 1110 2200 00 000000				191.25				
								89199				139,485.09		
E2 SERVI000	E2 Services, Inc	21854		FY2021 E-Rate Firewall Replacement			07/05/2021	R						14,926.17
**L000 4310 0000 00 000000		4002200001		072021			07/14/2021	Y						14,926.17
10E000 1110 5500 00 000000		14,926.17												
E2 SERVI000	E2 Services, Inc	21855		Tech supply (CISCO 10GBASE)			07/05/2021	R						713.32
**L000 4310 0000 00 000000		4002200041		072021			07/14/2021	Y						713.32
10E000 1110 4800 00 000000		713.32												
								89200				15,639.49		
EBERHJUS000	Eberhart, Justin	2020-2021		Mileage Reimb for travel 12/1/2020 - 6/29/2021			07/13/2021	R						113.05
**L000 4310 0000 00 000000		4002200090		072021			07/14/2021	Y						113.05
10E000 1110 3141 00 000000		113.05												
								89201				113.05		
EMBRACE 000	Embrace Education	7866		EmbraceIEP Program Annual Renewal 2021/2022			06/01/2021	R						3,868.00
**L000 4310 0000 00 000000		4002200015		072021			07/14/2021	Y						3,868.00
10E000 1205 3100 00 000000		3,868.00												
EMBRACE 000	Embrace Education	8578		Embrace DS Program:Direct			06/22/2021	R						769.10

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Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	1099	Description / Batch / Asset	Lq	Account Number	Inv Date / Due Date	C / Detail	Check / Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
EMBRACE 000	Vendor Continued....												
				Service Remittance dated 03/19/2021									
**L000 4310 0000 00 000000		4002200058		072021			07/14/2021	Y					769.10
10E000 1205 3100 00 000000		769.10											
								89202			4,637.10		
ENRIQDIA000	Enriquez, Diana L	SPE 501		Tuition Reimb for course: SPE 501 (3cr grad)			07/13/2021	R					900.00
**L000 4310 0000 00 000000		4002200085		072021			07/14/2021	Y					900.00
10E000 1110 2300 00 000000		900.00											
								89203			900.00		
FIRST NA001	First National Bank of Omah	32745		BG Storage Rental 7/3/2021 - 8/2/2021			06/13/2021	R					464.00
**L000 4310 0000 00 000000		4002200097		072021			07/14/2021	Y					464.00
20E000 2540 3232 00 000000		464.00											
								89204			464.00		
FORECAST000	Forecast 5 Analytics, Inc	15319		5Cast Plus & support fee 06/15/2021 - 06/30/2022			07/06/2021	R					7,597.25
**L000 4310 0000 00 000000		4002200072		072021			07/14/2021	Y					7,597.25
10E000 2310 3000 00 000000		7,597.25											
								89205			7,597.25		
FRONTLIN000	Frontline Technologies Grou	134080		Applicant Tracking 07/01/2021 - 06/30/2022			06/12/2021	R					2,271.22
**L000 4310 0000 00 000000		4002200018		072021			07/14/2021	Y					2,271.22

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Vendor / Accrual / Account Number	Name / PO # / Batch	Invoice # / Description	Inv Date / Due Date	C / Detail	Check / Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
FRONTLIN000 Vendor Continued....									
10E000 1110 3000 00 000000		2,271.22 NONEM							
FRONTLIN000	Frontline Technologies Grou	137454							5,166.59
		Absence & Substitute Management 07/01/2021 - 06/30/2022	07/01/2021	R					
**L000 4310 0000 00 000000	4002200017	072021	07/14/2021	Y					5,166.59
10E000 1110 3000 00 000000		5,166.59 NONEM							
				89206			7,437.81		
GREAT LA004	Great Lakes Kwik Space	167575							119.00
		Storage Rental 07/02/2021 - 07/29/2021 DLS	07/02/2021	R					
**L000 4310 0000 00 000000	5002200004	072021	07/14/2021	Y					119.00
20E000 2540 3232 00 000000		119.00							
GREAT LA004	Great Lakes Kwik Space	167589							119.00
		Storage Rental 07/02/2021 - 08/03/2021 WO	07/07/2021	R					
**L000 4310 0000 00 000000	5002200005	072021	07/14/2021	Y					119.00
20E000 2540 3232 00 000000		119.00							
				89207			238.00		
GROOT, I000	Groot, Inc.	7299632							1,285.95
		Disposal Services 06-2021 extra haul DLS	07/01/2021	R					
**L000 4310 0000 00 000000	5002200011	072021	07/14/2021	Y					1,285.95
20E000 2540 3210 00 000000		1,285.95							
GROOT, I000	Groot, Inc.	7299637							1,285.95
		Disposal Services 06/2021 extra haul WO	07/01/2021	R					
**L000 4310 0000 00 000000	5002200011	072021	07/14/2021	Y					1,285.95
20E000 2540 3210 00 000000		1,285.95							

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Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	1099	Description / Batch	Asset	Lq	Account Number	Inv Date / Due Date	C / Detail	Check	Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
GROOT, I000	Groot, Inc.	7300993		Disposal Services 07-2021 DLS				07/01/2021	R						455.56
**L000 4310 0000 00 000000		5002200011		072021				07/14/2021	Y						455.56
20E000 2540 3210 00 000000		455.56													
GROOT, I000	Groot, Inc.	7301148		Disposal Services 07-2021 WO				07/01/2021	R						579.06
**L000 4310 0000 00 000000		5002200011		072021				07/14/2021	Y						579.06
20E000 2540 3210 00 000000		579.06													
									89208				3,606.52		
HANSEERI000	Hansen, Eric	8W898254U9213954U		Reimb Piktochart 1 yr subscription				07/13/2021	R						39.99
**L000 4310 0000 00 000000		4002200081		072021				07/14/2021	Y						39.99
10E000 1110 4800 00 000000		39.99													
									89209				39.99		
HODGES L000	Hodges Loizzi Eisenhammer L	52014		05/2021 legal services				05/31/2021	R						238.50
**L000 4310 0000 00 000000		4002200069		072021				07/14/2021	Y						238.50
10E000 2310 3180 00 000000		238.50	NONEM												
									89210				238.50		
HOME DEP000	Home Depot Credit Services	5070086		BG Supplies 06/16/2021				06/16/2021	R						16.23
**L000 4310 0000 00 000000		5002200016		072021				07/14/2021	Y						16.23
20E000 2540 4100 00 000000		16.23													
HOME DEP000	Home Depot Credit Services	5191286		BG Supplies 06/15/2021 credit				06/15/2021	R						-24.97
**L000 4310 0000 00 000000		5002200016		072021				07/14/2021	Y						-24.97
20E000 2540 4100 00 000000		-24.97													

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HOME DEP000	Home Depot Credit Services	7011158	BG Supplies 06/04/2021	06/04/2021	R	60.90
**L000 4310 0000 00 000000		5002200016	072021	07/14/2021	Y	60.90
20E000 2540 4100 00 000000		60.90				
				89211	52.16	
IASA 000	IASA	2021-2022	IASA / AASA Membership Dues B. Sharma-Lewis 2021-2022	07/01/2021	R	2,199.89
**L000 4310 0000 00 000000		4002200030	072021	07/14/2021	Y	2,199.89
10E000 2321 6400 00 000000		2,199.89				
				89212	2,199.89	
IASB 000	IASB	344057	Board Book Subscription & Press plus 2021-2022	05/05/2021	R	3,900.00
**L000 4310 0000 00 000000		4002200021	072021	07/14/2021	Y	3,900.00
10E000 2310 3000 00 000000		3,900.00				
IASB 000	IASB	344408	D76 2021-2022 Annual Dues	05/05/2021	R	5,827.00
**L000 4310 0000 00 000000		4002200022	072021	07/14/2021	Y	5,827.00
10E000 2310 3000 00 000000		5,827.00				
				89213	9,727.00	
ILLINOIS004	Illinois State Police-Burea	IL049076S	Fingerprinting 05/2021	05/01/2021	R	28.25
**L000 4310 0000 00 000000		4002200105	072021	07/14/2021	Y	28.25
10E000 2310 3191 00 000000		28.25				
				89214	28.25	
IMAGETEC000	Imagetec LP	631884	HP Copier overage charge 05/26/2021 - 06/25/2021	06/25/2021	R	395.39

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IMAGETEC000	Vendor Continued....						
**L000 4310 0000 00 000000		4002200070	072021	07/14/2021	Y		395.39
10E000 2540 3231 00 000000		395.39 NONEM					
IMAGETEC000	Imagetec LP	631939	HP Contract base rate charge 07/26/2021 - 10/25/2021 & Colored copies	06/27/2021	R		5,040.20
**L000 4310 0000 00 000000		4002200071	072021	07/14/2021	Y		5,040.20
10E000 2540 3231 00 000000		5,040.20 NONEM					
					89215	5,435.59	
IMPREST 000	Imprest	06/2021	06/2021 Imprest	07/12/2021	R		718.13
**L000 4310 0000 00 000000		4002200076	072021	07/14/2021	Y		718.13
10R000 1812 0000 00 000000		37.50	10E000 2310 3320 00 000000		40.00		
10E000 2310 3500 00 000000		625.63	10E000 2330 3320 00 000000		15.00		
					89216	718.13	
INTEGRAT000	Integrated Systems Corporat	717168	08/2021 Skyward hosting	07/01/2021	R		315.00
**L000 4310 0000 00 000000		4002200052	072021	07/14/2021	Y		315.00
10E000 2524 3110 00 000000		315.00					
					89217	315.00	
INTRADO 000	Intrado Interactive Service	133070	School Messenger communication services renewal 2021-2022	06/29/2021	R		2,525.00
**L000 4310 0000 00 000000		4002200008	072021	07/14/2021	Y		2,525.00
10E000 1110 3004 00 000000		2,525.00					
					89218	2,525.00	

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J.W. PEP000	J.W. Pepper & Son, Inc	363426042	Summer Band Music supplies	06/03/2021	R		225.00
**L000 4310 0000 00 000000		4002200044	072021	07/14/2021	Y		225.00
10E003 1110 4160 00 000000		225.00					
					89219	225.00	
KANSAS S000	Kansas State Bank	3353986	Copier Lease Payment #36; Principal/Interest	07/12/2021	R		2,063.48
**L000 4310 0000 00 000000		4002200053	072021	07/14/2021	Y		2,063.48
30E000 5370 6100 00 000000		1,880.11	30E000 5370 6200 00 000000			183.37	
					89220	2,063.48	
LAFORCE 000	LaForce Inc.	1166138	DLS Door Replacement	07/13/2021	R		3,199.00
**L000 4310 0000 00 000000		5002200013	072021	07/14/2021	Y		3,199.00
60E000 2530 5750 00 000000		3,199.00					
					89221	3,199.00	
LAKE COU000	Lake County Esc	10573	2021-2022 LCES Cooperative Comprehensive Membership	07/13/2021	R		3,335.00
**L000 4310 0000 00 000000		4002200107	072021	07/14/2021	Y		3,335.00
10E000 1110 3001 00 000000		3,335.00					
					89222	3,335.00	
LAKE COU005	Lake County Superintendents	2021C4	Fall Leadership Conference 10/17/2021 - 10/19/2021 B. Sharma Lewis	04/25/2021	R		400.00
**L000 4310 0000 00 000000		4002200025	072021	07/14/2021	Y		400.00
10E000 2321 3320 00 000000		400.00					
					89223	400.00	

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LAKE COU007	Lake County Public Works	480047412	Water / Coliform monthly water sample 06/30/2021	06/30/2021	R		116.00
**L000 4310 0000 00 000000		5002200012	072021	07/14/2021	Y		116.00
20E000 2540 3700 00 000000		116.00					
					89224	116.00	
LAKESIDE000	Lakeside Transportation	1004271	credit for overpayment (acct12509)	01/31/2021	R		-88.20
**L000 4310 0000 00 000000		4002200100	072021	07/14/2021	Y		-88.20
40E000 2550 3310 00 000000		-88.20					
LAKESIDE000	Lakeside Transportation	1004301	remainder owed for 2/2021 sp.ed actual billing (acct#12508)	02/28/2021	R		200.00
**L000 4310 0000 00 000000		4002200099	072021	07/14/2021	Y		200.00
40E000 2550 3300 00 000000		200.00					
LAKESIDE000	Lakeside Transportation	1004445	6/2021 Sp. ed billing & bus cleaning fee (acct#12508)	06/30/2021	R		4,688.25
**L000 4310 0000 00 000000		4002200068	072021	07/14/2021	Y		4,688.25
40E000 2550 3300 00 000000		4,688.25					
LAKESIDE000	Lakeside Transportation	1004447	6/2021 regular ed billing & bus cleaning fee (acct#12509)	06/30/2021	R		17,674.80
**L000 4310 0000 00 000000		4002200065	072021	07/14/2021	Y		17,674.80
40E000 2550 3310 00 000000		17,674.80					
			*********Vendor Cont Void		89225		
LAKESIDE000	Lakeside Transportation	1004466	6/2021 Sp. ed ESY billing & bus cleaning fee & bus monitor (acct#12508)	06/30/2021	R		11,892.50

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	1099	Description / Batch / Asset	Lq	Account Number	Inv Date / Due Date	C / Detail	Check / Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
LAKESIDE000	Vendor Continued....												
**L000 4310 0000 00 000000		4002200067		072021			07/14/2021	Y					11,892.50
40E000 2550 3300 00 000000		11,892.50											
LAKESIDE000	Lakeside Transportation	1004469		6/2021 regular ed ESY billing & bus cleaning fee (acct#12509)			06/30/2021	R					22,837.50
**L000 4310 0000 00 000000		4002200066		072021			07/14/2021	Y					22,837.50
40E000 2550 3310 00 000000		22,837.50											
								89226			57,204.85		
LEARNPLA000	LearnPlatform, Inc.	2021-1454		LearnPlatform subscription 07/01/2021 - 06/30/2022			07/01/2021	R					6,010.20
**L000 4310 0000 00 000000		4002200073		072021			07/14/2021	Y					6,010.20
10E000 1110 3004 00 000000		6,010.20											
								89227			6,010.20		
LEVY KAT000	Levy, Katie M	SCI5091		Tuition Reimb for 2 courses (SCI 5091 1 cr graduate)			07/13/2021	R					300.00
**L000 4310 0000 00 000000		4002200086		072021			07/14/2021	Y					300.00
10E000 1110 2300 00 000000		300.00											
LEVY KAT000	Levy, Katie M	SCI5253		Tuition Reimb for 2 courses (SCI 5253 3cr graduate)			07/13/2021	R					900.00
**L000 4310 0000 00 000000		4002200086		072021			07/14/2021	Y					900.00
10E000 1110 2300 00 000000		900.00											
								89228			1,200.00		
LIMINEX 000	Liminex Inc.	34416		Go Guardian Renewal 07/2/2021			05/18/2021	R					9,360.00

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name / PO # / Detail Amount	1099	Description / Batch / Asset	Lq	Account Number	Inv Date / Due Date	C / Detail	Check	Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
LIMINEX 000 Vendor Continued....													
			- 07/1/2022										
**L000 4310 0000 00 000000	4002200002		072021			07/14/2021	Y						9,360.00
10E000 1110 3004 00 000000	9,360.00												
							89229				9,360.00		
LYNCHNIC000 Lynch, Nicole M	EDU6191		Tuition/Book Reimb for course: EDU 6191 (3cr grad)			07/12/2021	R						940.00
**L000 4310 0000 00 000000	4002200049		072021			07/14/2021	Y						940.00
10E000 1110 2300 00 000000	940.00												
LYNCHNIC000 Lynch, Nicole M	EDU6234		Tuition Reimb for course: EDU 6234 (remainder 3 credit grad)			06/16/2021	R						900.00
**L000 4310 0000 00 000000	4002200042		072021			07/14/2021	Y						900.00
10E000 1110 2300 00 000000	900.00												
							89230				1,840.00		
MANDRMEG000 Mandro, Megan M	ESL697		Tuition Reimb for course: ESL 697 (3cr graduate)			07/13/2021	R						900.00
**L000 4310 0000 00 000000	4002200087		072021			07/14/2021	Y						900.00
10E000 1110 2300 00 000000	900.00												
							89231				900.00		
MGN LOCK000 Mgn Lock-Key & Safes Inc	61745		BG Supplies 07/13/2021			07/13/2021	R						27.50
**L000 4310 0000 00 000000	5002200014		072021			07/14/2021	Y						27.50
20E000 2540 4100 00 000000	27.50												
							89232				27.50		

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	Description / Batch	Inv Date / Due Date	C / Detail	Check / Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
MONAHMAR000	Monahan, Mary Pat	TECH511	Tuition/Book Reimb for course: Tech 511 (1cr grad)	07/12/2021	R					232.50
**L000 4310 0000 00 000000		4002200063	072021	07/14/2021	Y					232.50
10E000 1110 2300 00 000000		232.50								
MONAHMAR000	Monahan, Mary Pat	TECH519	Tuition/Book Reimb for courses Tech 519 (2cr graduate)	07/13/2021	R					390.00
**L000 4310 0000 00 000000		4002200088	072021	07/14/2021	Y					390.00
10E000 1110 2300 00 000000		390.00								
MONAHMAR000	Monahan, Mary Pat	TECH524	Tuition/Book Reimb for course Tech 524 (3cr graduate)	07/13/2021	R					547.50
**L000 4310 0000 00 000000		4002200088	072021	07/14/2021	Y					547.50
10E000 1110 2300 00 000000		547.50								
						89233		1,170.00		
NEARPOD 000	Nearpod Inc.	40286	Nearpod renewal 2021-2022	05/28/2021	R					5,000.00
**L000 4310 0000 00 000000		4002200009	072021	07/14/2021	Y					5,000.00
10E000 1110 3004 00 000000		5,000.00								
						89234		5,000.00		
NOREDINK000	NoRedInk Corp.	13662	NoRedInk Premium Individual student licenses 7/1/2021 - 7/1/2022	06/03/2021	R					4,725.00
**L000 4310 0000 00 000000		3002200000	072021	07/14/2021	Y					4,725.00
10E003 1110 3004 00 000000		4,725.00								
						89235		4,725.00		

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	1099	Description / Batch	Asset	Lq	Inv Date / Due Date	C / Detail	Check	Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
NORTHBRO000	Northbrook Glenview School	D30-110211		05/2021 Food Service Breakfast/Lunch			06/20/2021	R						10,830.20
**L000 4310 0000 00 000000		4002200078		072021			07/14/2021	Y						10,830.20
10E000 2560 4100 00 000000		10,830.20												
									89236	10,830.20				
NORTHWES003	Northwest Community Hospita	N-DL76-1		Tutoring Service 5/2021			05/31/2021	R						249.60
**L000 4310 0000 00 000000		4002200080		072021			07/14/2021	Y						249.60
10E000 1912 6700 00 000000		249.60												
									89237	249.60				
OAK BROO000	Oak Brook Mechanical Servic	203070		2021 HVAC Upgrades Payment#1			07/12/2021	R						174,387.00
**L000 4310 0000 00 000000		4002200082		072021			07/14/2021	Y						174,387.00
90E000 2540 5750 00 000000		174,387.00												
									89238	174,387.00				
PEPPER C000	Pepper Construction Company	2001165004		SD 76 - Diamond Lake Capital Improvements 2021 Billing#4			07/02/2021	R						278,122.68
**L000 4310 0000 00 000000		5002200006		072021			07/14/2021	Y						278,122.68
60E000 2530 5750 00 000000		278,122.68												
									89239	278,122.68				
POWERSCH000	PowerSchool Group, LLC	260740		PowerSchool Enrollment renewal 7/1/2021-6/30/2022			05/21/2021	R						12,448.90
**L000 4310 0000 00 000000		4002200013		072021			07/14/2021	Y						12,448.90
10E000 2630 3004 00 000000		12,448.90	NONEM											
POWERSCH000	PowerSchool Group, LLC	262657		PowerSchool SIS Renewal			05/27/2021	R						12,105.86

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Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	1099	Description / Batch / Asset	Lq	Account Number	Inv Date / Due Date	C / Detail	Check	Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
POWERSCH000	Vendor Continued....													
				9/21/2021 - 9/20/2022										
**L000 4310 0000 00 000000		4002200014		072021			07/14/2021	Y						12,105.86
10E000 2630 3004 00 000000		12,105.86	NONEM											
								89240				24,554.76		
PROGRESS001	Progress Software Corportat	20013152		Network Monitoring			07/01/2021	R						14,872.50
				7/1/2021-6/30/2022										
**L000 4310 0000 00 000000		4002200027		072021			07/14/2021	Y						14,872.50
10E000 1110 3100 00 000000		14,872.50												
								89241				14,872.50		
QUENCH U000	Quench USA, Inc.	3230092		DL/WOIS/WOM Water Services			07/12/2021	R						165.00
				07/12/2021 - 08/11/2021										
**L000 4310 0000 00 000000		4002200061		072021			07/14/2021	Y						165.00
10E001 2410 4100 00 000000		55.00				10E002 2410 4100 00 000000				55.00				
10E003 2410 4100 00 000000		55.00												
								89242				165.00		
QUEST FO000	Quest Food Management Servi	110212		D76 Catering End Year			06/30/2021	R						413.00
**L000 4310 0000 00 000000		4002200103		072021			07/14/2021	Y						413.00
10E000 2560 4100 00 000000		413.00												
QUEST FO000	Quest Food Management Servi	110378		SFSP Breakfast/Lunch 06/2021			06/30/2021	R						28,823.48
**L000 4310 0000 00 000000		4002200102		072021			07/14/2021	Y						28,823.48
10E000 2560 4100 00 000000		28,823.48												
								89243				29,236.48		

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	Description / Batch	Inv Date / Due Date	C / Detail	Check / Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
RAPTOR T000	Raptor Technologies, LLC	18322	Raptor Annual Access Management 2021-2022	07/01/2021	R					1,725.00
**L000 4310 0000 00 000000		4002200043	072021	07/14/2021	Y					1,725.00
20E000 2540 3232 00 000000		1,725.00								
					89244	1,725.00				
REAL GRA000	Real Graphix, Inc.	66252	2021 Annual State of District Newsletter (postage was mailed via check#9568)	06/25/2021	R					2,879.00
**L000 4310 0000 00 000000		4002200064	072021	07/14/2021	Y					2,879.00
10E000 2630 3230 00 000000		2,879.00								
					89245	2,879.00				
RENAISSA000	Renaissance Learning, Inc.	5207354	Star 360 Subscription 08/1/2021- 07/31/2022 (Title I)	07/01/2021	R					15,682.00
**L000 4310 0000 00 000000		4002200074	072021	07/14/2021	Y					15,682.00
10E000 1250 3004 00 430000		15,682.00								
					89246	15,682.00				
ROSE CUS000	Rose Custom Cabinets, Inc.	44023	Laminate Counters remainder	06/29/2021	R					2,676.75
**L000 4310 0000 00 000000		5002100301	072021	07/15/2021	Y					2,676.75
60E000 2530 5750 00 000000		2,676.75								
					89247	2,676.75				
SALZMMIC000	Salzman, Michelle L	CIL500	Tuition/Book Reimb for course: CIL 500 (3cr graduate)	07/13/2021	R					747.95

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Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name / PO # / Batch	Invoice # / Description / Due Date	Inv Date / Detail	C / Check	Invoice Amount / Net Amount
		Detail Amount	1099	Asset	Lq	Account Number	Detail Amount	1099	Asset	Lq

SALZMMIC000 Vendor Continued....
**L000 4310 0000 00 000000 4002200089 072021 07/14/2021 Y 747.95
10E000 1110 2300 00 000000 747.95
89248 747.95

SECURLY,000 Securly, Inc. 107287 iPad mobile device management 2021-2022 06/01/2021 R 1,360.00
**L000 4310 0000 00 000000 4002200005 072021 07/14/2021 Y 1,360.00
10E000 1110 3100 00 000000 1,360.00
89249 1,360.00

SEESAW L000 Seesaw Learning Inc. 2021-48362 DLS Student License Renewal 08/01/2021 - 07/31/2022 08/01/2021 R 1,650.00
**L000 4310 0000 00 000000 1002200002 072021 07/14/2021 Y 1,650.00
10E000 1110 3004 00 000000 1,650.00
89250 1,650.00

SKYWARD,000 Skyward, Inc 211338 Financial Management Software License 7/1/2021 - 6/30/2022 07/01/2021 R 9,330.00
**L000 4310 0000 00 000000 4002200023 072021 07/14/2021 Y 9,330.00
10E000 2524 3110 00 000000 9,330.00
89251 9,330.00

SOLIANT 000 Soliant Health LLC 20176912 SS remote speech pathologist consulting 06/20/2021 06/20/2021 R 197.50
**L000 4310 0000 00 000000 4002200057 072021 07/14/2021 Y 197.50
10E000 1205 3230 00 000000 197.50 NONEM

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Batch	Description / Detail Amount	1099	Asset	Lq	Account Number	Inv Date / Due Date	C / Detail	Check / Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
SOLIANT 000	Soliant Health LLC	20179113	SS remote speech pathologist consulting 6/27/2021					06/27/2021	R					98.75
**L000 4310 0000 00 000000		4002200057	072021					07/14/2021	Y					98.75
10E000 1205 3230 00 000000			98.75	NONEM										
SOLIANT 000	Soliant Health LLC	20182415	SS remote speech pathologist consulting 07/04/2021					07/11/2021	R					98.75
**L000 4310 0000 00 000000		4002200057	072021					07/14/2021	Y					98.75
10E000 1205 3230 00 000000			98.75	NONEM										
									89252			395.00		
SPECIAL 000	Special Education District	22IMRF1	2020 IMRF Levy FY21 Expenses; 1st installment					07/09/2021	R					8,880.00
**L000 4310 0000 00 000000		4002200056	072021					07/14/2021	Y					8,880.00
51E000 4120 2120 00 000000			8,880.00											
									89253			8,880.00		
T-MOBILE000	T-Mobile	969714745	Mobile Hotspot Services 06/3/2021 - 07/2/2021					07/01/2021	R					672.00
**L000 4310 0000 00 000000		4002200075	072021					07/14/2021	Y					672.00
10E000 1110 4100 00 499800			672.00											
									89254			672.00		
TELCOM I000	Telcom Innovations Group, L	A57105M	TIG Annual Maintenance on Mitel 3300 CX II 08/2/2021 - 08/01/2022					07/01/2021	R					3,310.04
**L000 4310 0000 00 000000		5002200008	072021					07/14/2021	Y					3,310.04
20E000 2540 3232 00 000000			3,310.04											
									89255			3,310.04		

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO #	Description / Batch	Inv Date / Due Date	C / Detail	Check	Invoice Amount / Net Amount
TELESOLU000	Telesolutions Consultants L	diasd76-70121	07/2021 E-Rate Retainer Fee	07/01/2021	R		325.00
**L000 4310 0000 00 000000		4002200051	072021	07/14/2021	Y		325.00
20E000 2540 3400 00 000000		325.00					
					89256	325.00	
TOPLINE 000	Topline Transportation Co.	101332	HL Transportation 06/2021	07/01/2021	R		880.00
**L000 4310 0000 00 000000		4002200095	072021	07/14/2021	Y		880.00
40E000 2550 3310 00 000000		880.00					
TOPLINE 000	Topline Transportation Co.	101333	Sp. Ed. Transportation 06/2021	07/01/2021	R		5,300.00
**L000 4310 0000 00 000000		4002200094	072021	07/14/2021	Y		5,300.00
40E000 2550 3300 00 000000		5,300.00					
					89257	6,180.00	
TYNKER 000	Tynker	DR-1272-SR	DLS STEAM Coding Curriculum 8/1/2021 - 6/30/2022	05/25/2021	R		3,000.00
**L000 4310 0000 00 000000		2002200000	072021	07/14/2021	Y		3,000.00
10E000 1110 3004 00 000000		3,000.00					
					89258	3,000.00	
UNITED S000	United States Treasury	2021	Form 720 PCORI Federal Excise Tax - Quarter ending 6/30/2020	07/01/2021	R		544.83
**L000 4310 0000 00 000000		4002200038	072021	07/14/2021	Y		544.83
10E000 1110 2200 00 000000		544.83					
					89259	544.83	

Check Date 07/20/2021 Posting Date 07/20/2021
Due Date 07/15/2021 Batches 072021 Thru 072021 Bank Cash Code Cash

Vendor / Accrual / Account Number	Name	Invoice # / PO # / Detail Amount	Description / Batch	Inv Date / Due Date	C / Detail	Check / Detail Amount	1099	Asset	Lq	Invoice Amount / Net Amount
VISTA LE000	Vista Learning, NFP	VLI21-1257	Evaluwise Licenses 07/01/2022 - 06/30/2023	05/14/2021	R					1,995.00
**L000 4310 0000 00 000000		4002200016	072021	07/14/2021	Y					1,995.00
10E000 2210 3320 00 000000		1,995.00								
					89260			1,995.00		
WIGHT & 000	Wight & Company	200132-011	2021 Summer Classroom Renovations 05/2021	06/30/2021	R					2,917.50
**L000 4310 0000 00 000000		5002200017	072021	07/14/2021	Y					2,917.50
60E000 2530 5750 00 000000		2,917.50								
					89261			2,917.50		
WOLD ARC000	Wold Architects Incorporate	72998	2021 HVAC Upgrades 06/2021	06/30/2021	R					2,199.95
**L000 4310 0000 00 000000		5002200007	072021	07/14/2021	Y					2,199.95
90E000 2540 5750 00 000000		2,199.95								
					89262			2,199.95		

Grand Total	1,088,060.23
Total Adjustments	0.00
Total Discounts	0.00
Net Total	1,088,060.23

91	Computer Check(s)	1,088,060.23
0	Manual Check(s)	0.00
0	Void Check(s)	0.00
0	Negative/Minimum Check(s)	0.00
0	Zero Check(s)	0.00
0	Wire Transfer Check(s)	0.00
0	ACH Deposit(s)	0.00

********** End of report **********

Check Nbr	Vendor Name	Check Date	Check Amount
89175	ABC Creations, LLC	07/20/2021	675.00
89176	Ace Hardware	07/20/2021	17.76
89177	AkitaBox Inc.	07/20/2021	2,500.00
89178	Alexian Brothers Behavioral He	07/20/2021	1,240.00
89179	Amplified IT, LLC	07/20/2021	2,664.00
89180	Anderson Pest Solutions	07/20/2021	184.75
89181	ASCD	07/20/2021	239.00
89182	AT & T Long Distance	07/20/2021	1,485.53
89183	AT & T Long Distance	07/20/2021	731.28
89184	CDW Government	07/20/2021	7,747.05
89185	Vendor Continued Check	07/20/2021	0.00
89186	Vendor Continued Check	07/20/2021	0.00
89187	Citi Cards	07/20/2021	6,671.06
89188	Citywide Building Maintenance	07/20/2021	34,273.61
89189	CLIC	07/20/2021	87,512.00
89190	Companion Corporation	07/20/2021	2,537.00
89191	Connections Academy East	07/20/2021	5,454.00
89192	Connections Day School	07/20/2021	5,575.80
89193	Constellation NewEnergy-Gas Di	07/20/2021	2,678.37
89194	Constellation New Energy, Inc.	07/20/2021	18,957.99
89195	Countryside Industries, Inc.	07/20/2021	4,245.00
89196	Dell Marketing L.P.	07/20/2021	1,385.56
89197	Vendor Continued Check	07/20/2021	0.00
89198	Vendor Continued Check	07/20/2021	0.00
89199	Diamond Lake School Self Ins	07/20/2021	139,485.09
89200	E2 Services, Inc	07/20/2021	15,639.49
89201	Eberhart, Justin	07/20/2021	113.05
89202	Embrace Education	07/20/2021	4,637.10
89203	Enriquez, Diana L	07/20/2021	900.00
89204	First National Bank of Omaha	07/20/2021	464.00
89205	Forecast 5 Analytics, Inc	07/20/2021	7,597.25
89206	Frontline Technologies Group L	07/20/2021	7,437.81
89207	Great Lakes Kwik Space	07/20/2021	238.00
89208	Groot, Inc.	07/20/2021	3,606.52
89209	Hansen, Eric	07/20/2021	39.99
89210	Hodges Loizzi Eisenhammer LLP	07/20/2021	238.50
89211	Home Depot Credit Services	07/20/2021	52.16
89212	IASA	07/20/2021	2,199.89
89213	IASB	07/20/2021	9,727.00
89214	Illinois State Police-Bureau O	07/20/2021	28.25
89215	Imagetec LP	07/20/2021	5,435.59
89216	Imprest	07/20/2021	718.13
89217	Integrated Systems Corporation	07/20/2021	315.00
89218	Intrado Interactive Services C	07/20/2021	2,525.00
89219	J.W. Pepper & Son, Inc	07/20/2021	225.00
89220	Kansas State Bank	07/20/2021	2,063.48
89221	LaForce Inc.	07/20/2021	3,199.00
89222	Lake County Esc	07/20/2021	3,335.00
89223	Lake County Superintendents	07/20/2021	400.00
89224	Lake County Public Works	07/20/2021	116.00

Check Nbr	Vendor Name	Check Date	Check Amount
89225	Vendor Continued Check	07/20/2021	0.00
89226	Lakeside Transportation	07/20/2021	57,204.85
89227	LearnPlatform, Inc.	07/20/2021	6,010.20
89228	Levy, Katie M	07/20/2021	1,200.00
89229	Liminex Inc.	07/20/2021	9,360.00
89230	Lynch, Nicole M	07/20/2021	1,840.00
89231	Mandro, Megan M	07/20/2021	900.00
89232	Mgn Lock-Key & Safes Inc	07/20/2021	27.50
89233	Monahan, Mary Pat	07/20/2021	1,170.00
89234	Nearpod Inc.	07/20/2021	5,000.00
89235	NoRedInk Corp.	07/20/2021	4,725.00
89236	Northbrook Glenview School Dis	07/20/2021	10,830.20
89237	Northwest Community Hospital	07/20/2021	249.60
89238	Oak Brook Mechanical Services,	07/20/2021	174,387.00
89239	Pepper Construction Company	07/20/2021	278,122.68
89240	PowerSchool Group, LLC	07/20/2021	24,554.76
89241	Progress Software Corportation	07/20/2021	14,872.50
89242	Quench USA, Inc.	07/20/2021	165.00
89243	Quest Food Management Services	07/20/2021	29,236.48
89244	Raptor Technologies, LLC	07/20/2021	1,725.00
89245	Real Graphix, Inc.	07/20/2021	2,879.00
89246	Renaissance Learning, Inc.	07/20/2021	15,682.00
89247	Rose Custom Cabinets, Inc.	07/20/2021	2,676.75
89248	Salzman, Michelle L	07/20/2021	747.95
89249	Securly, Inc.	07/20/2021	1,360.00
89250	Seesaw Learning Inc.	07/20/2021	1,650.00
89251	Skyward, Inc	07/20/2021	9,330.00
89252	Soliant Health LLC	07/20/2021	395.00
89253	Special Education District Lak	07/20/2021	8,880.00
89254	T-Mobile	07/20/2021	672.00
89255	Telcom Innovations Group, LLC	07/20/2021	3,310.04
89256	Telesolutions Consultants LLC	07/20/2021	325.00
89257	Topline Transportation Co.	07/20/2021	6,180.00
89258	Tynker	07/20/2021	3,000.00
89259	United States Treasury	07/20/2021	544.83
89260	Vista Learning, NFP	07/20/2021	1,995.00
89261	Wight & Company	07/20/2021	2,917.50
89262	Wold Architects Incorporated	07/20/2021	2,199.95
89263	BMO Financial Group	07/20/2021	703.57
89264	Vendor Continued Check	07/20/2021	0.00
89265	BMO Financial Group	07/20/2021	3,519.81

91 Computer Check(s) For a Total of 1,088,060.23

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	91	Computer	Checks For a Total of	1,088,060.23
Total For	91	Manual, Wire Tran, ACH & Computer Checks		1,088,060.23
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,088,060.23

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	37.50	457,925.57	457,963.07
20	Operations & Mai	0.00	0.00	92,200.31	92,200.31
30	Debt Service	0.00	0.00	2,063.48	2,063.48
40	Transportation F	0.00	0.00	63,450.49	63,450.49
51	IMRF Fund	0.00	0.00	8,880.00	8,880.00
60	Capital Outlay	0.00	0.00	286,915.93	286,915.93
90	Life Safety	0.00	0.00	176,586.95	176,586.95

Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

BOARD OF EDUCATION
COMBINED MEETING
Tuesday, July 20, 2021

AGENDA ITEM V-B
Administrative: First Reading of PRESS 107 Policies

The following will be included for approval at the Committee of the Whole Meeting on Tues, August 3, 2020.

WHEREAS policy creation and updates and changes to adopted policies are provided for District 76 through the subscription to Policy Reference Educational Subscription Service (PRESS) from the Illinois Association of School Boards (IASB); and

WHEREAS the Policy Committee reviewed the policies and a First Reading of the policies was held at the July 20, 2021 Board Business Meeting.

THEREFORE BE IT RESOLVED, the Diamond Lake School District 76 Board of Education moves to approve the policy changes as presented and reviewed in IASB PRESS Issue 107.

Number	Title
1:10	School District Legal Status
1:20	District Organization, Operations and Cooperative Agreements
1:30	School District Philosophy
2:10	School District Governance
2:30	School District Elections
2:120-E1	Guidelines for serving as a Mentor to a New School Board Member
2:120-E2	Website Listing of Development and Training Completed by Board Members
2:130	Board-Superintendent Relationship
2:220-E4	Open Meeting Minutes
2:220-E7	Access to Closed Meeting Minutes and Verbatim Recordings
2:240	Board Policy Development
2:240-E1	PRESS Issue Updates
2:240-E2	Developing Local Policy
3:30	Chain of Command

5:10	Equal Employment Opportunity and Minority Recruitment
6:100	Using Animals in the Educational Program
6:145	Migrant Students
6:160	English Learners
6:170	Title I Programs
6:235	Access to Electronic Networks
6:255	Assemblies and Ceremonies
6:260	Complaints About Curriculum, Instructional Materials, and Programs
7:220	Bus Conduct
7:230	Misconduct by Students with Disabilities
7:280	Communicable and Chronic Infectious Disease
8:90	Parent Organizations and Booster Clubs

ISSUE 107
June 2021

Update Memo

Please distribute to board members and appropriate staff.

PRESS

Policy Reference Education Subscription Service

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

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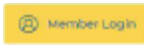
Next Issue: Post-Legislative Session Updates

Online Instructions

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

1. Go to www.iasb.com and click on the yellow **Member Login** button.



2. Log in using your email address and password.
   - If you do not know your password, do not create a new account; reset your password using your district email address.
   - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
   - If you continue to have difficulty logging in to www.iasb.com, please contact James Wagner at jwagner@iasb.com.
   - Click the yellow "Hi [Your Name]," button.

3. Under **My Account Links**, click on **PRESS Login**.

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

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

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

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

Special Acknowledgement to IASB Assistant PRESS Editors

IASB thanks Maryam Brotine and Debra Jacobson for leading the completion of **PRESS** Issue 107 together in the role of **PRESS** Editor. IASB also thanks them and appreciates their dedication to maintain the quality of this service.

PRESS Bundles

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

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 5.

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

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

ILLINOIS ASSOCIATION OF SCHOOL BOARDS

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Conviction Records in Employment Decisions

Public Act 101-656, eff. 3-23-21, imposes new obligations on Illinois employers, including school districts, who want to rely on criminal conviction records to disqualify an applicant or take adverse action against an employee. School districts must now consider specific mitigating factors and provide written notices to applicants/employees, informing them of their right to challenge the accuracy of the conviction record and submit evidence of mitigation.

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

- 4:60-AP3, Criminal History Records Check of Contractor Employees
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 5:30-AP2, E1, Notice of Preliminary Hiring Decision Based on Conviction Record - **NEW**
- 5:30-AP2, E2, Notice of Final Hiring Decision Based on Conviction Record - **NEW**

Educational Technology

The Student Online Personal Protection Act (SOPPA), a State law that is intended to protect the privacy and security of students' online data at school, goes into effect July 1, 2021. A new 7:345 suite of **PRESS** materials was released in Issue 104 (June 2020) to assist districts with implementation of this expansive law. Additional materials have been created or updated to align with SOPPA requirements and/or to reflect the expanded use of educational technologies in schools.

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

- 6:235, Access to Electronic Networks
- 6:235-AP1, Acceptable Use of the District's Electronic Networks
- 6:235-AP1, E1, Student Authorization for Access to the District's Electronic Networks
- 6:235-AP1, E2, Staff Authorization for Access to the District's Electronic Networks
- 7:345-AP, E4, Notice of Parent Rights Regarding Student Covered Information - **NEW**

PRESS Terminology

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

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

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

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

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

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

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

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

Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule and/or continuous review changes. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits** table in numerical order beginning on p. 5.

The following **PRESS** materials are updated:

2:10, School District Governance
2:20, Powers and Duties of the School Board; Indemnification
2:150-AP, Superintendent Committees
2:240, Board Policy Development
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
4:40-AP, Preparing and Updating Disclosures
7:340-AP2, Storage and Destruction of School Student Records

Five-Year Review Updates

PRESS Editors have a quality assurance goal to ensure that each piece of the 1000+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 175 policies and procedures. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits** table in numerical order beginning on p. 5.

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

1:10, School District Legal Status
1:20, District Organization, Operations, and Cooperative Agreements
1:20-AP, Checklist for Handling Intergovernmental Agreement Requests
1:30, School District Philosophy
2:30, School District Elections
2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member
2:120-E2, Website Listing of Development and Training Completed by Board Members
2:125-E3, Resolution to Regulate Expense Reimbursements
2:130, Board-Superintendent Relationship
2:200-AP, Types of School Board Meetings
2:220-E4, Open Meeting Minutes
2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings
2:240-E1, PRESS Issue Updates
2:240-E2, Developing Local Policy
2:250-E3, Recurrent Requester Notification
3:30, Chain of Command
3:30-E, Organizational Chart for Administration
3:70-AP, Succession Plan
4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
4:15-E2, Statement of Purpose for Collecting Social Security Numbers
4:15-E3, Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers
4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees
4:140-E1, Application for Fee Waiver
4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal
4:140-E3, Resolution to Increase Driver Education Fees
4:170-AP5, Unsafe School Choice Option
5:40-AP, Communicable and Chronic Infectious Disease
5:125-E, Employee Receipt of Board Policy on Personal Technology and Social Media
5:170-AP1, Copyright Compliance
5:170-AP2, Seeking Permission to Copy or Use Copyrighted Works
5:170-AP3, Instructional Materials and Computer Programs Developed Within the Scope of Employment
5:170-E1, Request to Reprint or Adapt Material
5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications
5:190-E2, Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements
5:190-E3, Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment
5:240-AP, Suspensions
6:100, Using Animals in the Educational Program
6:100-AP, Dissection of Animals
6:100-E1, Guidelines and Application for Using Animals in School Facilities for Educational Purposes
6:100-E2, Student Permission for Exposure to Animal~~(s)~~ - **RENAMED**
6:120-AP4, Care of Students with Diabetes
6:145, Migrant Students
6:160, English Learners
6:170, Title I Programs
6:170-AP1, Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs
6:170-AP1, E1, District-Level Parent and Family Engagement Compact
6:170-AP1, E2, School-Level Parent and Family Engagement Compact
6:170-AP2, Notice to Parents Required by Elementary and Secondary Education ~~Act~~, McKinney-Vento Homeless Assistance ~~Act~~, and Protection of Pupil Rights Laws ~~Act~~ - **RENAMED**
6:190-AP, Academic Eligibility for Participation in Extracurricular Activities
6:235-AP1, Acceptable Use of the District's Electronic Networks

6:235-AP1, E2, Staff Authorization for Access to the District's Electronic Networks
6:235-AP2, Web Publishing Guidelines
6:235-E3, Online Privacy Statement
6:235-E4, Keeping Yourself and Your Kids Safe On Social Networks
6:250-AP, ~~Securing and Screening~~ Resource Persons and/or School Volunteers; Screening - **RENAMED**
6:255, Assemblies and Ceremonies
6:260, Complaints About Curriculum, Instructional Materials, and Programs
6:260-E, Curriculum Objection
7:220, Bus Conduct
7:230, Misconduct by Students with Disabilities
7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program
7:280, Communicable and Chronic Infectious Disease
7:340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information
7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiter Access to Student Information
8:90, Parent Organizations and Booster Clubs
8:95-E2, Verification of School Visitation

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

Progress Report — The contents of this table frequently change.

Topics	Our Response
ISBE Special Education Rules & ICSA Sample Procedures The Ill. State Board of Education (ISBE) updated its special education rules, effective March 2, 2021, to incorporate various statutory changes made over the past few years. Thanks to the many Ill. Council of School Attorneys (ICSA) members serving on ICSA's Special Education Committee, these statutory changes and ISBE's updated rules have been incorporated into updated *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*.	No **PRESS** materials are affected. *Special Education Procedures and Sample Policies* may be downloaded from the Guidance and Resources section on Special Education of the *Policy Services & School Law* page on www.iasb.com.
Student Press Law Center (SPLC) Letters to School Boards Some boards have reported receiving letters stating: 1. Policy 7:315, *Restrictions on Publications; High Schools*, is not fully in alignment with Illinois law; and 2. That boards should amend their policies by a certain date. Note that SPLC is not a regulatory or quasi-regulatory agency over Illinois school boards. It has no authority to require school boards to update their policies. Many attorneys agree that the **PRESS** sample that most boards have adopted is in alignment with Illinois law. Other attorneys see areas in the **PRESS** sample policy for continued improvement.	**PRESS** Editors have reached out to SPLC attorneys and Ill. Council of School Attorneys Executive Committee members to collaborate. Policy 7:315, *Restrictions on Publications; High Schools*, will be updated in response to both legislation and continuous improvement related to SPLC suggestions in **PRESS** Issue 108.
ISBE 2020-2023 Strategic Plan Early this year ISBE released its 2020-2023 Strategic Plan (Plan), a roadmap for Illinois schools designed in partnership with education stakeholders and built around three overarching goals all underpinned by equity: student learning, learning conditions, and elevating educators. The Plan involves the development of an equity impact analysis tool by the end of the 2020-21 school year. Districts will pilot this tool during the 2021-22 school year, and the intent is for an Equity Journey Continuum to be included in each school district's 2022 Report Card. The Plan and status reports on its progress are at www.isbe.net/strategicplan.	No **PRESS** materials are affected.
ISBE SOPPA Rules ISBE rules to implement parents' access to their children's *covered information* under the Student Online Personal Protection Act are pending. The rules will address how often parents can request access and the manner in which they must make the request.	The 7:345 suite of **PRESS** materials will be updated as needed in Issue 108.

Progress Report — *continued*

Topics	Our Response
Voluntary Families First Coronavirus Response Act (FFCRA) Extension Under the American Rescue Plan Act The Internal Revenue Service recently issued guidance confirming that government employers, including public school districts, are eligible to claim employer tax credits to be reimbursed for paid leave taken by employees under the Families First Coronavirus Response Act (FFCRA). Under the federal American Rescue Plan Act, eligible employers may choose to extend FFCRA leave benefits beginning April 1, 2021, through September 30, 2021. For more information about the FFCRA employer tax credits, see https://www.irs.gov/newsroom/employer-tax-credits-for-employee-paid-leave-due-to-covid-19	No **PRESS** materials are affected.
Emergency Connectivity Fund Program Rules On May 11, 2021, the Federal Communications Commission (FCC) issued an order to implement how eligible schools and libraries may spend the $7.17 billion Emergency Connectivity Fund Program that was recently authorized under the American Rescue Plan Act. The FCC order allows eligible schools to use the funds to cover expenses related to device purchases and home broadband connectivity for students and staff who otherwise lack service sufficient for remote learning. For more information, see https://www.fcc.gov/fcc-launch-connectivity-fund-program.	No **PRESS** materials are affected.

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
1:10, School District Legal Status	The policy is unchanged.	☐
1:20, District Organization, Operations, and Cooperative Agreements	The Legal References are updated in response to a five-year review with minor style changes that do not require board action. The footnotes are also updated in response to a five-year review.	☐
1:20-AP, Checklist for Handling Intergovernmental Agreement Requests	The procedure is updated in response to a five-year review.	☐
1:30, School District Philosophy	The policy is updated in response to a five-year review. Districts that use this policy's text in posters and other printed district publications should note that adopting these changes would require them to reprint those items.	☐
2:10, School District Governance	The policy, Legal References and footnotes are updated in response to a five-year review. The policy and footnote 4 are updated to reflect changes to 5 ILCS 120/7(e), amended by P.A. 101-640, permitting public bodies to meet without a quorum physically present during a public health emergency.	☐
2:20, Powers and Duties of the School Board; Indemnification	The policy is unchanged. The footnotes are updated for continuous improvement.	☐
2:30, School District Elections	The Legal References and footnotes are updated in response to a five-year review.	☐

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

2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member	The exhibit is updated in response to a five-year review.	☐
2:120-E2, Website Listing of Development and Training Completed by Board Members	The exhibit is updated in response to a five-year review.	☐
2:125-E3, Resolution to Regulate Expense Reimbursements	The exhibit is updated in response to a five-year review.	☐
2:130, Board-Superintendent Relationship	The policy and footnotes are updated in response to a five-year review. Statutory text from the footnotes was placed into the policy.	☐
2:150-AP, Superintendent Committees	The procedure is updated in response to continuous improvement to reflect 105 ILCS 5/14C-10. A subhead entitled **Transitional Bilingual Education (TBE) Programs Parent Advisory Committee** has been added. Other continuous improvement changes are also made.	☐
2:200-AP, Types of School Board Meetings	The procedure is updated in response to a five-year review.	☐
2:220-E4, Open Meeting Minutes	The exhibit is updated in response to a five-year review.	☐
2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings	The exhibit is updated in response to a five-year review.	☐
2:240, Board Policy Development	The policy and footnotes are updated with an optional subhead entitled **Words Importing Gender**. These updates are in response to subscriber feedback and evolving diversity, equity, and inclusion work at the IASB.	☐
2:240-E1, PRESS Issue Updates	The exhibit is updated in response to a five-year review.	☐
2:240-E2, Developing Local Policy	The exhibit is updated in response to a five-year review.	☐
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated in response to: 1. 40 ILCS 5/7-135.5, added by P.A. 101-504, requiring districts to post on their websites a link to information on the Ill. Municipal Retirement Fund website about participating employers; 2. 23 Ill.Admin.Code §255.200, requiring districts that allow for registered apprenticeship programs to post certain information on their websites; and 3. Continuous improvement updates.	☐
2:250-E3, Recurrent Requestor Notification	The exhibit is unchanged.	☐
3:30, Chain of Command	The policy is unchanged. Footnote 1 is added in response to a five-year review.	☐
3:30-E, Organizational Chart for Administration	The exhibit is unchanged.	☐
3:70-AP, Succession Plan	The procedure is unchanged.	☐

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

4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers	The exhibit is unchanged.	☐
4:15-E2, Statement of Purpose for Collecting Social Security Numbers	The exhibit is updated in response to a five-year review.	☐
4:15-E3, Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers	The exhibit is updated in response to a five-year review.	☐
4:40-AP, Preparing and Updating Disclosures	The exhibit is updated in response to continuous improvement updates provided by the law firm of Chapman and Cutler LLP.	☐
4:60-AP3, Criminal History Records Check of Contractor Employees	The procedure and footnotes are updated. A new footnote is added in response to 775 ILCS 5/2-103.1, added by P.A. 101-656, prohibiting an employer from disqualifying or taking other adverse action against applicants/employees based on conviction records unless certain conditions and notification requirements are met.	☐
4:140-AP, Fines, Fees, and Charges - Waiver of Student Fees	The procedure and its footnotes are updated in response to a five-year review.	☐
4:140-E1, Application for Fee Waiver	The exhibit is updated in response to a five-year review.	☐
4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal	The exhibit is unchanged.	☐
4:140-E3, Resolution to Increase Driver Education Fees	The exhibit is unchanged.	☐
4:170-AP5, Unsafe School Choice Option	The procedure is updated in response to a five-year review.	☐
5:10, Equal Employment Opportunity and Minority Recruitment	The policy, Legal References, and footnotes are updated for the same reason stated above in 4:60-AP3, *Criminal History Records Check of Contractor Employees*. Continuous improvement updates are also made to the Legal References and footnotes.	☐
5:30, Hiring Process and Criteria	The policy is unchanged. The footnotes are updated for the same reason stated above in 4:60-AP3, *Criminal History Records Check of Contractor Employees*, and for continuous improvement. The Cross References are updated to incorporate a style change.	☐
5:30-AP2, Investigations	The procedure is updated for the same reason stated above in 4:60-AP3, *Criminal History Records Check of Contractor Employees*. Continuous improvement updates are also made.	☐
5:30-AP2, E1, Notice of Preliminary Hiring Decision Based on Conviction Record	**NEW.** The exhibit is created to assist districts with implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, requiring employers to provide an applicant with a preliminary written notice before disqualifying the applicant based on a conviction record.	☐

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

5:30-AP2, E2, Notice of Final Hiring Decision Based on Conviction Record	**NEW.** The exhibit is created to assist districts with implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, requiring employers to provide an applicant with a final written notice before disqualifying the applicant based on a conviction record.	☐
5:40-AP, Communicable and Chronic Infectious Disease	The procedure is updated in response to a five-year review.	☐
5:125-E, Employee Receipt of Board Policy on Personal Technology and Social Media	The exhibit is updated in response to a five-year review.	☐
5:170-AP1, Copyright Compliance	The procedure is updated in response to a five-year review.	☐
5:170-AP2, Seeking Permission to Copy or Use Copyrighted Works	The procedure is updated in response to a five-year review.	☐
5:170-AP3, Instructional Materials and Computer Programs Developed Within the Scope of Employment	The procedure and footnotes are updated in response to a five-year review.	☐
5:170-E1, Request to Reprint or Adapt Material	The exhibit is updated in response to a five-year review.	☐
5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications	The exhibit is updated in response to a five-year review.	☐
5:190-E2, Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/ Licensure Requirements	The exhibit is updated in response to a five-year review.	☐
5:190-E3, Letter to Teacher Who Does Not meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment	The exhibit is updated in response to a five-year review.	☐
5:240-AP, Suspensions	The procedure and footnotes are updated in response to a five-year review.	☐
6:100, Using Animals in the Educational Program	The policy is unchanged. The footnotes are updated to delete an administrative procedure reference and in response to a five-year review.	☐
6:100-AP, Dissection of Animals	The procedure is unchanged.	☐

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

6:100-E1, Guidelines and Application for Using Animals in School Facilities for Educational Purposes	The exhibit is updated in response to a five-year review.	☐
6:100-E2, Student Permission for Exposure to Animals~~(s)~~	**RENAMED.** The exhibit is updated in response to a five-year review.	☐
6:120-AP4, Care of Students with Diabetes	The procedure is updated in response to a five-year review.	☐
6:145, Migrant Students	The policy, Legal References, and footnotes are updated in response to a five-year review.	☐
6:160, English Learners	The policy and footnotes are updated for the same reasons stated above in 2:150-AP, *Superintendent Committees,* and in response to a five-year review. Text was added to the **Parent Involvement** subhead restating the law requiring a district to establish a Transitional Bilingual Education Programs Parent Advisory Committee. Footnotes explain 105 ILCS 5/14C-10.	☐
6:170, Title I Programs	The policy is unchanged. The footnotes are updated in response to a five-year review.	☐
6:170-AP1, Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs	The procedure and footnotes are updated in response to a five-year review.	☐
6:170-AP1, E1, District-Level Parent and Family Engagement Compact	The exhibit is updated in response to a five-year review.	☐
6:170-AP1, E2, School-Level Parent and Family Engagement Compact	The exhibit and footnotes are updated in response to a five-year review.	☐
6:170-AP2, Notice To Parents Required by Elementary and Secondary Education ~~Act~~, McKinney-Vento Homeless Assistance ~~Act~~, and Protection of Pupil Rights <u>Laws</u>~~Act~~	**RENAMED.** The exhibit and footnotes are updated in response to a five-year review.	☐
6:190-AP, Academic Eligibility for Participation in Extracurricular Activities	The procedure is unchanged.	☐
6:235, Access to Electronic Networks	The policy, Legal References, Cross References, Administrative Procedure references, and footnotes are updated in response to the expanded use of educational technologies in schools and for other continuous improvements. The Legal References are also updated in response to 20 U.S.C. §7131 and 115 ILCS 5/14(c-5), added by 101-620. 7:315, *Restrictions on Publications; High Schools*, and 7:345, *Use of Educational Technologies*, are added to the Cross References.	☐

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

6:235-AP1, Acceptable Use of the District's Electronic Networks	The procedure is updated in response to the expanded use of educational technologies in schools and to a five-year review.	☐
6:235-AP1, E1, Student Authorization for Access to the District's Electronic Networks	This exhibit is updated in response to the expanded use of educational technologies in schools.	☐
6:235-AP1, E2, Staff Authorization for Access to the District's Electronic Networks	This exhibit is updated in response to the expanded use of educational technologies in schools and in response to a five-year review.	☐
6:235-AP2, Web Publishing Guidelines	The procedure is updated in response to a five-year review.	☐
6:235-E3, Online Privacy Statement	The exhibit is updated in response to a five-year review.	☐
6:235-E4, Keeping Yourself and Your Kids Safe On Social Networks	The exhibit is updated in response to a five-year review.	☐
6:250-AP, ~~Securing and Screening~~Resource Persons and/or School Volunteers; Screening	**RENAMED.** The procedure and footnotes are updated in response to a five-year review.	☐
6:255, Assemblies and Ceremonies	The Legal References are updated in response to a five-year review. The footnotes are also updated in response to a five-year review.	☐
6:260, Complaints About Curriculum, Instructional Materials, and Programs	The policy, Legal References, Cross References, and footnotes are updated in response to a five-year review.	☐
6:260-E, Curriculum Objection	The exhibit is updated in response to a five-year review.	☐
7:220, Bus Conduct	The policy is updated in response to a five-year review with a minor style change that does not require board action. The footnotes are also updated in response to a five-year review.	☐
7:230, Misconduct by Students with Disabilities	The policy is unchanged. The footnotes are updated in response to a five-year review.	☐
7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program	The exhibit is updated in response to a five-year review.	☐
7:280, Communicable and Chronic Infectious Disease	The Legal References and footnotes are updated in response to a five-year review. A repealed statute was deleted from the Legal References.	☐
7:340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information	The exhibit is updated in response to a five-year review.	☐

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

7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information	The exhibit is updated in response to a five-year review.	☐
7:340-AP2, Storage and Destruction of School Student Records	The procedure is updated in response to an expedited correction made to 23 Ill. Admin. Code §375.40, clarifying the method of destruction for school student records, and for continuous improvement.	☐
7:345-AP, E4, Notice of Parent Rights Regarding Student Covered Information	**NEW.** The exhibit is created in response to 105 ILCS 85/, added by P.A. 101-516, eff. 7-1-21, requiring districts to web post procedures describing parents' rights to access their children's *covered information* under the Student Online Personal Protection Act.	☐
8:90, Parent Organizations and Booster Clubs	The policy and footnotes are updated in response to a five-year review.	☐
8:95-E2, Verification of School Visitation	The exhibit is unchanged.	☐

PRESS Issue 107 Trivia

208 PRM pages • 251 footnotes • 53,305 words • 85 PRM materials

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The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.

Kimberly Small
PRESS Editor, IASB General Counsel
(ext. 1226), *ksmall@iasb.com*

Maryam Brotine
Assistant PRESS Editor,
Assistant General Counsel
(ext. 1219), *mbrotine@iasb.com*

Debra Jacobson
Assistant PRESS Editor,
Assistant General Counsel
(ext. 1211), *djacobson@iasb.com*

Acknowledgement to PRESS Advisory Board

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— Kimberly Small, **Maryam Brotine**, **Debra Jacobson**

Charles Watkins, Associate Director/General Counsel, Illinois Association of School Administrators

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Caroline Roselli, Attorney, Robbins Schwartz

H. Allen Yow, Attorney, Rammelkamp Bradney, Attorneys at Law

Dr. Dale R. Fisher, Assistant Superintendent for Human Resources, Deerfield Public Schools District 109

Dr. James Gay, Superintendent, Community High School District 230

Dr. Lisa L. Smith, Retired Associate Superintendent for Educational Services, Community School District 308

Dr. Glenn A. Wood, Assistant Superintendent, Plainfield Community Consolidated School District 202

Wayne Savageau, former IASB Policy Consultant, and former Superintendent

Jackie Gharapour Wernz, Attorney, Franczek PC

IASB Staff Members, especially Policy Services Directors and Consultants and Field Services Directors

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Bridget Trojan, Office of General Counsel, State and federal regulations monitor, editor

Ummehani Faizullabhoy, Office of General Counsel, editor

ILLINOIS ASSOCIATION OF SCHOOL BOARDS

2921 Baker Drive, Springfield, Illinois 62703-5929, Phone: (217) 528-9688
One Imperial Place, 1 East 22nd Street, Suite 20, Lombard, Illinois 60148-6120, Phone: (630) 629-3776

School District Organization

School District Legal Status [1]

The Illinois Constitution requires the State to provide for an efficient system of high-quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities.

The General Assembly has implemented this mandate through the creation of school districts. The District is governed by the laws for school districts serving a resident population of not fewer than 1,000 and not more than 500,000. [2]

The School Board constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF.: Ill. Constitution, Art. X, Sec. 1.
105 ILCS 5/10-1 et seq.

CROSS REF.: 2:10 (School District Governance), 2:20 (Powers and Duties of the School Board; Indemnification)

DRAFT

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

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

[2] See f/n 2 of policy 2:10, *School District Governance*, for a discussion of school districts having a population of less than 1,000 inhabitants.

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School District Organization

District Organization, Operations, and Cooperative Agreements

The District is organized and operates as follows: [1]

[*INSERT DISTRICT'S ORGANIZATION and OPERATIONS*]

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community.[2] The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the School Board concerning these programs and agreements. The District participates in the following joint programs and intergovernmental agreements: [3]

[*INSERT APPLICABLE JOINT PROGRAMS*]

LEGAL REF.: Ill. Constitution, Art. VII, Sec. 10.
5 ILCS 220/, Intergovernmental Cooperation Act~~1 et seq~~.

DRAFT

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

[1] State law controls this policy's content. Whatever school system is established by the State legislature must be free and open to all, without discrimination. Lewis E. v. Spagnolo, 287 Ill.App.3d 822 (3rd. Dist. 1997). Boards may use the following sentence as the first sentence, customizing it as appropriate: "The District is organized and operates as a Unit District serving the educational needs of children in grades Pre-K through 12 and others as required by the School Code."

[2] Ill. Constitution, Art. VII, Sec. 10; 5 ILCS 220/~~1 et seq~~. A number of provisions in the School Code which provide authority for boards to jointly provide programs with other school districts or colleges that meet specified criteria, including: (1) 105 ILCS 5/10-22.20a (vocational and career education); (2) 5/10-22.e (science and math partnership school); (3) 5/10-22.31 (special education), (4) 5/10-22.31a (joint educational programs); (5) 5/10-22.31b (joint building program); (6) 5/10-20.42 (wind and solar farms).

[3] In some districts, the joint educational programs and intergovernmental agreements in which they participate change frequently; boards in those districts should omit this sentence and should not list the joint educational programs and intergovernmental agreements. While this list may be limited to only educational programs, some boards may choose to also list insurance co-ops or other similar joint agreements.

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School District Organization

School District Philosophy [1]

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership ~~shall~~ aims to empower all students to develop ~~a~~ strong self-respect~~esteem~~ and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum,[2] a knowledgeable and dedicated staff, and sound fiscal and management practices.

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

DRAFT

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

[1] Replace the text in this sample policy with the district's mission, vision, and/or belief statement, if any. A mission statement is a statement of purpose: why the district exists, what benefits it intends to deliver, and who will receive those benefits. See IASB's *Foundational Principles of Effective Governance*, at www.iasb.com/principles_popup.cfm.

[2] Alternatively, strike "visionary and innovative" and substitute: "comprehensive and challenging".

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School Board

School District Governance [1]

The District is governed by a School Board consisting of seven members.[2] The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools. [3]

Official action by the Board may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, ~~at which~~ a quorum ~~is~~must be physically present at the meeting. [4]

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual. [5]

LEGAL REF.: 5 ILCS 120/~~1.02~~, Open Meetings Act.
105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.5, 5/10-16.7, and 5/10-20.5.

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the School Board; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of School Board Meetings), 2:220 (School Board Meeting Procedure)

DRAFT

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

[1] State law controls this policy's content. IASB sample policies are aligned with the IASB *Foundational Principles of Effective Governance*, www.iasb.com/principles_popup.cfm.

Sample policy 2:120, *Board Member Development*, contains the board member training requirements.

[2] School districts having a population between 1,000 and 500,000 inhabitants are governed by a seven-member board of education. ~~(~~105 ILCS 5/10-10~~)~~. School districts having a population of less than 1,000 are governed by a three-member board of school directors, unless it is governed by a special act, or is a consolidated district, or a district in which the membership was increased by the passage of a proposition. ~~(~~105 ILCS 5/10-1~~)~~.

[3] 105 ILCS 5/10-16.7 and 5/10-20.

[4] 5 ILCS 120/2.01 and 120/7(e)(1)-(10), amended by P.A. 101-640; see also 105 ILCS 5/10-12.

The Open Meetings Act (OMA) defines *meeting* as "any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business~~.~~." ~~(~~5 ILCS 120/1.02~~)~~. A quorum must be physically present for all meetings, except under limited circumstances during a public health emergency. ~~(~~5 ILCS 120/2.01 and 120/7(e). During the COVID-19 pandemic, the Open Meetings Act was amended to give public bodies the flexibility to meet without the presence of a physical quorum during a disaster declaration related to a public health emergency. See f/n 32 of policy 2:220, *School Board Meeting Procedure*, and its subhead **No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration**.

[5] The oath is found in 105 ILCS 5/10-16.5. Specific board officers may have individual authority; for example, the president may call a special meeting. ~~(~~105 ILCS 5/10-16~~)~~.

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School Board

Powers and Duties of the School Board; Indemnification

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

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law. [1]
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. [2]
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/,[3] and establishing an equal employment opportunity policy that prohibits unlawful discrimination. [4]
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration. [5]
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law. [6]

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

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

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

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

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

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

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

[5] 105 ILCS 5/10-16.7.

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6. Entering contracts using the public bidding procedure when required. [7]
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy. [8]
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination. [9]
9. Approving the curriculum, textbooks, and educational services. [10]
10. Evaluating the educational program and approving School Improvement and District Improvement Plans. [11]
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School, and student performance. [12]
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it. [13]
13. Establishing attendance units within the District and assigning students to the schools. [14]
14. Establishing the school year. [15]
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11. [16]
16. Providing student transportation services pursuant to State law. [17]
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities. [18]

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

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

[7] 105 ILCS 5/10-20.21. See policy 4:60, *Purchases and Contracts*.

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

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

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

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

[12] 105 ILCS 5/10-17a, amended by P.A.s 100-364, 100-465, 100-807, 100-863, 100-1121, and 101-68~~, eff. 1-1-20~~. This statute details the requirements for *presenting* the district report card and school report card(s), including presenting them at a regular school board meeting and posting them on the district's website.

[13] 105 ILCS 5/10-22.6, amended by P.A.s 100-105, 100-810, and 100-1035. See policies 7:190, *Student Behavior*; 7:200, *Suspension Procedures*; and 7:210, *Expulsion Procedures*.

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

[15] 105 ILCS 5/10-19, amended by P.A.s 100-465, ~~and~~ 101-12, and 101-643, and 23 Ill.Admin.Code §1.420~~, amended at 42 Ill. Reg. 11512~~. See policy 6:20, *School Year Calendar and Day*.

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

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

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18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse. [19]

19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters. [20]

Indemnification [21]

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

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

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

[19] 325 ILCS 5/4(d), amended by P.A. 101-564~~, eff. 1-1-20~~. *Abuse* and *neglect* are defined in 325 ILCS 5/3; for a *disabled adult student* see 20 ILCS 1305/1-17(b).

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

[21] 105 ILCS 5/10-20.20 (duty to indemnify) and 5/10-22.3 (duty to insure against loss or liability). These statutes identify the same individuals for protection except that the indemnification statute includes mentors of certified staff members. See f/n 3 in policy 4:100, *Insurance Management.*

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

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LEGAL REF.: 105 ILCS 5/10, 5/17-1, and 5/27-1.
115 ILCS 5/, Ill. Educational Labor Relations Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

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School Board

School District Elections [1]

School District elections are non-partisan, governed by the general election laws of the State, and include the election of School Board members, various public policy propositions, and advisory questions.~~.~~ [2] Board members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years.~~.~~ [3] If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover.~~.~~ [4] The canvass of votes is conducted by the election authority within 21 days after the election. [5]

The Board, by proper resolution, may cause to be placed on the ballot: (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code. [6]

The Board Secretary serves as the local election official. He or she receives petitions for the submission of a public question to referenda and forwards them to the proper election officer and otherwise provides information to the community concerning District elections. [7]

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

[1] State law controls this policy's content. Consult the board attorney early concerning any election question.

[2] 105 ILCS 5/9-10 provides that nominating petitions are filed with the county clerk or the county board of election commissioners if one was created pursuant to 10 ILCS 5/6A-1. Objections to nominating petitions or to a petition for a public question are submitted to the county officers electoral board. ~~(~~10 ILCS 5/10-8 and 10-9~~)~~. The Election Code also addresses reportable campaign contributions (10 ILCS 5/9~~-1.8~~); simultaneous filing of nominating petitions (10 ILCS 5/10-6.2); withdrawal from nomination (10 ILCS 5/10-7); Electoral Board duties (10 ILCS 5/10-10); and advertising in proximity of a polling place (10 ILCS 5/19A-70). See also 10 ILCS 5/1-3~~, amended by P.A. 99-522, eff. 1-1-17,~~ (definitions), 5/2A (time of holding elections), and 5/28 (submitting public questions). The school board secretary or clerk has no statutory duties regarding the election of members to the school board. He or she is well-advised to refer all questions to the county clerk or the county board of election commissioners, whichever is applicable.

[3] 10 ILCS 5/2A-1.1.

[4] 10 ILCS 5/2A-1.1a.

[5] The appropriate *election authority* (county clerk or election commission) canvasses the vote for school district elections. ~~(~~10 ILCS 5/1-8~~)~~. The election authority must canvass the vote within 21 days after the election. ~~(~~10 ILCS 5/22-17 and 5/22-18~~)~~. Within 28 days after the consolidated election, boards must hold an organizational meeting to elect officers and fix a time and place for regular meetings. ~~(~~105 ILCS 5/10-16~~)~~. See policy 2:210, *Organizational School Board Meeting*.

[6] This policy addresses two types of public questions: (1) binding referendum governed by 10 ILCS 5/28, and (2) advisory questions of public policy governed by 105 ILCS 5/9-1.5. An advisory question must be authorized by majority vote of the board. A third type of public question – a voter-initiated petition – is not covered in the policy; the board does not have any duties regarding this type of petition. A voter-initiated petition must be filed with the school board secretary who, if the timelines are met, must certify the question to be placed on the ballot to the county clerk. ~~(~~10 ILCS 5/10-15, 5/28-2, and 5/28-5~~)~~.

[7] 10 ILCS 5/28-6 provides that any petition for the submission of a public question to referendum must be filed with the *local election official*. The board secretary or clerk is the *local election official*. ~~(~~105 ILCS 5/9-2 and 10 ILCS 5/1-3~~)~~. See f/n 2 as many of the duties of the *local election official* were reassigned after the 2014 changes to the law. The board may delete the following PR function: "~~and otherwise provides information to the community concerning District elections~~."

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LEGAL REF.: 10 ILCS 5/1-3, 5/2A, 5/9, 5/10-9, 5/22-17, 5/22-18, and 5/28.
105 ILCS 5/9 and 5/9-1.5.

CROSS REF.: 2:40 (Board Member Qualifications), 2:50 (Board Member Term of Office), 2:210 (Organizational School Board Meeting)

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School Board

Board-Superintendent Relationship [1]

The School Board directs, through policy, the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. The ~~School~~ Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law. [2]

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.: 105 ILCS 5/10-16.7 and 5/10-21.4.

CROSS REF.: 3:40 (Superintendent)

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

[1] State law controls this policy's content. 105 ILCS 5/10-16.7 requires the board to make all employment decisions pertaining to the superintendent as well as "to direct, through policy, the superintendent in his or her charge of the administration of the school district, including without limitation considering the recommendations of the superintendent concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of employees, and the selection of textbooks, instructional material, and courses of study." It also requires the "board [to] evaluate the superintendent in his or her administration of board policies and his or her stewardship of the assets of the district."

Open and honest communication between the board and superintendent about expectations is crucial~~The relationship between a board and superintendent can be improved through open and honest communication about expectations~~. The superintendent and board should periodically discuss, for example, the amount, type, and timing of information each expects to give and receive. Discussing each party's role and using a formal, written superintendent evaluation process will further clarify role expectations.

[2] Boards may want to incorporate additional governance concepts into the first sentence, e.g., by holding the superintendent responsible for progress toward district ends. See IASB's *Foundational Principles of Effective Governance*, www.iasb.com/principles_popup.cfm. The IASB guide titled *The Superintendent Evaluation Process* contains information on strengthening the board-superintendent relationship. It is available at: www.iasb.com/training/superintendent-evaluation-process.pdf.

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School Board

Board Policy Development [1]

The School Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends. [2]

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board. [3]

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant.[4] Further Board consideration may ~~will~~ be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

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[1] State law requires this subject matter be covered by policy. See 105 ILCS 5/10-20.5 and 5/10-16.7.

105 ILCS 5/10-16.7 requires the board to make all employment decisions pertaining to the superintendent as well as "to direct, through policy, the superintendent in his or her charge of the administration of the school district, including, without limitation, considering the recommendations of the superintendent concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of employees, and the selection of textbooks, instructional material, and courses of study." Rather than being a laundry list of mandated written board policies, this list provides items on which boards must make decisions after considering the superintendent's recommendations. The statute also requires the "board [to] evaluate the superintendent in his or her administration of board policies and his or her stewardship of the assets of the district." Boards have broad incidental powers to adopt all necessary policies. Thomas v. B~~oar~~d. of Educ.~~ation~~ of C~~o~~m~~muni~~ty. Unit Sch.~~ool~~ Dist. 1, 117 Ill.App.3d 374 (5th Dist. 1983).

[2] See the IASB's *Foundational Principles of Effective Governance*, available on line at: www.iasb.com/pdf/found_prin.pdf.

[3] Optional. See policy 2:150, *Committees*.

[4] State law does not require a first reading before a board adopts a policy. The use of a consent agenda allows a board to vote on a matter without discussion. Policies or policy revisions may be appropriate for a consent agenda when providing for legal compliance; correcting substantive grammar, spelling, or punctuation; or clarifying pre-existing policy language. A board member may make a motion to remove any item from the consent agenda to the regular agenda for discussion. See policy 2:220, *School Board Meeting Procedure*.

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The Board policies are available for public inspection in the District's main office during regular office hours.[5] Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar. [6]

Words Importing Gender [7]

Throughout this policy manual, words importing the masculine and/or feminine gender include all gender neutral/inclusive pronouns.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent.[8] If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.: 105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

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[5] This sentence must be customized to include where and how policies are available, such as, through School Board Policies Online or the district's website.

[6] Optional.

[7] Optional. Consult the board attorney to determine whether inclusion of a subhead related to gender neutral/inclusive pronouns is appropriate for the district. This subhead's text mirrors language from the Ill. Statute on Statutes importing words applying the masculine gender to include the female gender. See 5 ILCS 70/1.04.

For students, State law prohibits gender-based discrimination, including transgender and gender non-conforming students. 775 ILCS 5/5-101(A)(11); 775 ILCS 5/1-103(O-1); and 23 Ill.Admin.Code §1.240. Title IX of the Education Amendments of 1972 (20 U.S.C. §1681) also prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a). See also policy 7:10, *Equal Educational Opportunities*.

For employees, the Equal Employment Opportunities Act (a/k/a Title VII of the Civil Rights Act of 1964) prohibits discrimination because of an individual's sex, which includes sexual orientation and/or transgender status. See 42 U.S.C. §2000e et seq., amended by The Lilly Ledbetter Fair Pay Act of 2009, Pub.L. 111-2; Bostock v. Clayton County., 140 S.Ct. 1731 (2020); and Hively v. Ivy Tech, 853 F.3d 339 (7th Cir. 2017). See also policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

[8] The board delegates authority to the superintendent through written board policy. The board will not substitute its judgment for that of the superintendent when the superintendent acts reasonably based upon his or her policy interpretation. See the IASB's *Foundational Principles of Effective Governance*, available online at: www.iasb.com/pdf/found_prin.pdf.

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General School Administration

Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations. [1]

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

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[1] The chain of command communicates the channels of authority that should be consistently followed with informal conversations that can solve issues without use of the more formal policy 2:260, *Uniform Grievance Procedure*, other administrative procedures, and/or collective bargaining agreements. See IASB's *Foundational Principles of Effective Governance*, at www.iasb.com/principles_popup.cfm.

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General Personnel

Equal Employment Opportunity and Minority Recruitment [1]

The School District shall provide equal employment opportunities[2] to all persons regardless of their race; color; creed; religion;[3] national origin; sex;[4] sexual orientation;[5] age;[6] ancestry; marital status;[7]

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[1] Federal and State law (see the policy's Legal References) require that all districts have a policy on equal employment opportunities and control this policy's content. **This is a complex, confusing, and highly litigated area of the law; consult the board attorney for advice on the application of these laws to specific fact situations.**

[2] *Equal employment opportunities* apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see the policy's Legal References). The Ill. Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, sex, and handicap. Art. I, §§17, 18, and 19. The Ill. Human Rights Act (IHRA) protects the following categories from discrimination in employment, whether *actual* or *perceived*: race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, order of protection status, sexual orientation, pregnancy, unfavorable discharge from military service, and citizenship status. 775 ILCS 5/1-102 and 5/1-103, amended by P.A. 101-221. ~~Beginning 7-1-20, T~~the IHRA requires employers to annually disclose to the Ill. Dept. of Human Rights (IDHR) certain information about adverse judgments and administrative rulings where there was a finding of sexual harassment or unlawful discrimination under any federal, State, or local law, as well as data regarding settlement agreements, if requested by an IDHR investigator. 775 ILCS 5/2-108, added by P.A. 101-221, scheduled to be repealed on 1-1-30.

The Equal Employment Opportunities Act (EEOA, a/k/a Title VII of the Civil Rights Act of 1964) prohibits discrimination because of an individual's race, color, religion, sex, or national origin. 42 U.S.C. §2000e et seq., amended by The Lilly Ledbetter Fair Pay Act of 2009 (LLFPA), Pub.L. 111-2.

Under the Workplace Transparency Act (WTA) (820 ILCS 96/, added by P.A. 101-221), employers may not, as a condition of employment or continued employment, prevent prospective or current employees from making truthful statements or disclosures about alleged unlawful employment practices, including discrimination. Id. at 96/1-25.

The LLFPA clarifies that a discriminatory compensation decision or other practice occurs each time an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision as opposed to only from the time when the discriminatory compensation decision or other practice occurred. The Act has no legislative history available to define what the phrase *or other practice* might mean beyond a discriminatory compensation decision; however, in a guidance document, the U.S. Equal Employment Opportunity Commission (EEOC) states that practices "may include employer decisions about base pay or wages, job classifications, career ladder or other noncompetitive promotion denials, tenure denials, and failure to respond to requests for raises." See *Equal Pay Act of 1963 and Lilly Ledbetter Fair Pay Act of 2009* (2014), at www.eeoc.gov/laws/guidance/equal-pay-act-1963-and-lilly-ledbetter-fair-pay-act-2009.

The Ill. Equal Pay Act of 2003 (EPA) offers additional protection by prohibiting the payment of wages to one sex less than the opposite sex or to an African-American less than a non-African-American *for the same or substantially similar work*. 820 ILCS 112/, amended by P.A.s 100-1140 and 101-177. The Ill. Dept. of Labor (IDOL) enforces the EPA. The EPA also prohibits employers from requesting or requiring applicants to disclose wage or salary history as a condition of being considered for employment or as a condition of employment. Id. at 112/10(b-5), added by P.A. 101-177. If an applicant voluntarily offers such information without prompting, an employer still cannot use that information in making an offer or determining future pay. See ~~sample~~ administrative procedure 5:30-AP1, *Interview Questions*, for sample permissible inquiries on this topic. Employers may seek wage or salary history from an applicant's current or former employer if that information is a matter of public record under the Freedom of Information Act (FOIA); however, districts that wish to undertake such searches should exercise caution; the fact a district seeks out publicly available wage information could still be used against it in a pay discrimination claim. Id. at 112/10(b-10), added by P.A. 101-177. Consult the board attorney for further guidance.

While not exhaustive, other laws protecting these and additional classifications are named in subsequent footnotes.

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arrest record;[8] military status; order of protection status;[9] unfavorable military discharge;[10] citizenship status provided the individual is authorized to work in the United States;[11] use of lawful

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[3] 775 ILCS 5/2-102 of the IHRA, amended by P.A.s 100-100, 100-588, and 101-221 contains a *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. Id.

In addition to the IHRA and the federal EEOA (discussed in f/n 2), see 775 ILCS 35/, Religious Freedom Restoration Act.

[4] Discrimination on the basis of sex under the EEOA includes discrimination on the basis of sexual orientation or transgender status. Bostock v. Clayton County., 140 S.Ct. 1731 (2020); Hively v. Ivy Tech, 853 F.3d 339 (7th Cir. 2017). In addition to the IHRA and the federal EEOA (discussed in f/n 2), see Title IX of the Education Amendments of 1972 (Title IX). 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106. See ~~sample~~ policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The federal Equal Pay Act prohibits an employer from paying persons of one sex less than the wage paid to persons of the opposite sex for equal work. 29 U.S.C. §206(d). See f/n 2 above for more information on State equal pay protections, including on the basis of sex. The LLFPA defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the IDOL. 820 ILCS 112/15(b).

[5] *Sexual orientation* means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity; it does not include a physical or sexual attraction to a minor by an adult. 775 ILCS 5/1-103(O-1).

[6] Age Discrimination in Employment Act (ADEA) (29 U.S.C. §621 et seq.), amended by LLFPA (see f/n 2). 29 C.F.R. Part 1625, amended the ~~U.S. Equal Employment Opportunity Commission (~~EEOC~~)~~ regulations under ADEA to reflect the U.S. Supreme Court's decision in General Dynamic Systems, Inc. v. Cline, 540 U.S. 581 (2004), holding the ADEA to permit employers to favor older workers because of age. Thus, favoring an older person over a younger person is not unlawful discrimination, even when the younger person is at least 40 years old.

[7] 105 ILCS 5/10-22.4 and 775 ILCS 5/1-103(Q), amended by P.A. 101-221. The term *marital status* means an individual's legal status of being married, single, separated, divorced, or widowed. 775 ILCS 5/1-103(J). This statutory definition does not encompass the identity of one's spouse. Thus, school districts may adopt no-spouse policies. Boaden v. Dept. of Law Enforcement, 171 Ill.2d 230 (Ill. 1996).

[8] Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions provided specific conditions are met. 775 ILCS 5/2-103 and 5/2-103.1, added by P.A. 101-656. See f/n 18, below. The Job Opportunities for Qualified Applicants Act prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to *job-disqualifying* convictions, as permitted by the IHRA. 775 ILCS 5/2-103.1, added by P.A. 101-656; 820 ILCS 75/15. See also the IDHR's guidance, *Conviction Record Protection – Frequently Asked Questions*, at www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx and the EEOC's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions*, at: www.eeoc.gov/laws/guidance/arrest_conviction.cfm.

[9] 775 ILCS 5/1-103(Q), amended by P.A. 101-221. The term *order of protection status* means a person protected under an order of protection issued pursuant to the Ill. Domestic Violence Act of 1986, Article 112A of the Code of Criminal Procedure of 1963, the Stalking No Contact Order Act, the Civil No Contact Order Act, or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5), amended by P.A. 100-714.

[10] *Military status* means a person's status on active duty or in status as a veteran in the U.S. Armed Forces, veteran of any reserve component of U.S. Armed Forces, or current member or veteran of the Ill. Army National Guard or Ill. Air National Guard. 775 ILCS 5/1-103(J-1). *Unfavorable military discharge* does not include those characterized as RE-4 or *dishonorable*. 775 ILCS 5/1-103(P). The Uniformed Services Employment and Reemployment Rights Act of 1994 prohibits employers from discriminating or retaliating against any person for reasons related to past, present, or future service in a *uniformed service*. 38 U.S.C. §4301 et seq.

[11] 775 ILCS 5/1-102(C). According to the Immigration Reform and Control Act of 1986, all employers must verify that employees are either U.S. citizens or authorized to work in the U.S. 8 U.S.C. §1324(a) et seq.

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products while not at work;[12] being a victim of domestic violence, sexual violence, or gender violence;[13] genetic information;[14] physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation;[15] pregnancy, childbirth, or related medical conditions;[16] credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position;[17] conviction record, unless authorized by

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[12] The Right to Privacy in the Workplace Act prohibits discrimination based on use of lawful products, e.g., alcohol, cannabis, and tobacco, off premises during non-working hours. 820 ILCS 55/5, amended by P.A. 101-27.

[13] 820 ILCS 180/30, amended by P.A. 101-221, Victims' Economic Security and Safety Act. *Gender violence* means: (1) one or more acts of violence or aggression that are a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. 820 ILCS 180/10(12.5), added by P.A. 101-221. An employer is prohibited from discriminating against any individual, e.g. an applicant for employment, because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. 820 ILCS 275/. Section 21 requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of unlawful violence. 820 ILCS 275/21.

[14] Illinois' Genetic Information Privacy Act (GIPA) (410 ILCS 513/25) and Title II of Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.). Both laws protect job applicants and current and former employees from discrimination based on their genetic information. Note that GIPA provides greater protections to Illinois employees than Title II of GINA. GIPA, amended by P.A. 100-396, prohibits employers from penalizing employees who do not disclose genetic information or do not choose to participate in a program requiring disclosure of the employee's genetic information. See f/n 12 in ~~sample~~ policy 2:260, *Uniform Grievance Procedure*, for the definition of genetic information and a detailed description of both statutes, including of Title I of GINA affecting the use of genetic information in health insurance. ~~In 2011, the EEOC published an informative guidance letter, *ADA & GINA: Incentives for Workplace Wellness Program* at: www.eeoc.gov/eeoc/foia/letters/2011/ada_gina_incentives.html. But t~~The EEOC vacated certain 2016 ADA and GINA wellness program regulations following an adverse court ruling. 83 Fed. Reg. 65296. Those rules provided guidance to employers on the extent to which they could use incentives (such as discounted health plan costs) to encourage employees to participate in wellness programs that asked for employee and family health information. Consult the board attorney for guidance regarding specific application of ADA and GINA and how they integrate with other related laws, e.g., the Family Medical Leave Act ~~, the Americans with Disabilities Act,~~ and other State laws governing time off for sickness and workers' compensation.

[15] Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 et seq.), amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) (Pub. L. 110-325) and modified by the LLFPA; Rehabilitation Act of 1973 (29 U.S.C. §701 et seq.).

[16] 775 ILCS 5/2-102(I). Employers must provide reasonable accommodations to employees with conditions related to pregnancy, childbirth, or related conditions. 775 ILCS 5/2-102(J). Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. 775 ILCS 5/2-102(K). The IDOL is required to prepare such a notice, retrievable from its website, which employers may use.

Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions. 42 U.S.C. §2000e(k). State law also prohibits the State, which includes school districts, from interfering with or discriminating against an individual's fundamental right to continue a pregnancy or to have an abortion. 775 ILCS 55/, added by P.A. 101-13. Pregnant workers with pregnancy-related impairments may have disabilities for which they may be entitled to reasonable accommodation under the ADA. Guidance from the EEOC (~~7-14-14~~6-25-15) is available at: www.eeoc.gov/laws/guidance/pregnancy_qa.cfm.

[17] 820 ILCS 70/, Employee Credit Privacy Act. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at $2,500 or more.

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law;[18] or other legally protected categories.[19] [20] [21] [22] No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/. [23]

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a

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[18] 775 ILCS 5/2-103.1(A), added by P.A. 101-656. The IHRA prohibits an employer from *disqualifying* or taking other *adverse action* against an applicant or employee based on a *conviction record* unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. Id. Disqualification or adverse action includes refusal to hire, segregation, and actions with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges, or conditions of employment. Id. If a board wants to terminate or take other adverse action against a *current* district employee based in whole or in part on a conviction record, it still must comply with all applicable statutory, policy, and bargaining agreement provisions. Boards should consult the board attorney to ensure all legal obligations are met.

Districts that wish to disqualify or take other adverse action against an applicant or employee based on a conviction record must first engage them in an *interactive assessment*, providing the individual with the opportunity to submit evidence in mitigation or to dispute the accuracy of the conviction record. See policy 5:30, *Hiring Process and Criteria*, at f/n 5, and administrative procedure 5:30-AP2, *Investigations*, for more information.

[19] Insert the following optional sentence (775 ILCS 5/1-103(Aa) and 29 U.S.C. §631):

Age, as used in this policy, means the age of a person who is at least 40 years old.

[20] Insert the following optional provision (29 U.S.C. §705(10)(A)-(B), (20)(C)(v), (20)(D) and 42 U.S.C. §12114):

Handicap and *disability*, as used in this policy, excludes persons:

1. Currently using illegal drugs;
2. Having a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job; or
3. Whose current alcohol use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others.

Persons who have successfully completed or are participating in a drug rehabilitation program are considered *disabled*.

[21] Districts may not make residency in the district a condition of employment for teachers or educational support personnel. 105 ILCS 5/24-4.1, 5/10-23.5. This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. Owen v. Kankakee Sch. Dist., 261 Ill.App.3d 298 (3rd Dist. 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act. 820 ILCS 55/10(a). Districts are also prohibited from requiring, requesting, or coercing an employee or potential employee to provide a user name and password or any password or other related account information to gain or demand access to his or her personal online account. 820 ILCS 55/10(b). While the law does not prohibit employers from viewing public information, consult the board attorney before engaging in this practice.

[22] School districts must accommodate mothers who choose to continue breastfeeding after returning to work. See 740 ILCS 137/, Right to Breastfeed Act; 820 ILCS 260/, amended by P.A. 100-1003, Nursing Mothers in the Workplace Act (NMWA); and 29 U.S.C. §207(r), Fair Labor Standards Act. At least one court has ruled an implied private right of action may exist under the NMWA. Spriesch v. City of Chicago, 2017 WL 4864913 (N.D.Ill. 2017). See sample language for a personnel handbook in 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

[23] 410 ILCS 130/40, amended by P.A. 101-363, scheduled to be repealed on 7-1-20; 77 Ill.Admin.Code Part 946. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. Their *use* of cannabis, e.g. permissible locations, is governed by the Compassionate Use of Medical Cannabis Program Act. 410 ILCS 130/, amended by P.A.s 100-660 and 101-363. There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis except as provided under *Ashley's Law* (105 ILCS 5/22-33, added by P.A.s 100-660, and amended by P.A.s 101-363, and 101-370), including in a school bus or on the grounds of any preschool, or primary or secondary school. 410 ILCS 130/30(a)(2)(3), amended by P.A.s 100-660 and 101-363. See sample policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, at f/n 9 for further discussion.

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reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. [24]

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [25]

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

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[24] 775 ILCS 5/6-101. Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the IHRA. Id. Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, the EEOA, Title IX, ADA, ADEA, Victims' Economic Security and Safety Act, the EPA, and the Ill. Whistleblower Act (IWA).

The IWA specifically prohibits employers from retaliating against employees for: (1) disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation (740 ILCS 174/15(b)); (2) disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation (740 ILCS 174/15(a)); (3) refusing to participate in an activity that would result in a violation of a State or federal law, rule, or regulation, including, but not limited to, violations of FOIA ~~the Freedom of Information Act~~ (740 ILCS 174/20); and (4) disclosing or attempting to disclose public corruption or wrongdoing (740 ILCS 174/20.1). The definition of retaliation is expanded to include *other retaliation* and *threatening retaliation.* 740 ILCS 174/20.1, 20.2.

The Ill. False Claims Act defines *State* to include school districts. 740 ILCS 175/2(a). Thus, boards may seek a penalty from a person for making a false claim for money or property. 740 ILCS 175/4. For information regarding the IWA and the tort of retaliatory discharge~~.~~ ~~S~~see Thomas v. Guardsmark, 487 F.3d 531 (7th Cir. 2007)(discussing the elements of retaliatory discharge and IWA); Sherman v. Kraft General Foods, Inc., 272 Ill.App.3d 833 (4th Dist. 1995)(finding employee who reported asbestos hazard had a cause of action for retaliatory discharge).

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

[26] Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. Id. See f/n 19 in ~~sample~~ policy 2:260, *Uniform Grievance Procedure.*

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

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Nondiscrimination Coordinator: [27]

Name

Address

Email

Telephone

Complaint Managers:

Name	Name
Address	Address
Email	Email
Telephone	Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks. [28]

Minority Recruitment [29]

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however,

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[27] Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

[28] In addition to notifying employees of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district's compliance with Title IX and the Rehabilitation Act of 1973. 34 C.F.R. §§106.8(a), 104.8(a). The Nondiscrimination Coordinator may be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as a Complaint Manager for policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information, to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

[29] All districts must have a policy on minority recruitment. 105 ILCS 5/10-20.7a. Unlike minority recruitment efforts, affirmative action plans are subject to significant scrutiny because of the potential for reverse discrimination. The U.S. Constitution's guarantee of equal protection prohibits school districts from using racial hiring quotas without evidence of past discrimination. See 29 C.F.R. §1608.1 et seq. (EEOC's guidelines for affirmative action plans); Wygant v. Jackson Bd. of Ed., 476 U.S. 267 (1986) (The goal of remedying societal discrimination does not justify race-based layoffs.); City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989) (Minority contractor quota struck; quotas must be narrowly tailored to remedy past discrimination and the city failed to identify the need for remedial action and whether race-neutral alternatives existed.).

The IHRA states that it shall not be construed as requiring any employer to give preferential treatment or special rights based on sexual orientation or to implement affirmative action policies or programs based on sexual orientation. 775 ILCS 5/1-101.1.

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does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 513/25, Genetic Information Privacy Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-102, 103, 103.1, and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

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General Personnel

Hiring Process and Criteria [1]

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment.[2] The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board.[3] If the Superintendent's recommendation is rejected, the Superintendent must submit another.[4] No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c). [5]

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[1] State or federal law controls this policy's content. This policy contains an item on which impact bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

[2] See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Districts may not classify a job as either a *male* or *female* job. 29 C.F.R. §1604.5, 34 C.F.R. §106.55.

[3] Boards must consider the superintendent's recommendations concerning, among other things, "the selection, retention, and dismissal of employees." 105 ILCS 5/10-16.7. The board may want to use this alternative sentence:

All personnel decisions are made by the Board, but only on the recommendation of the Superintendent.

Subject to an applicable collective bargaining agreement in effect on 6-13-11, a board that fills a "new or vacant teaching position" must select a candidate based on: (1) certifications, (2) qualifications, (3) merit and ability (including performance evaluation, if available), and (4) relevant experience, provided that the length of continuing service with the district must not be considered a factor, unless all other factors are determined by the school district to be equal. 105 ILCS 5/24-1.5. The statute does not define "new or vacant teaching positions." The requirement does not apply to filling vacant positions under 105 ILCS 5/24-12 (reduction in force and recall). Consult the board attorney about these issues.

[4] An additional optional sentence follows:

The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

[5] 775 ILCS 5/2-103.1, added by P.A. 101-656, prohibits employers from using conviction records as a basis to refuse to hire or to take any adverse action against an applicant or employee unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. For the disqualifying offenses listed in 105 ILCS 5/21B-80, a district does not have to show a *substantial relationship* between the offense and the position or that hiring or continuing to employ the person would involve an unreasonable risk. However, the Ill. Dept. of Human Rights (IDHR) interprets the Ill. Human Rights Act (IHRA) to still require the employer to notify the applicant of the disqualification pursuant to law and to afford the applicant at least five business days to respond in case the applicant wants to dispute the accuracy of the conviction record. Id. at 5/2-103.1(C). See IDHR's *Conviction Record Protection – Frequently Asked Questions* (March 2021), at:

www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx. See administrative procedure 5:30-AP2, *Investigations*, and its footnotes for more detail regarding the IHRA notice requirements. **Note:** The protections of 775 ILCS 5/2-103.1 do not cover *unpaid interns*, which may include student teachers in the K-12 context. The definition of *employee* in the IHRA only extends to include unpaid interns for civil rights violations involving sexual harassment. 775 ILCS 5/2-101(A)(1)(c) and 5/2-102(D).

105 ILCS 5/10-21.9(c), amended by P.A. 101-531; 105 ILCS 5/21B-80, amended by P.A. 101-531, allows individuals with criminal histories involving certain drug convictions to apply for or to reinstate their educator licenses seven years after their sentence for the criminal offense is completed. Consult the board attorney about whether the board wants to continue prohibiting employment for any individual who has a criminal history involving these exempted drug offenses.

For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643, see f/ns 5 and 6 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

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All applicants must complete a District application in order to be considered for employment. [6]

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration. [7]

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. [8]

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[6] Any person who applies for employment as a teacher, principal, superintendent, or other certificated employee who willfully makes a false statement on his or her application for employment, material to his or her qualifications for employment, which he or she does not believe to be true, is guilty of a Class A misdemeanor. 105 ILCS 5/22-6.5. District employment applications must contain a statement to this effect. Id. Each employment application for these positions must state the following (Id.):

> Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

Many districts ask applicants about disqualifying criminal convictions on their employment applications or at another point before a job offer is made. State law does not expressly prohibit this practice; however, guidance issued by IDHR regarding implementation of 775 ILCS 5/1-103(G-5) and 5/2-103.1, added by P.A. 101-656, states "[u]nless authorized by law, an employer is prohibited from inquiring about an applicant's conviction record prior to making a job offer to the applicant." See IDHR's *Conviction Record Protection – Frequently Asked Questions* guidance issued by IDHR (March 2021), at:

www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx. It is also unclear if an applicant's mere disclosure of a disqualifying conviction on an application, absent results of a fingerprint-based criminal history records check, Ill. Sex Offender Registry check, or Violent Offender Against Youth Registry check, triggers the district's obligation to provide notice to the applicant under 775 ILCS 5/2-103.1(C); see also f/n 5, above. Consult the board attorney for advice on these issues and how they may affect application processes.

Any employer that asks applicants to record video interviews and uses an artificial intelligence analysis of the applicant-submitted videos must comply with the Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260.

[7] 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with a board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at:

www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/.

See also 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract.

[8] Job descriptions will become the basis for categorizing a teacher into one or more positions that the teacher is qualified to hold for reduction in force (RIF) dismissal and recall purposes. 105 ILCS 5/24-12(b), amended by P.A. 101-643. A board should consult with its attorney to review its current list of job descriptions and discuss the district's specific responsibilities.

A job description is evidence of a position's *essential functions*. 29 C.F.R. §1630.2(n). The Americans with Disabilities Act (ADA) protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the *essential functions* of the job. 42 U.S.C. §12101 et seq., amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325. Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the *essential functions* of a job may a district deny the individual employment opportunities. 29 C.F.R. §1630.2(m). For a definition of essential functions see Id. at 1630.2(n). Whether a particular function is essential is a factual determination.

Important: The ADAAA mad~~e~~es significant changes to the ADA's definition of disability that broadened the scope of coverage and overturned a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a qualifying disability. There is information about the regulations and a link to them at: www.eeoc.gov/laws/regulations/adaaa_fact_sheet.cfm. Consult the board attorney regarding how these amendments impact the district's hiring processes.

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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.[9] 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.[10] 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.[11] 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, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database.[12] 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.

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[9] The policy's requirements on criminal records checks for applicants for employment are mandated by 105 ILCS 5/10-21.9, amended by P.A.s 101-72, 101-531, and 101-643. See administrative procedure 5:30-AP2, *Investigations*, for the process and positions requiring criminal background investigation and what steps a district must take if it wants to disqualify an applicant based on a conviction record. The Statewide Sex Offender Database (a/k/a Sex Offender Registry) is available at: www.isp.state.il.us/sor. The Statewide Murderer and Violent Offender Against Youth Database is available at: www.isp.state.il.us/cmvo/. For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643, see f/n 5 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*. See policy 4:60, *Purchases and Contracts*, for requirements concerning criminal background checks of employees of contractors who have *direct, daily contact* with students.

[10] Id. If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A.s 101-72, 101-531, and 101-643, including the federal *Rap Back Service* (20 ILCS 2630/3.3, added by P.A. 100-718) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.), consult the board attorney. For more detailed information, see the laws listed in sample exhibit 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, under the checklist item entitled **Conditions of Employment**, in the **Other Background Check Laws** row.

[11] 105 ILCS 5/10-21.9(b), amended by P.A.s 101-72 and 101-531, and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come back with a conviction record.

Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b), amended by P.A.s 101-72 and 101-531. Those individuals include the board president, the superintendent or designee, regional superintendent (if the check was requested by the district), state superintendent of education, state Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the Ill. Dept. of State Police and/or Statewide Sex Offender Registry.

[12] Id. at 5/10-21.9(b), amended by P.A.s 101-72 and 101-531. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

For more discussion regarding responses to results obtained by criminal history records checks and screenings as required by 105 ILCS 5/10-21.9(e), amended by P.A.s 101-531 and 101-643, see f/n 6 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

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Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law. [13]

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[14] or who falsifies, or omits facts from, his or her 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. [15]

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following: [16]

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. [17]
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. [18]
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. [19]

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

[13] Immigration Reform and Control Act, 8 U.S.C. §1324a et seq. Consult with the board attorney regarding the district's rights and responsibilities under all Illinois laws if the district uses any electronic employment verification system, including *E-Verify* and/or the Basic Pilot Program. 820 ILCS 55/12. This statute urges employers who voluntarily use *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification systems. See f/n 2 in 5:150-AP, *Personnel Records*, for a more detailed discussion of *E-Verify* issues.

[14] See f/n 5, above.

[15] 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531. See f/n 6 in 4:175, *Convicted Child Sex Offender; Screening; Notifications*, for further discussion.

[16] As an alternative to describing the prohibited investigations, a board may substitute this sentence:

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

The default policy provision and the alternative stated above – whichever is selected – may be made a prohibition rather than a duty of the superintendent; to do this, delete the stricken text as follows: "The ~~Superintendent shall ensure that the~~ District does not engage … ."

[17] Employee Credit Privacy Act, 820 ILCS 70/10. This Act allows inquiries into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency when a satisfactory credit history is an *established bona fide occupational requirement* of a particular position. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at $2,500 or more.

[18] 820 ILCS 112/10(b-5), added by P.A. 101-177. If an employer violates this subsection, the employee may recover in a civil action any damages incurred, special damages up to $10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), added by P.A. 101-177.

[19] Id.

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4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment. [20]

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. [21]

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. [22]

7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts. [23]

8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

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[20] Id.

[21] 820 ILCS 112/10(b-10), added by P.A. 101-177. **Note:** Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to $10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), added by P.A. 101-177.

A school board that wishes to preserve these exceptions should consult its board attorney; then they may supplement number 5 by adding the following after "compensation":

unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer.

[22] Right to Privacy in the Workplace Act, 820 ILCS 55/10(a).

[23] Id. at 55/10(b)(6)(B) (commonly known as the *Facebook Password Law*). A *personal online account* is defined as an online account used primarily by a person for personal purposes. *Personal online account* does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. Id. at 55/10(b)(5). Bracketed explanations follow the statutory language:

"Nothing in this subsection shall prohibit or restrict an employer from complying with a duty to screen employees or applicants prior to hiring…provided that the password, account information, or access sought by the employer only relates to an online account that:

(A) an employer supplies or pays; or

(B) an employee creates or maintains on behalf of under the direction of an employer in connection with that employee's employment."

[Based on this explanation, it is implausible that an applicant would have an account, service, or profile for business purposes of a school employer.]

The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's (district's) electronic equipment and electronic mail. The statute also states that it does *not prohibit* an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute. Finally, the statute does not apply to all types of personal technology that employees may use to communicate with students or other individuals, such as text messages on a personal phone. Consult the board attorney about these issues.

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Physical Examinations [24]

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 his or her supervising physician to perform health examinations. The employee must have the physical examination 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 registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity.[25] The Board will pay the expenses of any such examination.

Orientation Program

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 policy 5:90, *Abused and Neglected Child Reporting*.

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[24] 105 ILCS 5/24-5, amended by P.A.s 100-513, 100-855, and 101-81. According to this statute, a new or existing employee or substitute teacher employee may be subject to additional health examinations, including tuberculosis screening, as required by rules adopted by the Ill. Dept. of Public Health or by order of a local public health official. The Ill. Dept. of Public Health does not require school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3).

The last sentence of the first paragraph exceeds State law requirements and may be deleted.

Note that while examination by a spiritual leader/practitioner is sufficient for purposes of leaves, the statute does not permit an examination by a spiritual leader/practitioner for initial employment exams. This difference may present a constitutional issue; contact the board attorney for an opinion if an applicant wants to use an examination by a spiritual leader/practitioner.

Federal law limits pre-employment medical inquiries to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden. American with Disabilities Act (ADA), 42 U.S.C. §12112(d)(2); see also f/n 8 for an explanation regarding the ADAAA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer.

[25] The State law (105 ILCS 5/24-5, amended by P.A.s 100-513, 100-855, and 101-81) allowing boards to require physicals of current employees "from time to time," is been superseded by the ADA. 42 U.S.C. §12112(d)(4). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. Id. Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. §1630.2(r). See f/n 8 for an explanation regarding the ADAAA.

See ~~the~~ f/n 2~~4~~3 for a discussion of examinations by spiritual leaders/practitioners.

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LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, 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.
Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.
Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
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 and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (~~Educational Support Personnel –~~ Duties and Qualifications)

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Instruction

Using Animals in the Educational Program [1]

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. [2]

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. [3]

Animal Dissection

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

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. [4] No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project. [5]

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

CROSS REF.: 6:40 (Curriculum Development)

~~ADMIN. PROC.: 6:120-AP3 (Service Animal Access Requests), 6:120-AP3, E1 (Request for a Service Animal to Accompany a Student in School Facilities)~~

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

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

[2] This paragraph is optional and is not controlled by State or federal statute or rule.

[3] This sentence's first clause is required by 105 ILCS 5/27-14; the clause after the semi-colon is a reasonable interpretation that will allow the use of mouse-mazes.

[4] 105 ILCS 112/25~~State law~~ prohibits schools from penalizing a student who refuses to perform, participate in, or observe dissection ~~(105 ILCS 112/25)~~.

[5] ISBE's guidelines for helping schools give notice to students, parents, teachers, and administrators are available under the RESOURCES heading at: www.isbe.net/Pages/Science-Mandates.aspx~~www.isbe.net/ils/science/mandates.htm~~. State law does not require that objecting students receive an alternative project. Instead, it says that the student may be given an alternative project that provides the student, through means other than dissection, with knowledge similar to that expected to be gained during the dissection project.

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Instruction

Migrant Students [1]

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law.

This program will ~~include a means to~~:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State, and federal educational programs,[2] including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet. [3]
4. Provide, to the extent feasible: [4]
   a. ~~a~~Advocacy and outreach programs to migrant children and their families, including helping such children and families gain access to other education, health, nutrition, and social services, ~~and~~
   b. ~~p~~Professional development programs, including mentoring, for District staff~~.~~,
   c. Family literacy programs,
   d. The integration of information technology into educational and related programs, and
   ~~a.~~e. Programs to facilitate the transition of secondary school students to postsecondary education or employment. [5]

DRAFT

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

[1] State or federal law controls this policy's content. The first sentence of this policy allows a school board to consider the goals for its migrant education program and to amend the sample policy accordingly. The Migrant Education Program is a federally funded program authorized under Title I, Part C, of the Elementary and Secondary Education Act (ESEA), ~~,~~ 20 U.S.C. §6391 et seq.~~);~~ 34 C.F.R. §200.81 et seq. ~~**Note:** Section 6391 of the ESEA was amended by the Every Student Succeeds Act (ESSA), eff. 12-10-15. However applicable regulations at 34 C.F.R. §200.80 have not been updated. Amendments to the regulations are highly likely within the next year.~~

To qualify for the program, a migrant child must: (1) be younger than the age of 22, (2) have not earned a high school diploma or an equivalent degree, (3) have moved on his/her own as a migratory worker or with/to join/to precede a parent, spouse or guardian who is a migratory worker; and (4) have moved within the preceding 36 months due to economic necessity, from one school district to another, and from one residence to another. 20 U.S.C. §6399; see also www.isbe.net/Pages/Migrant-Education-Program.aspx. ~~have moved within the last three years across state or school district lines with a parent or guardian or on his/her own to obtain qualifying temporary or seasonal work in agriculture or fishing~~. Although most of the requirements are directed to State agencies, local school districts that receive State money for these programs will be held to many of the same requirements by the State. For additional information, see ISBE's collection of material about the Migrant Education Program in Illinois ~~is available~~ at www.isbe.net/Pages/Migrant-Education-Program.aspx.

[2] 20 U.S.C. §§ 6394(b)(1)(A), 6396(a)(1)(E).

[3] 20 U.S.C. §§ 6391(3), 6394(b)(2), 6396(a)(1)(C).

[4] 20 U.S.C. §6394(c)(7).

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5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language. [6]

Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.: 20 U.S.C. §6318.
20 U.S.C. §6391 et seq., Education of Migratory Children.
34 C.F.R. §200.810 et seq.

CROSS REF.: 6:170 (Title I Programs)

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[5] For an elementary school district that wants to delete subsection e, amend 4(c)-4(e) as follows:
c. Family literacy programs, and
d. The integration of information technology into educational and related programs.~~, and~~
~~e. Programs to facilitate the transition of secondary school students to postsecondary education or employment.~~

[6] 20 U.S.C. §6394(c)(3).

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Instruction

English Learners [1]

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners. [2]

2. Appropriately identify students with limited English language proficiency. [3]

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

[1] State or federal law controls this policy's content. The assessment and accountability provisions in the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act, and State law include English Learners. ~~(~~20 U.S.C. §§6312, 6314, 6315, and 6318~~,~~). **Note**: Applicable regulations at 34 C.F.R. Part 200 have not been updated; amendments to the regulations are highly likely within the next year. 34 C.F.R. Part 200~~)~~.

ESEA Title III, Part A, also known as the English Language Acquisition, Language Enhancement, and Academic Achievement Act, provides funding to support schools' efforts to help children who are English learners "achieve at high levels in academic subjects so that all English learners can meet the same challenging State academic standards that all children are expected to meet.~~,~~" ~~(~~20 U.S.C. §6812(2).~~)~~. Reimbursement for programs is contingent on the submission and approval of a program plan and request for reimbursement in accordance with the requirements in 105 ILCS 5/14C-12 and 23 Ill.Admin.Code Part 228. This policy uses ~~"~~*English Learners*~~"~~ (EL) rather than ~~"~~*English Language Learners* (ELL)~~"~~ or ~~"~~*Limited English Proficient* (LEP).~~"~~ LEP and ELL are no longer terms used generally among educators and researchers in the field of English language acquisition. ~~(~~37 Ill. Reg. 16804~~)~~. The Ill. State Board of Education (ISBE) now uses the term *English learners*, which are synonymous with LEP and ELL. P.A. 99-30 also deleted language from "English ~~language~~ learner."

For purposes of this policy, *English Learners* is synonymous with the School Code definition, which means: (1) all students in grades Pre-K through 12 who were not born in the United States, whose native tongue is a language other than English, and who are incapable of performing ordinary classwork in English; and (2) all students in grades Pre-K through 12 who were born in the United States of parents possessing no or limited English-speaking ability and who are incapable of performing ordinary classwork in English. ~~(~~105 ILCS 5/14C-2~~, amended by P.A. 99-30)~~. **Note**: The Ill. ~~in~~is Administrative Code definition of *English Learners* has not been amended since the effective date of P.A. 99-30 and still provides that *English Learners* means any student in preschool, kindergarten or any of grades 1 through 12, whose home language background is a language other than English and whose proficiency in speaking, reading, writing, or understanding English is not yet sufficient to provide the student with: (1) the ability to meet the State's proficiency level of achievement on State assessments; (2) the ability to successfully achieve in classrooms where the language of instruction is English, or (3) the opportunity to participate fully in the school setting. ~~(~~23 Ill.Admin.Code §228.10~~)~~.

The Office for Civil Rights (OCR) at the U.S. Dept. of Education (~~E~~DOE) and the Civil Rights Division at the U.S. Dep~~artment~~t. of Justice (DOJ) have issued joint guidance to assist school districts and all public schools in meeting their legal obligations to ensure that English ~~l~~Learners can participate meaningfully and equally in educational programs and services. The guidance is available at: www2.ed.gov/about/offices/list/ocr/letters/colleague-el-201501.pdf (copy and paste link into browser if clicking doesn't work). ~~-~~In support of this guidance, the Office of English Language Acquisition released an *English Learner (EL) Tool Kit* to assist school districts in providing EL students with the support necessary to achieve their full academic potential. The *Tool Kit* is available at: www2.ed.gov/about/offices/list/oela/english-learner-toolkit/index.html.

[2] This policy's first sentence and the first numbered paragraph both allow a school board to consider the goals for its English Learners programs; a board should amend the sample policy accordingly.

[3] 23 Ill.Admin.Code §228.15. Districts must administer a home language survey to each student entering the district's schools for the first time within 30 days after the student's enrollment. The survey's purpose is to identify students of non-English background. ISBE's website contains useful information about communicating with parents/guardians of English Learners (www.isbe.net/Pages/Resources-for-Families-of-English-Learners.aspx), including sample Home Language Surveys and program letters in many languages (www.isbe.net/Pages/English-Learners-Forms-and-Notifications.aspx).

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3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable. [4]

4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them. [5]

5. Determine the appropriate instructional program and environment for English Learners. [6]

6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment. [7]

7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics. [8]

8. Provide information to the parents/guardians of English Learners about: (a) the reasons for their child's identification, (b) their child's level of English proficiency, (c) the method of instruction to be used, (d) how the program will meet their child's needs, (e) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (f) specific exit requirements of the program, (g) how the program will meet their child's individualized education program, if applicable, and (h) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged. [9]

Parent Involvement [10]

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children;, ~~and~~ (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

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For purposes of identifying students eligible to receive special education, districts must administer non-discriminatory procedures to English Learners coming from homes in which a language other than English is used (105 ILCS 5/14-8.02).

[4] 105 ILCS 5/14C-3, ~~amended by P.A. 99-30,~~ and 23 Ill.Admin.Code §§228.25, and 228.30.

[5] 20 U.S.C. §§6312, 6314, 6315, 6318, and 6801 et seq.; 34 C.F.R. Part 200; 105 ILCS 5/14C-1 et seq.~~, amended by P.A. 99-30~~; and 23 Ill.Admin.Code Part 228.

[6] 23 Ill.Admin.Code §228.25.

[7] 23 Ill.Admin.Code §228.25(b). Districts must annually assess the English language proficiency of all English learners using the assessment prescribed by the State Superintendent of Education. This assessment is the Assessing Comprehension and Communication in English State to State for English Language Learners (ACCESS for ELLs) test. See www.isbe.net/Pages/EnglishLearnerIdentificationAssessment.aspx.

[8] 34 C.F.R. Part 200.

[9] 20 U.S.C. §6312(e)(3)(A) and 23 Ill.Admin.Code §228.40.

[10] 20 U.S.C. §6312(e)(3)(C) and 23 Ill.Admin.Code Part 228. 105 ILCS 5/14C-10 requires school districts to establish parental advisory committees for transitional bilingual education programs. See 2:150-AP, *Superintendent Committees*.

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LEGAL REF.: 20 U.S.C. §§6312, 6314, 6315, and 6318.
20 U.S.C. §6801 et seq.
34 C.F.R. Part 200.
105 ILCS 5/14C-1 et seq.
23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

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Instruction

Title I Programs [1]

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools. [2]

Title I Parent and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parent and Family Engagement Compact [3]

The Superintendent or designee shall develop a *District-Level Parent and Family Engagement Compact* according to Title I requirements. The *District-Level Parent and Family Engagement Compact* shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

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

[1] State or federal law controls this policy's content. **This policy is mandatory for any district that receives or desires to receive Title I funds.** Title I is part of the Elementary and Secondary Education Act. ~~(~~20 U.S.C. §6301 et seq.~~).~~ It was amended by the Every Student Succeeds Act. Pub. L. 114-95 ~~(ESSA, eff. 12-10-15)~~.

[2] This paragraph, or similar language, is mandatory for each district receiving Title I funds. ~~(~~20 U.S.C. §6321(c)(2)(A)(iii).

[3] 20 U.S.C. §6318(a)(2) requires each district receiving Title I funds to "develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy." This requirement is accomplished in this sample policy by mandating the superintendent or designee to develop a *District-Level Parent and Family Engagement Compact*, according to Title I requirements. A sample *District-Level Parent and Family Engagement Compact* is contained in 6:170-AP1, E1, *District-Level Parent and Family Engagement Compact*. A sample process for developing a parent and family engagement compact is contained in 6:170-AP1, *Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs*.

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School-Level Parent and Family Engagement Compact [4]

Each Building Principal or designee shall develop a *School-Level Parent and Family Engagement Compact* according to Title I requirements. This *School-Level Parent and Family Engagement Compact* shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated by Reference: 6:170-AP1, E1 (District-Level Parent and Family Engagement Compact) and 6:170-AP1, E2 (School-Level Parent and Family Engagement Compact)

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

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[4] 20 U.S.C. §6318(b)(1) requires each school served under Title I to "jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f) ~~of this section~~." This requirement is accomplished in this sample policy by mandating the building principal or designee to develop a *School-Level Parent and Family Engagement Compact*, according to Title I requirements. A sample *School-Level Parent and Family Engagement Compact* is contained in 6:170-AP1, E2, *School-Level Parent and Family Engagement Compact*. A sample process for developing a parental involvement compact is contained in 6:170-AP1, *Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs.*

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Instruction

Access to Electronic Networks [1]

Electronic networks~~, 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.[2]

The term *electronic networks* 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 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 system administrator(s). [3]

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet.[4] 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 the District's electronic networks 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

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[1] State or federal law requires this subject matter be covered by policy. State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns an area in which the law is unsettled.

A policy on Internet safety is necessary to receive *E-rate* funds under the Elementary and Secondary Education Act, Student Support and Academic Enrichment Grants (20 U.S.C. §7131~~.~~) and to qualify for universal service benefits under the Children's Internet Protection Act (CIPA) (47 U.S.C. §254(h) and (l)).

Generally, federal rules prohibit schools from soliciting or accepting gifts or other things of value exceeding $20 from Internet service providers that participate or are seeking to participate in the E-rate program. 47 C.F.R. §54.503. However, during the COVID-19 pandemic, the Federal Communications Commission (FCC) temporarily waived its rules prohibiting such gifts to enable service providers to support remote learning efforts without impacting school E-rate funding. See https://docs.fcc.gov/public/attachments/DA-20-1479A1.pdf.

[2] This goal is repeated in exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-AP1, E2, *Staff Authorization for Access to the District's Electronic Networks*.

[3] Topics for the implementation plan include integration of the Internet in the curriculum, staff training, and safety issues. The implementation plan can also include technical information regarding service providers, establishing Internet accounts, distributing passwords, software filters, menu creation, managing resources and storage capacity, and the number of ~~dial-up lines or~~ access points for users to connect to their accounts. Another topic is investigation of inappropriate use.

[4] No system can guarantee to operate perfectly or to prevent access to inappropriate material; this policy statement attempts to absolve the district of any liability.

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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.[5] Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use. [6]

Acceptable Use [7]

All use of the District's electronic networks 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.[8] ~~Students and staff members~~Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks~~ or District computers~~. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol.[9] Electronic

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[5] Required by 47 U.S.C. §254(h)(5)(B)(iii) and 47 C.F.R. §54.520(c)(i) only for districts that receive *E-rate* discounts for Internet access or plan to become participants in the *E-rate* discount program. All boards receiving an *E-rate* funding for Internet access ~~must~~ were required to certify that they had~~have~~ updated their Internet safety policies. See, *FCC Report and Order 11-125* (August 11, 2011). This sentence is optional if the district only receives discounts for telecommunications, such as telephone service, unless the district plans to participate in the *E-rate* discount program.

[6] School authorities may reasonably regulate student expression in school-sponsored publications for education-related reasons. Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988). This policy allows such control by clearly stating that school-sponsored network information resources are not a "public forum" open for general student use but are, instead, part of the curriculum.

It is an unfair labor practice (ULP) under the Ill. Educational Labor Relations Act (IELRA) for an employer to discourage employees from becoming or remaining members of a union. 115 ILCS 5/14(a)(10), added by P.A. 101-620. In connection with that potential penalty, the IELRA requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14 (c-5), added by P.A. 101-620. This policy aligns with IELRA requirements by clarifying the District's electronic network is not a public forum for general use by outside parties and by limiting use of the network to the purposes stated under the **Acceptable Use** subhead. However, districts are still prohibited under the First Amendment to the U.S. Constitution from suppressing messages based on viewpoint and may be subject to liability if they affirmatively block individual senders. See Perry Educ. Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37 (1983); Columbia Univ. v. Trump, 302 F.Supp.3d 541 (S.D.N.Y. 2018). Consult the board attorney if the board wants to amend this policy to prohibit access by specific parties and/or before taking steps to "block" any specific party from the district's email system based on the content of the party's message.

[7] This paragraph provides general guidelines for acceptable use regardless of whether Internet use is supervised. In practice, many districts allow for incidental personal use of their networks during duty-free times. The specific rules are provided in exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-AP1, E2, *Staff Authorization for Access to the District's Electronic Networks* (see also f/n 1). This paragraph's application to faculty may have collective bargaining implications.

[8] The "privilege, not a right" dichotomy is borrowed from cases holding that a student's removal from a team does not require due process because such participation is a privilege rather than a right. The deprivation of a privilege typically does not trigger the Constitution's due process provision. Clements v. Bd. of Educ. of Decatur Public Sch~~l~~. Dist. No. 61, 133 Ill.App.3d 531 (4th Dist. 1985). Nevertheless, before access privileges are revoked, the user should be notified and allowed to give an explanation.

[9] If students are allowed only supervised access and are not required to sign the *Authorization for Access to the District's Electronic Networks*, the provisions from the *Authorization* should be used as administrative procedures for covering student Internet use. See 6:235-AP1, *Acceptable Use of the District's Electronic Networks*. This is an optional sentence:

> The Superintendent shall establish administrative procedures containing the appropriate uses, ethics, and protocol for Internet use.

The Harassing and Obscene Communications Act criminalizes harassing and obscene electronic communication. 720 ILCS 5/26.5.

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communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. **10**

Internet Safety **11**

Technology protection measures shall be used on each District computer with Internet access.**12** 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.**13** 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 receives prior permission from the Superintendent or system administrator.**14** The Superintendent or designee shall include measures in this policy's implementation plan to address the following: **15**

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10 The Fourth Amendment protects individuals from searches only when the person has a legitimate expectation of privacy. This provision attempts to avoid Fourth Amendment protection for communications and downloaded material by forewarning users that their material may be read or searched, thus negating any expectation of privacy.

Email and computer files are "public records" as defined in the Ill. Freedom of Information Act (FOIA) if they are, as in this policy, "under control" of the school board. 5 ILCS 140/2. They may be exempt from disclosure, however, when they contain information that, if disclosed, "would constitute a clearly unwarranted invasion of personal privacy." 5 ILCS 140/7. ~~5 ILCS 140/7.~~ Alternatively, a school board may believe that making email semi-private enhances its educational value. The following grants limited privacy to email communications and can be substituted for the sample policy's sentence preceding this footnote:

> School officials will not intentionally inspect the contents of email without the consent of the sender or an intended recipient, unless as required to investigate complaints regarding email that is alleged to contain material in violation of this policy or the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*.

11 See f/n 1.

12 While it is best practice to do so, neither CIPA nor the rules for the E-Rate program specifically address whether school-owned computers or other mobile computing devices must be filtered when using a non-school Internet connection. Consult the board attorney for guidance on this issue.

13 This sample policy language is broader than the requirements in federal law (20 U.S.C. §7131, 47 U.S.C. §254, and 47 C.F.R. §54.520(c)(i)). It does not distinguish between minors (children younger than 17) and non-minors. The terms, *minor*, *obscene*, *child pornography*, and *harmful to minors* have not changed, but are now explicitly referred to in the regulations at 47 C.F.R. §54.520(a). Federal law defines *harmful to minors* as:

> …any picture, image, graphic image file, or other visual depiction that–(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
>
> The Federal Communications Commission specifically declined to find that access to social networking websites ~~*Facebook or MySpace*~~ are per se *harmful to minors*. School officials have discretion about whether or not to block access to these and similar sites. See supra f/n 3.

14 Permitted by 20 U.S.C. §7131(c). The policy's provision for prior approval is not in the law and may be omitted. The entire sentence may be eliminated if a board does not want the filtering device to be disabled.

15 In order to qualify for universal service benefits under the federal Children's Internet Protection Act (CIPA), the district's Internet safety policy must address the items listed in the sample policy. 47 U.S.C. §254(l). The sample policy accomplishes this task by requiring these items be addressed in the policy's implementation plan or administrative procedure.

Note that federal law requireds ~~the~~ school boards to hold at least one hearing or meeting to address the *initial* adoption of the Internet safety policy. Later revisions of the existing policy need not follow the public notice rule of CIPA, though a board will still need to follow its policy regarding revisions and the mandates of FOIA.

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1. Ensure staff supervision of student access to online electronic networks, [16]
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 personal identification information, such as, names and addresses.

Authorization for Electronic Network Access [17]

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. [18]

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 student information is loaded onto the network.

Violations

The failure of any ~~student or staff member~~user to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

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CIPA also requires this policy and its documentation to be retained for at least five years after the last day of service delivered in a particular funding year. This means the five year retention requirement begins on the last day of service delivered under E-rate, not from the day the policy was initially adopted. Consult the board attorney about this requirement and the best practices for your individual board.

[16] Monitoring the online activities of *students* is broader than the requirement in federal law to monitor *minors*. The definition of minor for this purpose is "any individual who has not attained the age of 17 years." See 47 C.F.R. §54.520(a)(4)(i). The use of the word *students* is a best practice.

[17] The District's administrative procedure, 6:235-AP1, *Acceptable Use of the District's Electronic Networks*, ~~,~~rather than this board policy, specifies appropriate conduct, ethics, and protocol for Internet use. This is consistent with the principle that detailed requirements are not appropriate for board policy; instead, they should be contained in separate district documents that are authorized by board policy. Keeping technical rules specifying acceptable use out of board policy will allow for greater flexibility, fewer changes to the policy manual, and adherence to the belief that board policy should be confined to governance issues and the provision of guidance on significant district issues. This sample policy only requires staff and students to sign the *Authorization*; however, all users of the District's Electronic Networks, including board members and volunteers, are bound by this policy and its implementing procedure and should be familiar with their content.

[18] The Superintendent's implementation plan should describe appropriate supervision for students on the Internet who are not required, or refuse, to sign the *Authorization.*

The use of personal electronic communication devices owned by students but used to gain Internet access that has been funded by *E-rate* is not addressed yet. The FCC has indicated that it does plan to address the issues associated with the application of CIPA requirements to this situation.

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LEGAL REF.: ~~No Child Left Behind Act, 20 U.S.C. §6777.~~20 U.S.C. §7131, Elementary and Secondary Education Act.
~~Children's Internet Protection Act,~~ 47 U.S.C. §254(h) and (l), Children's Internet Protection Act.
~~Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.~~
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; Responsible Use and Conduct), 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 (Use of Educational Technologies; Student Data Privacy and Security)

ADMIN. PROC.: 6:235-AP1 (~~Administrative Procedure –~~ Acceptable Use of the District's Electronic Networks), 6:235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (~~Exhibit –~~ Staff Authorization for Access to the District's Electronic Networks)

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Instruction

Assemblies and Ceremonies [1]

Assemblies must be approved by the Superintendent or designee and be consistent with the District's educational objectives.

The District shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity. [2]

LEGAL REF.: Lee v. Weisman, 505 U.S. 577~~112 S.Ct. 2649~~ (1992).
Santa Fe Independent Sch.~~ool~~ Dist.~~rict~~ v. Doe, 530 U.S. 290~~120 S.Ct. 2266~~ (2000).
Jones v. Clear Creek Independent Sch.~~ool~~ Dist.~~rict~~, 930 F.2d 416~~977 F.2d 963~~ (5th Cir.~~,~~ 1991~~1992~~), ~~*reh'g denied*, 983 F.2d 234 (5th Cir., 1992) and~~ *cert. granted, judgement vacated~~denied~~*, 505 U.S. 1215~~113 S.Ct. 2950~~ (1992), *remand*, 977 F.2d 963, *reh'g denied*, 983 F.2d 234 (5th Cir.~~,~~ 1992), and *cert. denied*, 508 U.S. 967 (1993).

CROSS REF.: 6:70 (Teaching About Religion), 6:80 (Teaching About Controversial Issues)

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

[2] School-sponsored prayers or invocations at athletic events, graduation, and performances violate the First Amendment to the U.S. Constitution. Lee v. Weisman, 505 U.S. 577~~112 S.Ct. 2649~~ (1992). Even permitting students to deliver a "brief invocation and/or message" as part of pre-game ceremonies at football games is unconstitutional when the district retains control of the message's content. Santa Fe Independent Sch.~~ool~~ Dist.~~rict~~ v. Doe, 530 U.S. 290~~120 S.Ct. 2266~~ (2000), and Workman v. Greenwood Cmty. Sch. Corp., 2010 WL 1780043 (S.D.Ind.~~,~~ 2010). Using a student-led message to solemnize a school event is problematic, especially when the student-led message was historically a prayer or when the purpose is to solemnize an athletic event as opposed to an event like graduation. However, the Supreme Court denied review of the Fifth Circuit Court of Appeals decision affirming a school board's policy that allowed nonsectarian and nonproselytizing student-led prayer during graduation ceremonies. Jones v. Clear Creek Independent Sch.~~ool~~ Dist.~~rict~~, 508 U.S. 967~~977 F.2d 963 (5th Cir., (1993~~1992~~), *cert. denied.* In that case, high school seniors were permitted to choose student volunteers to deliver nonsectarian, nonproselytizing invocation at graduation ceremonies. The following is the policy upheld in that case:

1. The use of an invocation and/or benediction at the high school graduation exercise shall rest within the discretion of the graduating senior class, with the advice and counsel of the senior class principal [class sponsor];
2. The invocation and benediction, if used, shall be given by a student volunteer; and
3. Consistent with the principle of equal liberty of conscience, the invocation and benediction shall be nonsectarian and nonproselytizing in nature.

A board should consult its attorney before adopting such a policy.

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Instruction

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to School Board policy 7:15, *Student and Family Privacy Rights*. [1]

Persons who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy should file a complaint using Board policy 2:260, *Uniform Grievance Procedure*. Persons with all other suggestions or complaints about curriculum, instructional materials, ~~and~~or programs should complete a ~~c~~*Curriculum* ~~o~~*Objection* form ~~and/or use the *Uniform Grievance Procedure*~~. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a ~~c~~*Curriculum* ~~o~~*Objection* form. [2]

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Amendment.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

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[1] 20 U.S.C. §1232h(c)(1)(C)(i).

[2] A school district is not required to automatically accommodate a student's or his/her parents' religious beliefs by allowing the student to opt out of reading required materials or programs. A student is entitled to accommodation only if a district's requirement *burdens* his/her free exercise of religion and the requirement is not justified by a *compelling state interest*. Mozert v. Hawkins Co. B~~oar~~d. of Educ., 827 F.2d 1058 (6th Cir.~~,~~ 1987). A student's free exercise right would unlikely be burdened by compelling the student to be exposed to ideas with which his/her religion disagrees. See Fleischfresser v. Directors of Sch. Dist. 200, 15 F.3d 680 (7th Cir.~~,~~ 1994). On the other hand, compelling a student to perform an act that violates the student's religious beliefs would burden his/her free exercise right, and the school district would need to justify the requirement with a compelling state interest in order to be able to enforce it.

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Students

Bus Conduct [1]

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 School 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 School 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. [2]

Academic Credit for Missed Classes During School Bus Suspension [3]

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.

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[1] All districts must have a policy on student discipline. ~~(~~105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280~~)~~. State law requires the parent-teacher advisory committee, in cooperation with school bus personnel, to develop with the board, school bus safety procedures. ~~(~~105 ILCS 5/10-20.14(c). See 4:110-AP3, *School Bus Safety Rules*.

[2] Attorneys disagree whether 105 ILCS 5/10-22.6(b)~~P.A. 99-456, eff. 9-15-16,~~ applies to school bus suspensions; this sentence applies the law to school bus suspensions. 7:200, *Suspension Procedure*, satisfies the procedural requirements in 105 ILCS 5/10-22.6(b). Delete this sentence only at the direction of the board attorney.

[3] The first sentence of this subhead is required by 105 ILCS 5/10-22.6(b-30)~~, amended by P.A. 99-456, eff. 9-15-2016~~.

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Electronic Recordings on School Buses [4]

Electronic visual and audio recordings may be used on school buses to monitor conduct and to 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 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.

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 School District for any necessary repairs or replacement.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.
105 ILCS 5/10-20.14, 5/10-22.6, and 10/.
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)

DRAFT

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

[4] This section is optional; it contains the statutory prerequisites for districts that want to use electronic audio and visual recording devices on school buses. (720 ILCS 5/14-3(m), amended by P.A. 98-1142. These required prerequisites reside in an exception to the criminal eavesdropping statute. The criminal eavesdropping statute prohibits recording a conversation in which someone has a reasonable expectation of privacy without the consent of all parties but allows citizens to record public conversations without obtaining consent. While the criminal eavesdropping statute was legislatively corrected as of 12-30-2014, 720 ILCS 5/14-3(m) remains the same. Districts should consult with their board attorney regarding the requirements of the new statute.

In addition, consult with the board attorney concerning the status of video and/or audio recordings that were made on school buses. Confusion surrounds whether or not videotapes are *education records* for purposes of the federal Family Education Rights and Privacy Act (FERPA 20 U.S.C.§1232g) and/or *school student records* as defined in the Ill. School Student Records Act (ISSRA) (105 ILCS 10/). The Ill. State Board of Education (ISBE) considerably reduced the confusion by stating in its rule that *school student records* do not include video or other electronic recordings "created at least in part for law enforcement or security or safety reasons or purposes." (23 Ill.Admin.Code §375.10). ISBE rules also specify that: (1) electronic recordings made on school buses, as defined in the exemption from the criminal offense of eavesdropping in 720 ILCS 5/14-3(m), are not *school student records*, (Id.) and (2) no image on a school security recording may be designated as directory information. (23 Ill.Admin.Code §§ 375.10, 375.80(a)(2)(B)). This treatment exempts school bus videos from the multiple requirements in ISSRA the Ill. School Student Records Act. However, when responding to a request under the Freedom of Information Act (5 ILCS 140/) for recordings on school buses, a district will need to find an exemption other than the recording is a *school student record*.

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Students

Misconduct by Students with Disabilities [1]

Behavioral Interventions [2]

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

Discipline of Special Education Students [3]

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois 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.

DRAFT

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

[1] State or federal law controls this policy's content. State law requires each district to have a policy on student behavior (105 ILCS 5/10-20.14~~, amended by P.A. 99-456, eff. 9-15-2016~~; 23 Ill.Admin.Code §1.280) plus "policies and procedures" on behavioral interventions (105 ILCS 5/14-8.05). In its continuing commitment to help school districts and special education cooperatives comply with ISBE's requirements for policy and procedure, the Ill. Council of School Attorneys, special education committee, reviewed this policy and prepared extensive procedures, *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*. These procedures plus other material are available gratis on the IASB website at iasb.com/law/icsaspeced.cfm.

[2] State law specifies what must be covered in the mandatory "policies and procedures" on behavioral interventions. ~~(~~105 ILCS 5/14-8.05(c)~~)~~. They must "be developed with the advice of parents with students with disabilities and other parents, teachers, administrators, advocates for persons with disabilities, and individuals with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities~~.~~." ~~(~~Id.~~)~~ A board that wants to highlight the components of the procedures may add the following:

> The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parents/guardians of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the School Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of this policy and the procedures. At the annual individualized education plan review, this policy shall be given to the parents/guardians and the behavioral interventions procedures explained and made available to them on request.

[3] A special education student may not be expelled for behavior or a condition that is a manifestation of the student's disability. ~~(~~34 C.F.R. §300.530~~)~~.

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LEGAL REF.: Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.
Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
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, 108 S.Ct. 592 (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)

DRAFT

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Students

Communicable and Chronic Infectious Disease [1]

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies.[2] The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

LEGAL REF.: 105 ILCS 5/10-21.11.
~~410 ILCS 315/2a.~~
23 Ill.Admin.Code §§ 1.610 and 226.300.
77 Ill.Admin.Code Part 690.
~~Individuals With Disabilities Education Act,~~ 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.
~~Rehabilitation Act, Section 504,~~ 29 U.S.C. §794(a), Rehabilitation Act of 1973, Section 504.

DRAFT

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

[1] 105 ILCS 5/10-21.11 requires all boards~~districts~~ to adopt~~have~~ a policy on the appropriate manner of managing children with chronic infectious diseases. State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled in that competing interests (balancing the protection~~ing~~ of the afflicted student's rights against~~while~~ the protection~~ing~~ of the health and safety of the student body) have not been completely resolved.

[2] A student with a contagious disease is probably a *handicapped individual* under Section 504 of the Rehabilitation Act of 1973. ~~(~~29 U.S.C. §794(a). See Sch.~~ool~~ B~~oar~~d. of Nassau Co. v. Arline, ~~107 S.Ct. 1123~~480 U.S. 273 (1987) (teacher with tuberculosis was handicapped under ~~s~~Section 504); Thomas v. Atascadero Unified Sch.~~ool~~ Dist.~~rict~~, 662 F.Supp. 376 (C.D. Ca~~l.,~~ 1986) (a child with AIDS was a *handicapped person* under Section 504); Dist.~~rict~~ 27 C~~o~~m~~muni~~ty. Sch.~~ool~~ B~~oar~~d. v. B~~oar~~d. of Educ.~~ation~~ of the City of New York, 502 N.Y.S.2d 325 (1986).

Students with contagious diseases may also qualify for special education under the Individuals With Disabilities Education Improvement Act of 2004. ~~(~~20 U.S.C. §1400 et seq.~~)~~ Each school district, independently or in cooperation with other districts, must provide a comprehensive program of special education that meets the needs of children ages 3 to 21 with exceptional characteristics as identified in State law, specifically including physical or health impairments. ~~(~~105 ILCS 5/Art. 14~~)~~.

Decisions to place a student in a class outside regular classes due to infectious disease must be based on medical evaluations indicating a need to protect the health and safety of others. C~~o~~m~~muni~~ty. High Sch.~~ool~~ Dist.~~rict~~ 155 v. Denz, ~~463 N.E.2d 998~~ 124 Ill.App.3d 129 (~~Ill.App.2~~2nd Dist.~~,~~ 1984).

Cases involving contagious diseases are highly fact-specific. Generally, the appropriate treatment of a student depends on the severity of the disease and the risk of infecting others, but in all cases, the board attorney should be consulted.

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Community Relations

Parent Organizations and Booster Clubs

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 District policy, the School 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, or 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]

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 parent~~(s)~~/guardian~~(s)~~ 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 or club's recommendation. [2]

DRAFT

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

[1] For boards that want to require all parent organizations and booster clubs to have 501(c)(3) status, use the following paragraph:

> Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or 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 is a 501(c)(3) that has submitted proof of its status and has by-laws containing the following:

A 501(c)(3) organization is an organization that qualifies for exemption from federal income tax because it is organized and operated exclusively for one or more of the following purposes: religious; charitable; scientific; testing for public safety; literary; educational; fostering national or international amateur sports competition (but only if none of its activities involve providing athletic facilities or equipment); or the prevention of cruelty to children or animals. For more information, see www.irs.gov/charities-and-nonprofits~~www.irs.gov~~.

[2] Booster clubs are understandably selective in their support. However, by accepting booster club assistance that creates vast gender differences, a board may face claims that it has violated Title IX. Title IX's focus is on equal funding opportunities, equal facility availability, similar travel and transportation treatment, comparable coaching, and comparable publicity. ~~(~~34 C.F.R. Part 106~~)~~.

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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.[3] The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison 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)

DRAFT

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

[3] Booster clubs present potential liabilities to a school district beyond loss of funds because they seldom are properly organized (they generally are not incorporated or otherwise legally recognized), carry no insurance, raise and handle large sums, and club members hold themselves out as agents of the school (after all, no funds could be raised but for the school connection). A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its attorney, to minimize liability, such as adding a requirement to item 6 above that the club: (1) operate under the school's authority (activity accounts); or (2) be properly organized and demonstrate fiscal responsibility by being a 501(c)(3) organization, obtaining a bond, and/or arranging regular audits. Ultimately, the best way to minimize liability is to be sure that the district's errors and omissions insurance covers parent organizations and booster clubs.

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School Board

Exhibit - Guidelines for Serving as a Mentor to a New School Board Member

On District letterhead

Date

Dear School Board Member:

Thank you for agreeing to serve as a mentor to a new Board member. The goal of the mentoring program is to orient a new Board member to the Board and District and help the new Board member be comfortable, develop self-confidence, and become an effective leader. Follow these guidelines to maximize your mentoring effectiveness.

1. Be a good mentor by sharing your knowledge and experiences with others. Take a personal interest in helping others succeed.
2. Try to develop an informal, collegial relationship with the new Board member – explain that you are there to help. Listen respectfully to all concerns and answer questions honestly.
3. During your first contact with the new Board member, introduce yourself and explain that you will serve as the new Board member's mentor and are looking forward to sharing information about the Board and District. If possible, meet with the individual to become acquainted. Be available as needed to provide assistance, advice, and support. The Superintendent's office will have already provided the new Board member with a web link or paper copy of the Board's policies as well as other helpful material.
4. Be prepared to introduce the new Board member at upcoming Board events until the new Board member becomes a familiar face.
5. Be available and maintain a helpful attitude. You will assist the new Board member in becoming an effective member of the Board and ensuring skilled and knowledgeable future leadership for the District.

Being a mentor can bring rewards to you, the new Board member, and the District. Thank you for your assistance and commitment.

Sincerely,

School Board President

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School Board

Exhibit - Website Listing of Development and Training Completed by Board Members

District webmaster: Post this template (including the explanatory paragraphs) on the District's website and update the table as information is provided.

Each Illinois school board member who is elected or appointed to fill a vacancy of at least one year's duration must complete State-mandated *professional development leadership training* (PDLT) and *Open Meetings Act* (OMA) training. State-mandated training is also required for board members who want to vote upon a dismissal based upon the *Performance Evaluation Reform Act*. For additional information, see Board policy 2:120, *Board Member Development*.

The following table contains State-mandated training requirements and other professional development activities that were completed by each Board member. When the Illinois Association of School Boards (IASB) provided the training, the acronym "IASB" follows the listed activity.

Name	Development and Training Activity and Provider	Date Completed

IASB is a voluntary organization of local boards of education dedicated to strengthening the Illinois public schools through local citizen control. Although not a part of State government, IASB is organized by member school boards as a private not-for-profit corporation under authority granted by Article 23 of the School Code. The vision of IASB is excellence in local school board governance supporting quality public education.

For more information regarding IASB and its programs, visit www.iasb.com.

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School Board

Exhibit - Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable reimbursement amount of $*[amount]*_____ for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed $*[amount]*____, effective on *[date]*____ until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. Requires use of Board exhibits 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.
5. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: _____, Board President

Attested by: _____, Board Secretary

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School Board

Exhibit - Open Meeting Minutes [1]

Meeting Minutes Protocol

1. Meeting minutes are the permanent record of the proceedings during a School Board meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of members making specific points during discussion. Requests from individual Board members to include their vote or an opinion are handled according to Board policy 2:220, *School Board Meeting Procedure.*
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective but positive/constructive tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals' names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes.

The footnotes should be removed before the material is used.

[1] Other than the required inclusions, the listed meeting protocols are at the board's discretion. They should facilitate a discussion and common understanding concerning what the board wants recorded in its meeting minutes. The required inclusions for meeting minutes are (5 ILCS 120/2.06):

1. The meeting's date, time, and place;
2. Board members recorded as either physically present, remotely present, or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and/or *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting; and
6. When a vote is taken to hold a closed meeting, the vote of each member and the reason for the closed meeting with a citation to the specific exception authorizing the closed meeting.

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Open Meeting Minutes

Date:_____ Time:_____

Location:_____

Type of meeting: ☐ Regular ☐ Special ☐ Reconvened or rescheduled ☐ Emergency

Name of person taking the minutes:_____

Name of person presiding:_____

Members in attendance:

1.
2.
3.
4.
5.
6.
7.

Members absent:

1.
2.
3.

Members in attendance remotely:

1.
2.
3.

Approval of Agenda

List any items removed from the consent agenda:

Motion made by:_____

Motion: ☐ To approve

☐ To add items as follows: *(No action may be taken on new agenda items.)*

Motion seconded by:_____

Action: ☐ Passed ☐ Failed

Approval of Previous Meeting Minutes *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on:_____

Motion made by:_____

Motion: ☐ To approve

☐ To approve subject to incorporation of the following amendment(s):

Motion seconded by:_____

Action: ☐ Passed ☐ Failed

Approval of Items on Consent Agenda *(Delete if the Board does not use a consent agenda. This may include expense advancements, reimbursements, and/or purchase orders regulated by the Local Government Travel Expense Control Act (see Board policies 2:125, Board Member Compensation; Expenses, and 5:60, Expenses))*

Summary of discussion:

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Motion to approve the consent agenda made by:_____

Motion seconded by:_____

Roll Call: (*Needed when consent agenda contains an item involving the expenditure of money.)*

"Yeas" "Nays"

Action: ☐ Passed ☐ Failed

Public Comments *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

Name:_____

Topic:

Remaining Agenda Items *(Reproduce this section for each agenda item.)*

Agenda item:

Summary of discussion:

Motion made by:_____

Motion to:

Motion seconded by:_____

Action: ☐ Passed ☐ Failed

(If a roll call vote occurred, record the vote of individual Board members.)

"Yeas" "Nays"

If Applicable, Approval of Motion to Adjourn to Closed Meeting *(Insert 2:220-E2, Motion to Adjourn to Closed Meeting.)*

Approval of Motion to Adjourn

Motion to adjourn made by:_____

Motion seconded by:_____

Action: ☐ Passed ☐ Failed

Time of adjournment:_____

Post-Meeting Action

Date minutes approved:_____

Date minutes were available for public inspection:_____

Date minutes were posted on District website:_____

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School Board

Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings. 5 ILCS 120/2.06(e). The following subheads implement the logistics of granting this access.

Note: *If the board wishes to mirror the statutory language, replace checkboxes below with: "*☐Records Secretary*;* ☐ Administrative official of the public body*; and* ☐ Any elected official of the public body.*"*

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the closed meeting minutes: _____

☐ **Access granted**

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name *(Please print)*_____

In the presence of: *(Check appropriate box and insert name on line.)*

☐ Recording Secretary_____

☐ Superintendent or designated administrator _____

☐ Elected Board member_____

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

_____ _____

Requesting Board Member Signature Date

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the verbatim recording: _____

☐ **Access granted**

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name *(Please print)*_____

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In the presence of: *(Check appropriate box and insert name on line.)*

☐ Recording Secretary_____

☐ Superintendent or designated administrator _____

☐ Elected Board member_____

☐ **Access denied** ☐ **Access unavailable.** Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

_____ _____

Requesting Board Member Signature Date

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School Board

Exhibit - PRESS Issue Updates

This procedure is for **PRESS** subscribers. For subscribers to **PRESS Plus**, IASB's full-maintenance policy update service, the **PRESS Plus** Online User Guide, available at www.iasb.com/policy, provides further guidance.

Actor	Action
Superintendent	Manages the process for the Board to receive **PRESS** updates to policies. Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and School Board include discussion and list action to consider, adopt, or revise Board policies and Board exhibits. Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks. Communicates all policy and administrative procedure revisions or adoptions, as appropriate, to staff members, parents, students, and community members.
Superintendent or Superintendent's Secretary	Updates the District's *Roster* as follows: 1. Go to www.iasb.com and click on the **Member Login** button. 2. Log in using your email address and password. If you do not know your password, use the "forgot your password?" link. 3. At the bottom of your Profile page, click on **Districts You Manage** and then the District name. 4. Review and verify or change the District's existing records. Ensure that all current board members, administrators, and anyone else on staff who accesses **PRESS** are listed with their current email addresses.
Designated support staff	Logs in to **PRESS** Online as follows: 1. Go to www.iasb.com and click on the **Member Login** button. 2. Log in using your email address and password. If you do not know your password, use the "forgot your password?" link. 3. Under "**My Account Links**," click "**PRESS Login**." To each member of the Policy Committee, full Board, or other interested school official, emails or otherwise distributes the following: 1. **PRESS Update Memo**; 2. **PRESS** video tutorial link at: www.iasb.com/policy; 3. Committee worksheets; and 4. Current District policy in relevant areas.

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Actor	Action
	As appropriate, includes new and revised policies in the Board meeting packets. After a policy is adopted or revised, updates the District's policy manual master electronic file and adds or updates adoption dates. Archives previous version of revised policy. Follows district process for updating paper and online manuals. Considers distributing **PRESS Update Memo** to Building Principals.
Policy Committee (or Full Board)	Considers each **PRESS** update. Reviews all footnote changes. Decides which changes require School Board discussion and which are appropriate as consent agenda items. The following are appropriate for the consent agenda: changes to the Legal References and Cross References, and minor policy edits that do not require Board discussion. Requests review of recommended revisions by the Board Attorney, as appropriate. Presents recommendations regarding **PRESS** updates to the Board at a regularly scheduled meeting.
Full Board	Conducts a first reading of the policies that are recommended for adoption or revision. During the next regular meeting, conducts a second reading. A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings. After the second reading, consider and take action to approve the policies at a duly convened open meeting.
Assistant Superintendents, Directors, Building Principals, and supervisory employees	Reads **PRESS Update Memo** (if applicable) and adopted policies, follows the Superintendent's process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).
Anyone	For further clarification, view the online tutorial for **PRESS**, available at www.iasb.com/policy.

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School Board

Exhibit - Developing Local Policy

Actor	Action
Anyone (Superintendent, School Board member, staff, parent, student, community member, or Board Attorney)	Brings a concern that may necessitate a new policy or a current policy's revision to the attention of the School Board.
Superintendent	Confers with the Board Attorney as appropriate. Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and School Board include discussion and list action to consider, adopt, or revise Board policies and Board exhibits. Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks. Communicates all policy and administrative procedure revisions or adoptions as appropriate to staff members, parents, students, and community members.
Policy Committee (or Full Board)	**First**, answers these questions to decide whether new policy language is needed: 1. Does the IASB Policy Reference Manual provide guidance? 2. Is the request something that should be covered in policy (i.e., Board work), or is it something that should be handled by the staff (i.e., staff work)? 3. Is it already covered in policy? Checks for policies that cover similar or connected topics using tools such as search engines, Tables of Contents, cross references, and indexes. **Second**, uses a 3-step process to draft new policy language: 1. Frames the question and discusses the topic. 2. Requests the Superintendent to provide research, including appropriate data, and input from others, such as, those who may be affected by the policy and those who will implement the policy. 3. Drafts or requests the Superintendent or Board Attorney to draft language addressing the concern that aligns with the Board's mission, vision, goals, and objectives. **Third**, decides whether the new language should be included in an existing policy or added as a new policy. Assigns any new policy an appropriate location and number. The **PRESS** coding system reserves policy numbers ending in a '0'

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Actor	Action
	and '5' for **PRESS** material. Locally developed District policies should use policy numbers ending in 2, 4, 6, or 8.
Full Board	Conducts a first reading of the policy that is recommended for adoption or revision. During the next regular meeting, conducts a second reading. A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings. After the second reading, consider and take action to approve the policies at a duly convened open meeting.
Designated support staff	After a policy is adopted or revised, updates the District's policy manual master electronic file and adds or updates adoption dates. Archives previous version of revised policy. Follows district process for updating paper and online manuals.
Assistant Superintendents, Directors, Building Principals, and supervisory employees	Reads **PRESS Update Memo** (if applicable) and adopted policies, follows the Superintendent's process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).

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School Board

Exhibit - Immediately Available District Public Records and Web-Posted Reports and Records [1]

[*For use by only those Districts that have websites.*]

The District's Freedom of Information Officer designates the public records that are listed in this table as being immediately available to the public. The records that are asterisked (*) are posted on the District's website and may be immediately 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. Records not asterisked (*) 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 (use of an * is explained in the paragraph above this table)	**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 **Note**: For school districts that do not post board meeting notices and/or agendas on a website (because they do not have a website maintained by a full-time staff member),	5 ILCS 120/2.02.

The footnotes should be removed before the material is used.

1 This exhibit has two purposes: (1) to identify the data and documents that must be posted on a district's website, if the district has a website; and (2) to fulfill the requirement in the Freedom of Information Act (FOIA) for the district's FOIA officer to designate the public records that are immediately available to the public. 5 ILCS 140/3.5(a). Many attorneys agree that using the required items for web-posting is an easy and practical way for the FOIA Officer to develop a list of public records that are *immediately available*. Some attorneys prefer that the district also retain copies of its web-posted public records for immediate inspection and/or copying upon request at the administrative office. The introductory paragraph manages this issue by indicating that copies of certain identified public records will also be immediately available in the district's administrative office. This exhibit suggests identifying public records for immediate availability that are easily reproduced and stored, i.e., not voluminous. The FOIA Officer should customize this list as appropriate to the district's circumstances.

Districts may respond to a FOIA request for a public record published on the district website by directing the requester to the website. However, if the requester is unable to reasonably access the record, the requester may re-submit his or her request, and the district must then make the record available for inspection and copying. See 5 ILCS 140/8.5; see also reference in Ill. Public Access Counselor binding opinion 10-1. Consult the board attorney for ideas to manage the district's specific FOIA compliance issues.

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Web-posted records and information (use of an * is explained in the paragraph above this table)	**Web-posting statutory reference and special instructions**
the notice and agenda must be continuously available for public review during the entire 48-hour period preceding the meeting	
*Official open meeting minutes that are posted within 10 days of the Board's approval and remain posted for at least 60 days (required if the District has a website maintained by a full-time staff member)	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 9. Address where requests for public records should be directed 10. Fees	5 ILCS 140/4. The District must prominently post the list at each administrative office and make it available for inspection and copying.
*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) *School District Budget Form* (50-36) or the summary pages from it. [2] The District must notify its students' parents/guardians when the budget is web-

The footnotes should be removed before the material is used.

[2] For school officials who are concerned that some of their district's constituents may not have the proper software to access these documents, the Ill. State Board of Education (ISBE) provides links to free *viewer* or *reader* products that support the ISBE School District Budget Form (50-36). These products can be downloaded and used to access the budget as posted on the district's website. See www.isbe.net/Pages/School-District-Joint-Agreement.aspx.

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Web-posted records and information (use of an * is explained in the paragraph above this table)	**Web-posting statutory reference and special instructions**
	posted along with its website address.
*District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by Oct. 31 of each year)	105 ILCS 5/10-17a, amended by P.A.s 100-364, 100-448, 100-807, 100-1121, 101-68, and 101-654. 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 (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.
*A list of all contracts in excess of $25,000 and any contracts with an exclusive bargaining representative	105 ILCS 5/10-20.44. There is no statutory timeline for web-posting. Each year, in conjunction with the submission of the Statement of Affairs to ISBE, before Dec. 1, the District must submit to ISBE 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 5/27-24.2, amended by P.A. 100-465. The District is required to web-post this document if it has a website. If the District has no website, it must make the contract available upon request.
Annual Statement of Affairs	105 ILCS 5/10-17. The District is not required to web-post this document. It must, annually by Dec. 1, submit the Statement to ISBE for

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Web-posted records and information (use of an * is explained in the paragraph above this table)	**Web-posting statutory reference and special instructions**
	posting on ISBE's website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation published in the District.
*Explanation of the data elements of *covered information*[3] that the District collects, maintains, or discloses to any person, entity, third party, or governmental agency. *A description of the procedures[4] that parents/guardians may use to carry out their rights under 105 ILCS 85/33(c)(1), (2), & (3) added by P.A. 101-516, eff. 7-1-21, 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), added by P.A. 101-516, eff. 7-1-21. 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 rights procedures must be updated by Jan. 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), added by P.A. 101-516, eff. 7-1-21. 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), added by P.A. 101-516, eff. 7-1-21.

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3 *Covered information* means personally identifiable information or material (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's/guardian's use of the operator's site, service or application for K-12 school purposes; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application. 105 ILCS 85/5, amended by P.A. 101-516, eff. 7-1-21. *Operators* are entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and used for K-12 school purposes. Id. See sample administrative procedure 7:345-AP, *Use of Educational Technologies; Data Privacy and Security*, for additional information regarding posting requirements under Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21, and exhibit 7:345-AP, E1, *Student Covered Information Reporting Form*, for a sample reporting format.

4 See 7:345-AP, E4, *Notice of Parent Rights Regarding Student Covered Information*. Districts may choose to, but are not required to, include a description of these procedures in a student handbook.

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Web-posted records and information (use of an * is explained in the paragraph above this table)	**Web-posting statutory reference and special instructions**
	This list must also be updated by Jan. 31 and July 31 each year, as needed.
*A list of *breaches* 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 *personal information* as defined in the Personal Information Protection Act, 815 ILCS 530/5, in which case the number of students involved may not be disclosed. 2. Date, estimated date, or estimated date range of the breach 3. Name of the operator, if applicable	105 ILCS 85/27(a)(5), added by P.A. 101-516, eff. 7-1-21. The District must update breach information by Jan. 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 7-1-21 or breaches that were posted more than five years prior to updating the current list do not need to be posted. **5**
*Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment* *Information developed as a result of the evaluation and assessment of the bullying policy's outcomes and effectiveness	105 ILCS 5/27-23.7(b)(10) and (11).
*Contact information for the District's Title IX Coordinator(s) and Board policies 2:260, *Uniform Grievance Procedure*; and 2:265, *Title IX Sexual Harassment Grievance Procedure*	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 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] accountable for using training materials that comply with [Title IX]

The footnotes should be removed before the material is used.

5 105 ILCS 85/27(d), added by P.A. 101-516, eff. 7-1-21, states that individual notification to the parent/guardian of a child whose covered information was breached may be delayed if a law enforcement agency determines that notification will interfere with a criminal investigation and provides the District with a written request for a delay of notice. This basis for delay does not specifically apply to the more general website notification of a breach, however, such a delay may also be warranted depending upon the circumstances. Consult the board attorney for guidance on this issue.

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Web-posted records and information (use of an * is explained in the paragraph above this table)	**Web-posting statutory reference and special instructions**
	regulations." 85 Fed. Reg. 30254. Consult the board attorney 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 publish the training materials" or create their own training materials. 85 Fed. Reg. 30412.
*Board policy 7:20, *Harassment of Students Prohibited*, and age-appropriate explanations of its contents in student handbook(s)	105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418. 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.
*Board policy 7:290, *Suicide and Depression Awareness and Prevention*	105 ILCS 5/2-3.166.
*Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent and all administrators and teachers); *benefits* includes without limitation vacation days, sick days, bonuses, annuities, and retirement enhancements	105 ILCS 5/10-20.47. **6** Annually on or before Oct. 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.
*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, added by P.A. 100-1040. 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

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6 105 ILCS 5/10-20.47 does not specify whether a district must provide employee names as part of its salary and benefits report. The general practice of districts has been to include names in the report. Consult the board attorney for guidance on this issue.

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Web-posted records and information (use of an * is explained in the paragraph above this table)	**Web-posting statutory reference and special instructions**
	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), added by P.A. 100-895, prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if he or she is fired for *misconduct* by the board, which includes sexual harassment and/or discrimination. Id. at 415/5. For more discussion about the reconciling these laws, see f/n 6 in policy 2:260, *Uniform Grievance Procedure*.
*As an employer that participates in the Ill. Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds $75,000 per year; *total compensation package* means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted 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., TRS participants.	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.
*As an employer that participates in the IMRF, a compensation report for employees who have a total compensation package that is equal to or in excess of $150,000 per year; *total compensation package* 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 Ill. 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.	5 ILCS 120/7.3. 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.
*As an employer that participates in IMRF, a link to information posted on the IMRF website at:	40 ILCS 5/7-135.5, added by P.A. 101-504.

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Web-posted records and information (use of an * is explained in the paragraph above this table)	**Web-posting statutory reference and special instructions**
www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information.	
A description of activities to address intergroup conflict (an optional program authorized by Sec. 27-23.6)	105 ILCS 5/27-23.6(c).
*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 reported to ISBE by each Nov. 15	105 ILCS 5/27-8.1(6). By Dec. 1, the District must annually make the immunization *data* that it must report to ISBE 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 (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.

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Web-posted records and information (use of an * is explained in the paragraph above this table)	**Web-posting statutory reference and special instructions**
*The District's Remote and/or Blended Remote Learning Day Plan	105 ILCS 5/10-30(6), added by P.A. 101-643.
* When the Board allows for student participation in registered apprenticeship programs: 1. Notification to students and parents of the opportunities for registered apprenticeships, which includes the following statements: a. Students may participate in any registered apprenticeship program listed by the District, and b. Students may find a registered, but not listed, apprenticeship program with a business or organization, if a registered apprenticeship program is not offered in the District. 2. Board policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* (specifically, the section titled **Registered Apprenticeship Program**). 3. A form for a parent/guardian to request that when their child successfully completes a registered apprenticeship program, it be substituted for a course.	23 Ill.Admin.Code §255.200(b)(4) and (c).

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School Board

Exhibit - Recurrent Requester Notification

The District Freedom of Information Officer completes this form on District letterhead.

Name of record(s) requester

Date of receipt of request

Contact information

You are notified that your request for a District record(s) is being treated as a request from a recurrent requester, as defined in Section 2(g) of the Freedom of Information Act.

Your request is being treated as a request from a recurrent requester because, in the 12 months immediately preceding this request, you have submitted to the District one or more of the following:

- ☐ 1. A minimum of 50 requests for records
- ☐ 2. A minimum of 15 requests for records within a 30-day period
- ☐ 3. A minimum of seven requests for records within a 7-day period

You will be provided an initial response to your request for documents within 21 business days following the date the District received your request.

In that response, you will receive one of the following responses, whichever is appropriate:

1. An estimate of the time required by the District to provide the records requested and an estimate of the fees to be charged, which you must pay in full before the District copies the requested documents; or
2. A denial of the request pursuant to one or more of the exemptions set out in the Freedom of Information Act; or
3. A notification that the request is unduly burdensome and an extension of an opportunity for you to reduce the request to manageable proportions; or
4. Provision of the records requested.

Name of Freedom of Information Officer (Printed)

Telephone or email contact information

Freedom of Information Officer (Signature)

Date of Recurrent Requestor Notification

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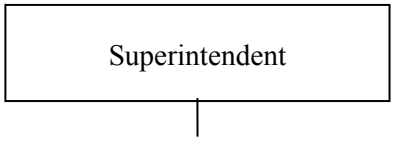
General School Administration

Exhibit - Organizational Chart for Administration



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Operational Services

Exhibit - Letter to Employees Regarding Protecting the Privacy of Social Security Numbers

On District Letterhead

Date

Re: Protecting the Privacy of Social Security Numbers (SSNs)

The Illinois Identity Protection Act, 5 ILCS 179/, contains requirements applicable to school districts and their employees. This letter's purpose is to help you understand the protections and requirements of this law.

In implementing this law and the Board's policy, I am seeking to:

1. Increase the awareness of the confidential nature of the SSN and the risk of identity theft related to unauthorized disclosure;
2. Have every employee understand that he or she is prohibited from collecting, displaying, or using another individual's SSN unless authorized by a member of the District administrative staff; and
3. Ensure the use of consistent protocol regarding SSNs throughout the District.

I have copied below sections of the Identity Protection Act that must be followed by every school employee. I have also attached the School Board's policy 4:15, *Identity Protection*. Please carefully read these documents. You will be contacted if you are scheduled to receive training on the protocol for collecting, using, maintaining, and disclosing SSNs.

An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal, in accordance with District policy and procedures.

Sincerely,

Superintendent

****

Attachment #1: Relevant Sections from the Identity Protection Act, 5 ILCS 179/

Section 10. Prohibited Activities.

(a) Beginning July 1, 2010, no person or State or local government agency may do any of the following:

(1) Publicly post or publicly display in any manner an individual's social security number.

(2) Print an individual's social security number on any card required for the individual to access products or services provided by the person or entity.

(3) Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.

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(4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

(b) Except as otherwise provided in this Act, beginning July 1, 2010, no person or State or local government agency may do any of the following:

(1) Collect, use, or disclose a social security number from an individual, unless (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities; (ii) the need and purpose for the social security number is documented before collection of the social security number; and (iii) the social security number collected is relevant to the documented need and purpose.

(2) Require an individual to use his or her social security number to access an Internet website.

(3) Use the social security number for any purpose other than the purpose for which it was collected.

(c) The prohibitions in subsection (b) do not apply in the following circumstances:

(1) The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's social security number will be achieved.

(2) The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.

(3) The collection, use, or disclosure of social security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.

(4) The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

(5) The disclosure of social security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.

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(6) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach-Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

(d) If any State or local government agency has adopted standards for the collection, use, or disclosure of social security numbers that are stricter than the standards under this Act with respect to the protection of those social security numbers, then, in the event of any conflict with the provisions of this Act, the stricter standards adopted by the State or local government agency shall control.

Section 15. Public inspection and copying of documents.

Notwithstanding any other provision of this Act to the contrary, a person or State or local government agency must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. A person or State or local government agency must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

Section 20. Applicability.

(a) This Act does not apply to the collection, use, or disclosure of a social security number as required by State or federal law, rule, or regulation.

(b) This Act does not apply to documents that are recorded with a county recorder or required to be open to the public under any State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois. Notwithstanding this Section, county recorders must comply with Section 35 of this Act.

Section 25. Compliance with federal law.

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any State or local government agency that complies with the federal law shall be deemed to be in compliance with this Act.

Section 30. Embedded social security numbers.

Beginning December 31, 2009, no person or State or local government agency may encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this Act.

Section 45. Violation.

Any person who intentionally violates the prohibitions in Section 10 of this Act is guilty of a Class B misdemeanor.

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Operational Services

Exhibit - Statement of Purpose for Collecting Social Security Numbers [1]

This Statement of Purpose is being given to you because you have been asked by the School District to provide your social security number (SSN) or because you requested a copy of this Statement.

You are being asked for your SSN for one or more of the following reasons:

- ☐ Employment matters, e.g., income reporting to IRS and the IL Department of Revenue, tax withholding, FICA, or Medicare.
- ☐ Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, or veterans' programs.
- ☐ Filing insurance claims.
- ☐ Internal verification or administrative purposes.
- ☐ Other:_____

In addition, State law authorizes and/or requires the District to use or disclose your SSN in specified circumstances including, without limitation, in the following circumstances:

1. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;
2. Disclosing SSNs pursuant to a court order, warrant, or subpoena; and
3. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.

If you have questions or concerns, please contact *[insert contact information]*.

The footnotes should be removed before the material is used.

[1] The Identity Protection Act requires school districts, when collecting a social security number or upon request by an individual, to provide a statement of the purpose(s) for which the district is collecting and using the social security number. 5 ILCS 179/35(a)(5). State law does not require districts to retain evidence that the individual received the statement of purpose.

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Operational Services

Exhibit - Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers [1]

The School District treats social security numbers (SSNs) confidentially. It uses SSNs for one or more of the following reasons:

1. Employment matters, e.g., income reporting to IRS and the IL Department of Revenue, tax withholding, FICA, or Medicare.
2. Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, or veterans' programs.
3. Filing insurance claims.
4. Internal verification or administrative purposes.

In addition, State law authorizes and/or requires the District to use or disclose SSNs in specified circumstances including, without limitation, in the following circumstances:

4. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;
5. Disclosing SSNs pursuant to a court order, warrant, or subpoena; and
6. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.

If you have questions or concerns, please contact *[insert contact information]*.

The footnotes should be removed before the material is used.

[1] The Identity Protection Act requires school districts, when collecting a SSN or upon request by an individual, to provide a statement of the purpose(s) for which the district is collecting and using the SSN. 5 ILCS 179/35(a)(5). State law does not require districts to retain evidence that the individual received the statement of purpose.

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Operational Services

Exhibit - Application for Fee Waiver [1]

This application for a school fee waiver is completely independent from the District process for determining eligibility for free meals. The information must be provided for your application to be considered. Submit completed application and income verification documents to the Building Principal. No fee may be collected from a parent/guardian requesting a waiver until the District has acted on the initial request or appeal and the parent/guardian has been notified of its decision.

Student's Name *(please print)* School

Parent/Guardian Name *(please print)*

Address *(please print)*

1. The student named above lives in my household? ☐Yes ☐No
2. Total number of people living in my home _____

   Number of adults: ____

   Number of minors: ____
3. Total gross annual household income (before deductions) from all people living in my home

   $_____

   The above number must include all:

   Compensation for services, wages, salary, commissions or fees;
   Net income from self-employment;
   Social Security;
   Dividends or interest on savings or bonds or income from estates or trusts;
   Net rental income;
   Public assistance or welfare payments;
   Unemployment compensation;
   Government civilian employee or military retirement, or pensions or veterans payments;
   Private pensions or annuities;

The footnotes should be removed before the material is used.

[1] School districts have two options for school fee waiver applications. 105 ILCS 5/10-20.13.

Option 1 allows a district to establish a separate application process to determine students' eligibility based upon the income guidelines established by the federal meals program that does not rely on a student's application for, eligibility for, or participation in the free meals program. By using this option, a district is relieved from the verification thresholds set by the federal program.

Option 2 allows a district to use a student's application for free meals. Under this option, federal requirements significantly restrict the number of applications that may be verified, and this form may not be used.

Both this application and administrative procedure 4:140-AP, *Fines, Fees, and Charges – Waiver of Student* Fees, assume that policy 4:140, *Waiver of Student Fees*, uses option 1. The relevant staff must check the adopted board policy to assure that this application is in alignment with it. The documents listed for verification are suggestions and may be amended.

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Alimony or child support payments;
Regular contributions from persons not living in the household;
Net royalties; and
Other cash income (including cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources).

4. My household meets the federal income guidelines for free meals (attached)?
   ☐Yes ☐No ☐N/A
   See https://www.isbe.net/Pages/School-Nutrition-Programs.aspx.

If you answered "No" to any of the previous questions, please indicate the reason(s) you are applying for a waiver of school fees.

_____

_____

_____

Income Verification for Fee Waiver

You must present documents to verify income. Such documents may include, but are not limited to:

- Two pay stubs for each working member of household
- Unemployment statement showing benefits
- Medicaid Card showing case number
- Direct Certification letter from the State of Illinois
- Temporary Food assistance for needy families
- Disability benefit statement
- Current tax returns
- Foster placement papers
- Food Stamp Evidence

You may be requested to provide updated income verification at any time, but no more often than once every 60 calendar days.

Supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6).

I attest that the statements made herein are true and correct.

_____ _____

Parent/Guardian *(signature)* Date

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Operational Services

Exhibit - Response to Application for Fee Waiver, Appeal, and Response to Appeal

Response to Application for Fee Waiver (*To parents/guardians)*

Student's Name *(please print)* School

☐ **Request granted** ☐ **Request denied for the following reason(s):**

If your request was denied, you may appeal in writing by completing the following portion of this form and submitting it to the Superintendent. If you appeal this decision, you have the right to meet with the Superintendent or designee to explain why the fee waiver should be granted. You may reapply at any time if circumstances change.

Building Principal or Office Staff Member Date

Appeal of the Denial of a Fee Waiver (*To be submitted to the Superintendent*)

☐ I am exercising my right to appeal the Building Principal's denial of my request to waive the school student fee described above.

☐ I would like to explain why the fee waiver should be granted during a phone/video conference or an in-person meeting with the person who will decide my appeal. *(If you check this box, someone from the Superintendent's office will contact you to make arrangements.)*

Parent/Guardian (*please print*) Telephone Number

Signature Date

The Superintendent's office will notify you in writing of the results of your appeal within 30 calendar days of receipt of your appeal.

Response to Appeal of the Denial of a Fee Waiver (*To parent(s)/guardian(s)*)

☐ Appeal received on: _____(*insert date*)____.

☐ I have reviewed your appeal.

☐ **Request granted** ☐ **Request denied for the following reason(s):**

Superintendent Date

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Operational Services

Exhibit - Resolution to Increase Driver Education Fees

WHEREAS, Section 27-24.2 of the School Code provides that the School District may charge a reasonable fee, not to exceed $50, to students who participate in a driver education course;

WHEREAS, the Illinois General Assembly amended that same section of the School Code in P.A. 97-145 to allow a school board to increase the fee to an amount not to exceed $250 by school board resolution following a public hearing on the increase, provided that the fee is waived for students who are unable to pay for the course;

WHEREAS, the School Board held a public hearing to increase the driver education course fee to an amount not to exceed $250 on _____*[date]*_____;

WHEREAS, the Board already waives the driver education course fees for students who are unable to pay (Board policy 4:140, *Waiver of Student Fees*);

WHEREAS, the Administration provided evidence at the hearing that a fee of $250 for each student taking the driver education course when added to the reimbursement from the State for driver education will not exceed the total cost of the driver education program in any year;

THEREFORE, BE IT RESOLVED, that the School Board hereby increases the driver education fee to an amount not to exceed $250, effective on __*[date]*_____, and waives this fee for any student who is unable to pay for the course according to the provisions in Board policy 4:140, *Waiver of Student Fees*.

Attested by: _____
Board President

Attested by: _____
Board Secretary

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General Personnel

Exhibit - Employee Receipt of Board Policy on Personal Technology and Social Media

I, the individual whose signature appears below, acknowledge receipt of Board policy 5:125, *Personal Technology and Social Media; Usage and Conduct*. I affirm that I have read the policy and agree to comply with its requirements.

_____
Name (*please print*)

_____ _____
Signature Date

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General Personnel

Exhibit - Request to Reprint or Adapt Material

On District letterhead

Date

To: _____

_____

On behalf of the School District, I am requesting permission to **reprint** [*to use without change*] or **adapt** [*to use and modify*] the following material:

_____

No reprinted or adapted material will be used in a sales promotion or advertising campaign. If permission to reprint or adapt this material is granted, the material will be used for the following purpose(s): _____

The following credit line will appear on each reprint or adaption:

> Reprinted/Adapted, with permission from (publication) _____
> Copyright year of publication _____ Copyright owner _____
> All rights reserved.

If you agree to grant permission for the School District to reprint or adapt the above listed material, please sign the **Permission to Reprint or Adapt Material** and return it to the requestor.

Please contact me at _____ if you have any questions. Thank you for your consideration.

_____ _____
School District Requestor (*please print)* Email/Fax

_____ _____
Signature Date

Permission to Reprint or Adapt Material

I hereby grant permission to the School District requestor to reprint or adapt material as requested on the terms and conditions stated herein.

_____
Copyright Owner's Name (*please print)*

_____ _____
Copyright Owner's Signature Date

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Professional Personnel

Exhibit - Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications

On District letterhead

Date

Re: You May Request Your Child's Classroom Teachers' Qualifications

Dear Parents/Guardians:

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. You may request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the teacher's licensure; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

This notice is required by federal law (20 U.S.C. §6312(e)(1)(A)). If you would like to receive any of this information, please contact the District office.

Sincerely,

Superintendent

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Professional Personnel

Exhibit - Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements

On District letterhead

Date

Re: Your Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification or Licensure Requirements

Dear Parents/Guardians:

All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The teacher listed below has taught your child's class for the last four consecutive weeks. While the District is unable to verify that the teacher meets applicable State certification or licensure requirements for the grade level and subject area to which he/she is assigned, our observations of his/her classroom indicate that he/she is providing a satisfactory educational program and experience.

This notice is required by federal law (20 U.S.C. §6312(e)(1)(B)(ii)). If you have any questions concerning this notice, please contact the District office.

Teacher:_____ Subject:_____

Sincerely,

Superintendent

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Professional Personnel

Exhibit - Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment

On District letterhead

Date

Re: Your Educator Certification/License

Dear *[insert teacher's name]*:

Teachers working in a program supported with federal funds under Title I, Part A are required to meet applicable State certification and licensure requirements.

Our records indicate you are teaching without meeting applicable State educator certification and licensure requirements for the grade level and subject to which you are assigned. As required by federal law, the District has notified the parents/guardians of students in your classes that you are teaching without the above-referenced certification or licensure (20 U.S.C. §6312(e)(1)(B)(ii)).

Please contact your Building Principal as soon as possible to discuss your educator certification and licensure requirements. If you believe this letter was sent to you by mistake, please contact your Building Principal as soon as possible so that we may correct our records if appropriate.

Sincerely,

Superintendent

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IASB POLICY REFERENCE MANUAL
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Instruction

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

To be submitted to the Building Principal

This application must be approved before an animal may be brought into any school facility. Animals may be brought into the classroom or learning center for educational purposes, provided: 1) prior permission is received from both the supervising teacher and the Building Principal or designee; and 2) the following *Guidelines for Using Animals in School Facilities* are agreed to by the applicant, supervising teacher, and/or the animal owner.

Please print

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

Guidelines for Using Animals in School Facilities

Prohibited Animals

The following animals are prohibited in school facilities:

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

Vaccination Requirements

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

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

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internal parasites within the past six months.

4. **Psittacine Birds** – Proof of treatment or negative test results for psittacosis (avian chlamydiosis).

General Guidelines

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

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

Procedures for the Housing, Care and Handling of Specific Animals

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

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animals. Students under the age of five are prohibited from having contact with these animals.

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

Animal-Related Injuries

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

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

Additional Applicant, Supervising Teacher, and Animal Owner Responsibilities

1. Applicant responsibilities:
   A. The applicant must have a plan that assures the animal is appropriately housed, humanely cared for, and properly handled.
   B. The applicant must submit health records and/or proof of current vaccination as set forth in these *Guidelines for Using Animals in School Facilities.*
   C. Animals are not to be transported on school buses.
2. Supervising teacher and/or facility staff responsibilities:
   A. The supervising teacher signing the application must assume primary responsibility for the animal.
   B. Only the teacher or students designated by the teacher are to handle the animals.
   C. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.
3. Animal owner's responsibilities:
   A. The animal's owner agrees to hold the District, its employees, agents, and assigns harmless for any injury to, including death of, the animal.
   B. The animal's owner, if different from the person making the application, must sign below demonstrating that he or she granted permission for the animal to come into the classroom and agrees to the conditions set forth in this application.

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

Applicant (*please print*) | Telephone number

Address

Applicant's signature | Date

Supervising teacher (*please print*)

Supervising teacher's signature | Date

Animal owner's name if different from applicant (*please print*)

Animal owner's signature | Date

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

☐ **Approved** ☐ **Denied**

Building Principal or designee's signature | Date

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Instruction

Exhibit - Student Permission for Exposure to Animals

To be used when animal(s) are brought into the classroom or learning center for educational purposes.

Student:_____ Grade/Teacher:_____

Dear Parent(s)/Guardian(s):

As allergies, asthma, immune challenges, and/or other health needs may make animal contact inappropriate for some students, District guidelines require prior parent/guardian permission for student contact with animal(s) in school.

On ____*(insert date)*____, the following animal(s) will visit my classroom for educational purposes:

☐ Cat	☐ Bird	☐ Ferret	☐ Guinea Pig
☐ Dog	☐ Rabbit	☐ Hamster	☐ Reptile or amphibian
☐ Rat	☐ Mouse	☐ Gerbil	☐ Other_____

The following animals are prohibited in schools: venomous or toxin-producing animals (e.g., certain spiders, insects, reptiles, and amphibians), wild or exotic animals, mammals at high-risk for transmitting rabies (e.g., bats, raccoons, skunks, foxes, and coyotes), non-human primates, stray animals, or aggressive/unpredictable animals.

The Building Principal or designee will ensure that the District's *Guidelines for Using Animals in School Facilities* are followed. You may find these *Guidelines* in the school office. I will also supervise the entire student-animal contact session, have a clean and disinfected area for showing the animal(s), not allow food or drink in the animal showing area, and appropriately dispose of animal waste. **Under no circumstances are students allowed to clean cages or handle animal waste.**

Please complete and return this form to me by_____*(insert date)*____. If you have any questions or concerns, please feel free to contact me at _____*(insert contact information)*_____.

To Be Completed by Parent/Guardian:

☐ I **do** permit my child identified above to be exposed to the animal(s) listed above. I further agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of my child's exposure to the animal(s) listed above.

☐ I **do not** permit my child identified above to be exposed to the animal(s) listed above. I understand that when the animal(s) listed above are present, my child will be excused from classroom attendance without penalty and given an alternative educational activity.

_____

Parent/Guardian Name (*please print*)

_____ _____

Parent/Guardian Signature Date

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Instruction

Exhibit - Online Privacy Statement

Post the content of this exhibit on the District's website to inform website visitors of the information the District collects through its website and how it uses that information. Modify this exhibit as needed to reflect the District's practices.

Online Privacy Statement

The School District respects the privacy of all website visitors to the extent permitted by law. This Online Privacy Statement is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

Network Traffic Logs

In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

Website Visit Logs

District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

Cookies

Cookies are pieces of information stored by your web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one webpage to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or you may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on

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our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

Information Voluntarily Provided by You

In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each webpage requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or listed below, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Communication Preferences

You can stop the delivery of informational emails from the District by following the specific instructions in the email you receive. Depending on the respective service, you may also have the option of proactively making choices about the receipt of email, telephone calls, and postal mail for particular District information and activities.

Links to Non-District Websites

District websites provide links to other websites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this Online Privacy Statement; they may have their own policies or none at all. Often, you can tell you are leaving a District website by noting the URL of the destination site. Links to external websites open a new browser window.

Please email your questions or concerns to the System Administrator [*insert contact information*].

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Instruction

Exhibit - Keeping Yourself and Your Kids Safe On Social Networks

For students:

- Put everything behind password protected walls, where only friends can see.
- Protect your password and make sure you really know who someone is before you allow them onto your friend's list.
- Blur or morph your photos a bit so they won't be abused by cyberbullies or predators.
- Don't post anything your parents, principal or a predator couldn't see.
- What you post online stays online - forever!!!! So ThinkB4UClick!
- Don't do or say anything online you wouldn't say offline.
- Protect your privacy and your friends' privacy too...get their okay before posting something about them or their pics online.
- Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
- That cute 14-year old boy may not be cute, may not be 14 and may not be a boy! You never know!
- And, unless you're prepared to attach your blog to your college/job/internship/scholarship or sports team application…don't post it publicly!
- Stop, Block and Tell! (don't respond to any cyberbullying message, block the person sending it to you and tell a trusted adult).
- R-E-S-P-E-C-T! (use good netiquette and respect the feelings and bandwidth of others).
- Keep personal information private (the more information someone has about you, the more easily they can bully you).
- Google yourself! (conduct frequent searches for your own personal information online and set alerts … to spot cyberbullying early).
- Take 5! (walk away from the computer for 5 minutes when something upsets you, so you don't do something you will later regret).

And for parents:

- Talk to your kids - ask questions (and then confirm to make sure they are telling you the truth!)
- Ask to see their profile page (for the first time)…tomorrow! (It gives them a chance to remove everything that isn't appropriate or safe…and it becomes a way to teach them what not to post instead of being a gotcha moment! Think of it as the loud announcement before walking downstairs to a teen party you're hosting.)
- Don't panic…there are ways of keeping your kids safe online. It's easier than you think!
- Be involved and work with others in your community. (Think about joining WiredSafety.org and help create a local cyber-neighborhood watch program in your community.)
- Remember what you did that your parents would have killed you had they known, when you were fifteen.
- This too will pass! Most kids really do use social networks just to communicate with their friends. Take a breath, gather your thoughts and get help when you need it. (You can reach out to WiredSafety.org.)
- It's not an invasion of their privacy if strangers can see it. There is a difference between reading their paper diary that is tucked away in their sock drawer…and reading their blog. One is between them and the paper it's written on; the other between them and 700 million people online!
- Don't believe everything you read online - especially if your teen posts it on her blog!

For more information, visit www.WiredSafety.org.

Reprinted with permission from "Parry Aftab's Guide to Keeping Your Kids Safe Online, MySpace, Facebook and Xanga, Oh! My!" Parry Aftab, Esq., www.aftab.com.

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Resources for Students and Parents

Resources for students:

Federal Trade Commission - www.consumer.ftc.gov/features/kids-online.

Connect Safely - Tips for Safe Social Networking for Teens www.connectsafely.org/social-web-tips-for-teens/ (2017).

NetSmartz - www.missingkids.org/netsmartz/resources.

Resources for parents:

National Crime Prevention Council – Social Networking Safety, Tips for Parents http://archive.ncpc.org/topics/internet-safety/social-networking-safety.html. Great comprehensive article for parents.

Connect Safely - Social Web Tips for Parents https://www.connectsafely.org/social-web-tips-for-parents/ (2017).

National Cyber Security Alliance - Raising Digital Citizens https://staysafeonline.org/get-involved/at-home/raising-digital-citizens/.

Illinois Attorney General – Stay Connected Stay Informed https://illinoisattorneygeneral.gov/cyberbullying/.

Federal Trade Commission – COPPA: A few tips to keep your child safe online https://www.consumer.ftc.gov/blog/2019/04/coppa-few-tips-keep-your-child-safe-online (2019).

DHS U.S. CERT - Socializing Securely: Using Social Networking Services www.us-cert.gov/sites/default/files/publications/safe_social_networking.pdf.

DHS U.S Computer Emergency Readiness Team - Staying Safe on Social Network Sites https://us-cert.cisa.gov/ncas/tips/ST06-003 (2019).

Safe Chat Room and Social Sites for Kids https://www.commonsensemedia.org/lists/safe-chat-rooms-and-social-sites-for-kids.

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Instruction

Exhibit - Curriculum Objection

Please complete this form and return it to the Building Principal, who will submit it to the District Complaint Manager. Please print.

Subject area _____ Classroom teacher _____

Please state, as precisely as possible, the specific curriculum area, instructional material, or program to which you object (*include name, title, author, and any other identifying information*).

_____

_____

How did you become aware of the curriculum area, instructional material, or program?

☐ by classroom observation ☐ by review
☐ by word-of-mouth ☐ other _____

To what in the curriculum area, instructional material, or program do you object? Be specific.

_____

_____

Do you want your child excluded from participation? ☐ Yes ☐ No

In place of participation in the curriculum area, what course of study would you recommend for your child?

_____

_____

Complainant name (*please print*) _____ Telephone _____

Complainant represents: ☐ Student ☐ Parent/guardian of student
☐ Other _____

Complainant address _____

Complainant signature _____ Date _____

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Community Relations

Exhibit - Verification of School Visitation

To be completed by the parent/guardian and given to the Building Principal. Please print.

This document serves to verify that the named parent/guardian attended a school conference or classroom activity for his or her child held on the date and time indicated below.

_____	_____
Student	Conference/Classroom activity
_____	_____
Parent/Guardian name	Date/time of conference/classroom activity

_____
Parent/Guardian signature

****

To be signed by the Building Principal and returned to the parent/guardian.

_____	_____
Building Principal signature	Date

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School District Organization

Administrative Procedure - Checklist for Handling Intergovernmental Agreement Requests

The Superintendent completes this checklist whenever the District receives a request to enter into an intergovernmental agreement. [1]

- ☐ Acknowledge the receipt of the request to the sender.
- ☐ Confer with the School Board President as to when to put the request on an open meeting agenda as a discussion and/or action item.
- ☐ Inform the request's sender of approximately when the request will be presented to the Board.
- ☐ Investigate the factual context and the impact of granting or not granting the request.
- ☐ Determine if the request is for procurement purposes and evaluate whether an intergovernmental agreement would be exempt under 105 ILCS 5/10-20.21.
- ☐ Prepare an evaluation of the request and a recommendation that takes into account the Board's priorities in the allocation of resources, including funds, time, personnel, facilities, and the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. [2]
- ☐ Consult the Board attorney for a legal review of the proposed intergovernmental agreement.
- ☐ Include the evaluation and recommendation in the appropriate Board meeting packet.

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The footnotes should be removed before the material is used.

[1] If the pre-existing process for handling requests to enter into an intergovernmental agreement is that the board receives all requests, use the following alternative:

Whenever the Board, having received a request to enter into an intergovernmental agreement, requests the Superintendent to provide an evaluation and recommendation, the Superintendent will:

[2] This language ~~describing what must be considered~~ is from ~~board~~ policy 6:15, *School Accountability*. Some issues for consideration include: (1) space availability, (2) teacher-student ratio, (3) available resources, (4) costs, (5) effect on ~~General State Aid~~Evidence~~-~~Based Funding, transportation reimbursement, and special education reimbursement, (6) rival gang factors and other safety concerns, and (7) current levels of school performance.

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School Board

Administrative Procedure - Superintendent Committees

The Superintendent or designee creates Superintendent or administrative committees as deemed necessary, makes all appointments, and directs all activities. A Superintendent or administrative committee~~s~~ reports directly to the Superintendent or designated administrator who directs its activities. The Superintendent or designee should consult the Board Attorney (a) concerning whether any of these committees must comply with the Open Meetings Act (OMA), and/or (b) to receive guidance for ensuring that the meetings either comply with OMA requirements or do not trigger OMA.[1] Unless otherwise indicated, the listed Superintendent or administrative committees are optional:

Communicable and Chronic Infectious Disease Program Task Force

This task force assists in the development and review of a chronic and infectious disease program consistent with the District's policies and State and federal laws and regulations, and reports directly to the Superintendent or designee. Appointments are made to the task force only if the Superintendent or designee determines that its input is desirable. See Board policies 5:40, *Communicable and Chronic Infectious Disease*; and 7:280, *Communicable and Chronic Infectious Disease*.

Task force members include the Superintendent or designee, school medical advisor, a school nurse, and representatives from the School Board, local health department, PTA or PTO, the professional staff, and other employee groups.

Communicable and Chronic Infectious Disease Review Team

This review team monitors those employees and students who have a communicable and chronic infectious disease, and:

1. Reviews individual medical case histories.
2. Recommends the most appropriate educational setting for a student, which may include temporary removal from and return to the regular educational setting.
3. Recommends the most appropriate work setting for an employee; this may include retention in his/her present position, transfer to another position, or temporarily excused from or returned to his/her work assignment.

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The footnotes should be removed before the material is used.

[1] Superintendent and administrative committees are generally not governed by the ~~Open Meetings Act (~~OMA~~)~~, but the operation and function of specific committees may make the Act applicable. For example, any committee, whether superintendent or board, having as members at least a majority of the quorum (three out of seven) of the board, will be subject to OMA. 5 ILCS 120/1.02. Other factors that determine whether a committee is governed by OMA include "who appoints the members of the entity, the formality of their appointment, and whether they are paid for their tenure; the entity's assigned duties, including duties reflected in the entity's bylaws or authorizing statute; whether its role is solely advisory or whether it also has a deliberative or investigative function; whether the entity is subject to government control or otherwise accountable to any public body; whether the group has a budget; its place within the larger organization or institution of which it is a part; and the impact of decisions or recommendations that the group makes." University Professionals v. Stukel, 344 Ill.App.3d 856, 865 (1st Dist. 2003).

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Team members may include the District's medical advisor, a school nurse, the Building Principal, and the Superintendent or designee. [2]

The review team is guided by the Board's policies, Ill. Dept. of Public Health (IDPH) rules and regulations, and all other applicable State and federal laws. It reports directly to the Superintendent or designee. See also policies 5:40, *Communicable and Chronic Infectious Disease*; and 7:280, *Communicable and Chronic Infectious Disease*. The review team consults the employee's or the student's personal physician and local health department officials before making any recommendations.

The Communicable and Chronic Infectious Disease Review Team respects the privacy rights of each employee and student and takes such precautions as may be necessary to secure confidentiality.

Food Allergy Management Committee

This committee develops and implements the District's Food Allergy Management Program and reports directly to the Superintendent or designee. It monitors the program for effectiveness and establishes a schedule for the Superintendent to report this information to the Board. See policy 7:285, *Food Allergy Management Program*, based upon the *ISBE/IDPH Guidelines* at: www.isbe.net/Documents/food_allergy_guidelines.pdf. See also the modifiable Microsoft® Word version of the *ISBE/IDPH Guidelines* at: www.isbe.net/Pages/Food-Allergy-Guidelines.aspx.

Committee members may include District-level administrators, Building Principals, the District Safety Coordinator (see 4:170-AP1, *Comprehensive Safety and Security Plan*, **Part C, District Safety Coordinator and Safety Team; Responsibilities**), District 504 Coordinator (see policy 6:120, *Education of Children with Disabilities*), staff members, parents/guardians, community members, and students.

Employee Substance Abuse Prevention Committee

This committee makes recommendations directly to the Superintendent or designee regarding the issues of employee substance abuse and resulting employee conduct standards, and:

1. Cooperates with community and State agencies on substance abuse programs.
2. Gathers information about substance abuse and suggests methods to disseminate it to employees.
3. Develops a support network that encourages employees to self-refer for treatment and suggests procedures for early identification and treatment.
4. Recommends procedures that would protect the privacy of employees while taking into consideration any directives from the Board to the Superintendent regarding the District's obligation to provide a safe environment and to ensure high quality performance, which may include but not be limited to:
    a. Securing training for designated district employees to educate them to identify symptoms of being impaired by or under the influence of substances prohibited by policy. For guidance about what *impaired by* or *under the influence of means*, see:
        i. Footnote discussions in numbers five and six in policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*;
        ii. 625 ILCS 5/11-501.2 and 5/11-501.9, amended by P.A. 101-27 (chemical and other tests, validity, etc., a/k/a *field sobriety tests*);

The footnotes should be removed before the material is used.

[2] The team members listed aligns with joint guidance of the Ill. State Board of Education and Ill. Dept. of Public Health. See: www.isbe.net/Pages/Special-Education-Administrators.aspx.

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iii. 410 ILCS 705/10-50(d), added by P.A. 101-27 (an employer may consider an employee to be impaired or under the influence of cannabis if the employer has a *good faith belief* that an 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 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 or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others) (**Note:** Consult the Board Attorney about identifying cannabis use)~~)~~; and

iv. Professional development opportunities in the area, e.g., local law enforcement agencies may be a place to begin.

b. Implementing a reasonable suspicion and/or drug testing[3] program(s) to enhance the District's ability to identify and discipline employees suspected of being impaired by and/or under the influence of prohibited substances. **Note:** Consult the Board Attorney before implementing any drug-testing program(s) or disciplining employees based upon the results of these programs. Drug testing will likely assist the District with the challenges of identifying cannabis-related issues, but the science behind impairment identification and behavioral testing for cannabis impairment is new and emerging.

c. Addressing expectations for employees in positions of leadership who are perpetually *on call*[4] due to the nature of their positions and responsibilities.

d. Holding licensed educators to a higher standard than non-licensed employees due to their professional code of conduct expectations.

e. Holding employees working directly with students to a higher standard than employees not working directly with students.

5. Recommends a method to explicitly inform employees of the consequences of violating the District's policy.

6. Recommends best practices for discipline of employees who are suspected of or violating the District's policy. [5]

Committee members may include the Superintendent or designee, the District's medical advisor/medical review officer, and employee representatives from both professional and educational support personnel. The committee is guided by Board policies, administrative procedures, and relevant State and federal statutes. See policies 5:50, *Drug- and Alcohol-Free Workplace; E-*

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[3] The best practice for ensuring the strongest defense when disciplining an employee for undertaking tasks while being impaired and/or under the influence of prohibited substances is a confirmed, positive, drug test used in combination with reasonable suspicion of impairment. Drug testing may be cost prohibitive and disruptive for school districts while also presenting several other legal considerations, including possible collective bargaining implications upon request by the employee representative. For example, while the Americans with Disabilities Act allows the results of such tests to be used as the basis for disciplinary action (42 U.S.C. §12114; 29 C.F.R. §1630.16 (c)), drug tests may still violate other laws, e.g., Title VI and the Rehabilitation Act (42 U.S.C. §2000e et seq.; and 29 U.S.C. §706 et seq.)~~)~~. Identifying and disciplining employees for cannabis use on a drug test~~ing~~ alone may present a unique set of challenges because cannabis can remain in a person's system for weeks.

[4] See f/n 3 of ~~sample~~ policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*.

[5] Consult the board attorney regarding any disciplinary action explored for employees based solely on a positive cannabis test result. Employee discipline options may be an item on which collective bargaining may be required.

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Cigarette, Tobacco, and Cannabis Prohibition;~~,~~ 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;~~,~~ and administrative procedure 5:120-AP2, *Employee Conduct Standards*.

Pandemic Planning Team

This team builds a strong relationship with the local health department and emergency medical agencies and uses their assistance to develop and implement a comprehensive pandemic influenza school action plan and build awareness of the final plan among staff, students, and community. See policy 4:180, *Pandemic Preparedness; Management; and Recovery*, and its procedures.

Team members may include one or two Board members, administrators, and staff members. It reports directly to the Superintendent or designee.

Sex Equity Committee

This committee supports the District's efforts to eliminate sexual harassment by advising the Superintendent or designee on prevention, intervention, and education. Committee members may include community representatives, District administrators, teachers, and students. See policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:10, *Equal Employment Opportunity and Minority Recruitment*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 7:10, *Equal Educational Opportunities*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

School Violence Prevention Team

This team builds awareness about and supports the development and implementation of the District's:

1. Targeted School Violence Prevention Program. See policy 4:190, *Targeted School Violence Prevention Program*, and procedure 4:190-AP1, *Targeted School Violence Prevention Program*.
2. Anti-bullying program, when and as appropriate. See policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and procedure 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*.

All Building Principals or their designees must be on this team.[6] Other team members may include the District Safety Coordinator (see procedure 4:170-AP1, *Comprehensive Safety and Security Plan*, Part C, *District Safety Coordinator and Safety Team; Responsibilities*), law enforcement representatives, Board Attorney, District psychologist(s), mental health workers and/or social service agencies, faith leaders, community members, and students. It reports directly to the Superintendent or designee.

Transitional Bilingual Education (TBE) Programs Parent Advisory Committee [7]

This committee is required. The committee maximizes the practical involvement of parents/guardians of students in the District's TBE program(s). Its purpose is to:

1. Afford parents/guardians the opportunity to effectively express their views; and

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[6] Including building principals on this team aligns with administrative procedure 4:190-AP1, *Targeted School Violence Prevention Program*, which provides that "Building Principals are mandatory for successful implementation" of a Targeted School Violence Prevention Plan.

[7] 105 ILCS 5/14C-10.

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2. Ensure that the District's program(s) are planned, operated, and evaluated with the involvement of, and in consultation with, parents/guardians of students served by the program(s).

All Building Principals or their designees serve on this team.[8] Other committee members must include parents/guardians of students enrolled in the District's TBE program(s), transitional bilingual education teachers, counselors, and representatives from community groups. A majority of the committee members (or if the District has multiple committees, each committee) must be parents/guardians of students enrolled in the District's TBE program(s). [9]

This committee must elect officers, establish internal rules, guidelines, and procedures.[10] It reports directly to the Superintendent or designee.

Title I Parent Advisory Committee

This committee is required if the District receives or desires to receive Title I funds. See policy 6:170, *Title I Programs*; procedure 6:170-AP1, E1, *District-Level Parent and Family Engagement Compact*; 20 U.S.C. §§6312(a)(1)(A), 6318(a)(2)(F). The committee supports the development and implementation of the District's Title I plan. Its activities may include, at the Superintendent or designee's directive:

1. Facilitating the active involvement of parents/guardians in their children's academic success by such activities as coordinating Title I parent-teacher conferences, providing information to help parents/guardians assist their children, coordinating volunteer or paid participation by parents/guardians in school activities, and establishing a process to respond to parents/guardians' inquiries and recommendations.
2. Distributing Title I informational materials.
3. Consulting regarding the District's Title I Plan.
4. Supporting the implementation of Board policy 6:170, *Title I Programs*.

Committee members include parents/guardians and family members of Title I children.[11] It reports directly to the Superintendent or designee.

PERA (Performance Educational Reform Act) Joint Committee and the RIF (Reduction in Force) Joint Committee [12]

Each committee listed below is required until its function has been fulfilled~~; each reports directly to the Superintendent or designee~~.

1. PERA joint committee. This mandatory committee develops a plan for incorporating data and indicators of student growth into the evaluation plan. The joint committee is "composed of equal representation selected by the district and its teachers, or where applicable, the

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[8] Optional. If building principals do not serve on this committee and the district deletes this sentence, amend the next sentence's introductory words as follows: "~~Other c~~Committee members must include …".

[9] 105 ILCS 5/14C-10.

[10] Id.

[11] Inclusion of parents/guardians and family members of Title I children on this committee aligns with 20 U.S.C. §6318(a)(2)(A), which requires a district to involve them in the joint development of a district's plan to help low-achieving children meet challenging achievement and academic standards, and in the development of comprehensive and targeted support and improvement plans.

[12] These committees are not subject to OMA. 105 ILCS 5/24A-4(b) and 105 ILCS 5/24-12(c), respectively, amended by P.A. 100-768.

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exclusive bargaining representative of its teachers." 105 ILCS 5/24A-4(b). If, within 180 calendar days of the committee's first meeting, the committee does not reach an agreement on the plan, the District must implement ISBE's model evaluation plan with respect to the use of data and indicators on student growth. The amendment of an evaluation plan continues to be a mandatory subject of bargaining. This committee also agrees to the panel of qualified evaluators that reviews appeals of unsatisfactory performance ratings and determines the criteria for successful appeals.[13] 105 ILCS 5/24A-5.5, added by P.A. 101-591.

2. RIF joint committee. This mandatory committee convenes annually to consider issues identified in the statute concerning the selection of teachers for layoff. 105 ILCS 5/24-12(c). On or before December 1 each year, the RIF joint committee must be established and must hold its first meeting. It is composed of individuals appointed by the Board and the teachers (or the exclusive bargaining representative of its teachers).

Concussion Oversight Team [14]

The Concussion Oversight Team is required until its function has been fulfilled~~; it reports directly to the Superintendent or designee~~. State law requires the team to establish protocols for return-to-play and return-to-learn for students who have suffered a concussion or head injury during interscholastic athletic activities. See policy 7:305, *Student Athlete Concussions and Head Injuries*. 105 ILCS 5/22-80(d), amended by P.A. 100-309. The Board must appoint or approve a Concussion Oversight Team. Section 22-80(d) identifies who must be on each Concussion Oversight Team. A physician, to the extent possible, must be on the Team. If the school employs an athletic trainer and/or nurse, they must be on the Team to the extent practicable. The Team must include, at a minimum, one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the Team. Other licensed health care professionals may be appointed to serve on the Team. If it is not practicable for a physician, athletic trainer and/or nurse to be on the Team and other licensed health care professionals are not appointed to serve on the Team, the Team may be composed of only one person who need not be a licensed healthcare professional; however, that individual may not be a coach.

Wellness Committee [15]

The Wellness Committee includes at least one representative from each of the following groups: parents, students, representatives of the school food authority, teachers of physical education, school health professionals, a member of the Board,[16] school administrators,[17] and members of the

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[13] The PERA joint committee does not determine what rating will be issued to replace an unsatisfactory rating in the event of a successful appeal; that issue must be collectively bargained. 105 ILCS 5/24A-5.5, added by P.A. 101-591.

[14] 105 ILCS 5/22-80(d).

[15] Establishing a wellness committee is optional. The preamble to 7 C.F.R. §210.31(d)(1) suggests one method to comply with the rules is by: "identifying individuals" to serve on a "local school wellness policy committee." However, the final text of 7 C.F.R. §210.31(d)(1) does not specifically require districts to establish a local school wellness policy committee – only that they "permit [groups listed in the procedure above] to participate … ." See also f/n 23 in ~~sample~~ policy 6:50, *School Wellness*. If a district establishes a wellness committee, it should be listed here.

[16] See f/n 1 above. As much of the work of developing a plan to involve local stakeholders is administrative/staff work rather than governance work, the best practice is to have a wellness committee be an administrative committee, but consult the board attorney for guidance about the application of the OMA when three or more board members serve on this committee.

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community. ~~It reports directly to the Superintendent or designee.~~ Individuals of this committee will participate in the development, implementation, periodic reviews, and updates of policy 6:50, *School Wellness*. 7 C.F.R. §210.31(d)(1).

Children's Advocacy Center Communication Committee [18]

This committee supports the implementation of the Alleged Incidents of Sexual Abuse; Investigations subhead of policy 5:90, *Abused and Neglected Child Reporting*. It includes the District Nondiscrimination Coordinator, District Safety Coordinator, and at least one representative from each of the following groups: District-level administrators, Building Principals, school personnel, and employees from the accredited Children's Advocacy Center (CAC) that serves the District. The CAC Communication Committee reports directly to the Superintendent or designee. See policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children's Advocacy Center*.

Educational Technology Committee [19]

This committee supports the implementation of policy 7:345, *Use of Educational Technologies; Student Data Privacy and Security*. Committee members ~~report directly to the Superintendent and~~ may include the Head of Information Technology, District-level administrators, Building Principals, and teachers. See administrative procedure 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*.

Remote Learning Committee [20]

This committee develops a plan for instruction in grades pre-kindergarten through 12 and presents it the Superintendent for approval who then presents it to the Board for adoption when the:

1. Governor declares a disaster due to a public health emergency (20 ILCS 3305/7); and
2. State Superintendent of Education declares a requirement for the District to implement and use Remote Learning Days (RLDs) or Blended Remote Learning Days (BRLDs).

After adoption of the plan by the Board, this committee supervises the implementation of 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*~~, will report directly to the Superintendent or designee,~~ and exists until its function has been fulfilled.

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[17] If a board wants to comply with the U.S. Dept. of Agriculture's encouragement to include Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators or educators in the group to provide input about the wellness policy, insert: "Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators, educators," immediately before: ", and members of the community."

[18] Establishing a Children's Advocacy Center (CAC) communication committee is optional and only applies to school districts within a county served by an accredited CAC. See f/n 13 in ~~sample~~ policy 5:90, *Abused and Neglected Child Reporting*, and 5:90-AP, *Coordination with Children's Advocacy Center*.

[19] Establishing an Educational Technology Committee is optional. The Student Online Personal Protection Act (SOPPA), amended by P.A. 101-516, ~~eff. 7-1-21,~~ centralizes decision making about what K-12 online sites, services, and applications will be used in schools by requiring boards to adopt a policy for designating which district employees are authorized to enter into agreements with *operators* who collect personally identifiable information about students. See policy 7:345, *Use of Educational Technologies; Student Data Privacy and Security*, and 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*.

[20] Establishing this committee is optional. 105 ILCS 5/10-30, added by P.A. 101-643, requires "the district to adopt a remote and blended remote learning day plan approved by the district superintendent" when certain emergency conditions exist that are related to the management of a public health emergency under the Ill. Emergency Management Act. See f/n 1 in ~~sample~~ administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*. A committee can assist the superintendent to ensure all the statutory requirements for implementing, monitoring, and amending the plan are met.

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School Board

Administrative Procedure - Types of School Board Meetings

Meeting Type	Notice	Agenda	Notice to News Media	District's Website [1]
Regular	Given once a year when the Board adopts its regular meeting schedule. 105 ILCS 5/10-6, 5/10-16. The notice and agenda must be continuously available for public review during the entire 48-hour period before the meeting. Posting on the District's website satisfies the requirement for continuous posting. However, to comply with the legislative intent, posting on the District's website does not replace the posting described in the **Agenda** column. 5 ILCS 120/2.02.	Post at the District's main office and at the meeting site, at least 48 hours before the meeting. 5 ILCS 120/2.02.	Give to any news media that filed an annual request for such notices. 5 ILCS 120/2.02.	Post the annual schedule of regular meetings and post a public notice of each meeting along with the meeting agenda. 5 ILCS 120/2.02. Post regular Board meeting minutes within 10~~ten~~ days after approval; the minutes remain there for at least 60 days. 5 ILCS 120/2.06.
Special	Post a notice at the District's main office or, if no main office exists, at the meeting site, at least 48 hours before the meeting. 5 ILCS 120/2.02. The notice and agenda must be continuously available and/or posted on the District's website as provided in the **Regular** meeting row. Notice to Board members must be served by mail 48 hours before the meeting or by personal service 24 hours before the meeting. 105 ILCS 5/10-16.	Include with the public notice. 5 ILCS 120/2.02.	Give to any news media that files an annual request. Must also give the same notice as that given Board members if the news media provides an address or telephone number within the District's jurisdiction. 5 ILCS 120/2.02.	Post a public notice of each meeting along with the meeting agenda, at least 48 hours before the meeting. The notice and agenda must remain posted on the website until the meeting is concluded. 5 ILCS 120/2.02.
Emergency	Post the notice at the District's main office or, if no main office exists, at the meeting site, as soon as practicable before the meeting. 5 ILCS 120/2.02. The notice and agenda must be continuously available and/or posted on the District's website as provided in the **Regular** meeting row.	No State law requirements.	Same as for special meetings.	Post a public notice. 5 ILCS 120/2.02.

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[1] Required *only if* the district has a website that is maintained by a full-time staff member; if not, this column may be omitted. (5 ILCS 120/2.06(b).

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Meeting Type	Notice	Agenda	Notice to News Media	District's Website [1]
	No specific notice to Board members is specified, but it is advisable to provide the notice as soon as possible.			
Closed	May hold a closed meeting, or close a portion of an open meeting, upon a majority vote of a quorum present, taken at a properly noticed open meeting. 5 ILCS 120/2a.	None required, but only topics specified in the vote to hold the closed meeting may be considered. 5 ILCS 120/2a.	No additional notice required.	Post a public notice. 5 ILCS 120/2.02.
Rescheduled or Reconvened	Post a notice at the District's main office or, if no main office exists, at the meeting site at least 48 hours before the meeting. 5 ILCS 120/2.02. The notice and agenda must be continuously available and/or posted on the District's website as provided in the **Regular** meeting row. No notice is needed when an open meeting is reconvened within 24 hours, or when the time and place of a reconvened meeting was announced at the original meeting and the agenda is not changed. 5 ILCS 120/2.02.	Included with any public notice.	Same as for a special meeting.	Post a public notice. 5 ILCS 120/2.02.

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General School Administration

Administrative Procedure - Succession Plan

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall be as stated below. If the first person on the succession list is unavailable, the second person shall be the responsible person, and so on, in order through the list. The designated individual shall communicate with the School Board President in cases of importance and/or emergency.

Superintendent

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Building Principal

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Operational Services

Administrative Procedure - Preparing and Updating Disclosures

This sample administrative procedure has been adapted and printed with the express permission of Chapman and Cutler LLP. Chapman and Cutler LLP is pleased to provide this sample procedure as an example of factors issuers should consider under current law in preparing policies and procedures for post-issuance compliance with federal securities laws and regulations. It is intended to provide general guidance with the understanding that the provision of the sample procedure does not constitute the rendering of legal advice by Chapman and Cutler LLP or the establishment of an attorney-client relationship with any user of the sample procedure. Reference to this sample procedure should not be considered a substitute for consultation with your legal advisors. Readers should understand that the application of relevant statutory and regulatory provisions can vary based on specific facts and that changes in law or facts may impact the applicability of the sample procedure. Chapman and Cutler LLP assumes no obligation to update the sample procedure to reflect changes in law or practice.

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (*Undertakings*) under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the District's best interest that the District comply in all material respects with federal securities laws regarding its (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the *Official Statements*), disseminated by the District in connection with any bonds, notes, certificates or other obligations, (ii) Financial Information or Annual Financial Information, as required by and defined in the Undertakings (the *Annual Financial Information*) to be filed with the Municipal Securities Rulemaking Board's (*MSRB*) Electronic Municipal Market Access (*EMMA*) system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an *EMMA Notice*). These procedures are designed to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices, which are collectively referred to herein as *Disclosures.*

In response to these interests, the District hereby adopts the following procedures:

A. *Disclosure Officer*. Consistent with Board Policy 4:40, *Incurring Debt,* the Superintendent[1] (*Disclosure Officer*) is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, *Disclosure Procedures*).

B. *Disclosure Procedures: Official Statements*. Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the District, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:

1. The District shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor, and an underwriter (the *Working Group*), and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.

2. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary to

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[1] Districts that employ business managers may want to substitute "Business Manager", "Chief School Business Official", or another locally equivalent title.

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make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information, and financial data regarding the District. Examples include confirming that information relating to the District, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the District is accurate and corresponds with the financial information in the District's possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the District presented in the Official Statement.

3. After completion of the review set forth in 2, above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the District as the Disclosure Officer deems necessary and appropriate, and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 2, above.

4. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2 and 3, above.

5. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; *provided, however,* that the use of the Official Statement must be ratified, approved, and authorized by the Board.

C. *Disclosure Procedures*: *Annual Financial Information*. The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:

1. By December 20th[2] of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking) the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part of the Annual Financial Information (*Financial Statements*). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.

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[2] The deadline for the dissemination of Annual Financial Information and/or Audited Financial Statements should be set forth in each applicable Undertaking. These procedures assume the deadline set forth in each such Undertaking is not later than 210 days after the end of a district's fiscal year (ending June 30). If one of more of a district's Undertakings provide for a different deadline, it may be appropriate or necessary to change the date in Paragraph C.1 above.

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2. If, in the Disclosure Officer's reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

D. *Disclosure Procedures: Reportable Events.* The Disclosure Officer will prepare (or hire an agent to prepare) Reportable Event Disclosure and file the same with EMMA (or confirm that such filing is completed by an agent hired by the District for such purpose) in a timely manner (not in excess of 10 business days after the occurrence of the Reportable Event). Incurrence of a Financial Obligation, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation, any of which affect security holders, if material, is a Reportable Event. Upon the incurrence of any Financial Obligation, as such term is defined in the Undertaking, the Disclosure Officer shall review such Financial Obligation and assess whether such Financial Obligation is material. If, in connection with such Financial Obligation, the District has agreed to any covenant, event of default, remedy, priority right or other similar term which affects security holders, the Disclosure Officer shall further review such term and assess whether the same is material. The Disclosure Officer shall prepare a summary of such review. If, in the Disclosure Officer's reasonable judgment, following consultation with financial or legal professionals as necessary, such Financial Obligation and/or term of such Financial Obligation is deemed material, the Disclosure Officer shall file a summary of such Financial Obligation (or the entire financing document, provided that confidential or sensitive information may be redacted to the extent such redaction does not prevent all material terms from being disclosed) with EMMA not in excess of ten business days after the incurrence of such Financial Obligation. (This paragraph (d) shall only apply if the District has entered into an Undertaking on or after February 27, 2019.)

E. *Disclosure Procedures*: *EMMA Notices*. Whenever the District determines to file an EMMA Notice, or whenever the District decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:

1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.

2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.

3. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

F. *Additional Responsibilities of the Disclosure Officer*. The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:

1. Maintaining appropriate records of compliance with these Disclosure Procedures (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;

2. Evaluating the effectiveness of the procedures contained in these Disclosure Procedures; and

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3. Informing the Board when substantive revisions or modifications are made to these Disclosure Procedures.

G. *General Principles*.

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.

2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.

3. Whenever the District releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be "speaking to the market." When speaking to the market, District officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.

4. While care should be taken not to shortcut or eliminate any steps outlined in these Disclosure Procedures on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.

5. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of these Disclosure Procedures.

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.

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Operational Services

Administrative Procedure - Criminal History Records Check of Contractor Employees

Actor	Action
Firm contracting with the District, referred to herein as "contractor"	Prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 105 ILCS 5/10-21.9(c) or 5/21B-80(c), both amended by P.A. 101-531. Prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense. Requires each employee who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her. 105 ILCS 5/10-21.9(f). [1] Reimburses the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with student(s).
Superintendent or designee	Requires that the following paragraph be included in each contract with any firm whenever any employee of the firm will have direct, daily contact with one or more students. The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/10-21.9(c) and/or 5/21B-80(c), as amended from time to time, or who is listed in the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry. The contractor shall not send to any

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[1] The Ill. Human Rights Act (IHRA) prohibits employers from using conviction records as a basis to refuse to hire or to take any adverse action against an applicant or employee unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. 775 ILCS 5/2-103.1(A), added by P.A. 101-656.

Employers must give specific written notifications to applicants/employees when relying on conviction records to disqualify or take adverse action against them. Id. at 5/2-103.1(C). See policy 5:30, *Hiring Process and Criteria*, at f/n 5 and administrative procedure 5:30-AP2, *Investigations*. When school districts perform criminal history record information checks on contractor employees and disqualify them based on their conviction records, it is unclear if those employees are entitled to the protections of 775 ILCS 5/2-103.1, added by P.A. 101-656. In this situation, the district is not the employer (and therefore not the entity that must give the employee notice), but it may disqualify the employee from working at the district based on a conviction record that it is not legally authorized to share with the contractor. Consult the board attorney for guidance on this issue.

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Actor	Action
Superintendent or designee, cont'd	school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense. The contractor shall make every employee who will have direct, daily contact with one or more students available to the District for the purpose of submitting to a fingerprint-based criminal history records check. The check shall occur before any employee or agent is sent to any school building or school property. The contractor will reimburse the District for the cost of each check. The District must also provide a copy of the report to the individual employee of the contractor, but is not authorized to release it to the contractor. Additionally, at least quarterly, the contractor shall check if any of its employees or agents having direct, daily contact with one or more students is listed on the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry. Completes the required forms to request a fingerprint-based criminal history record check on each contractor's employee who will have direct, daily contact with one or more students. 105 ILCS 5/10-21.9(f). See 5:30-AP2, *Investigations*. Screens the individual's name and address against the: (1) Ill. Sex Offender Registry, www.isp.illinois.gov/Sor/Disclaimer~~www.isp.state.il.us/sor/~~, and (2) the Violent Offender Against Youth Registry maintained by the Ill. Dept. of State Police (ISP), www.isp.illinois.gov/MVOAY/Disclaimer~~www.isp.state.il.us/cmvo/~~. Whenever a contractor sends an employee who will have direct, daily contact with a student(s) to the District for the first time, **ASKS** the contractor: 1. Will this employee be assigned to more than one school district? **IF YES**, may request the applicable Regional Superintendent to be responsible for obtaining a fingerprint-based criminal history records check and checking the Statewide Sex Offender Database for each such employee. The Regional Superintendent is required to promptly report to the District any information concerning the employee's record of conviction and identification as a sex offender. 105 ILCS 5/10-21.9(f). 2. Has another Illinois school district already conducted a fingerprint-based criminal history records check on the employee within the last year? **IF YES**, may request a copy of it for that contractor's employee from the school district where the contractor's employee worked or works. The District may rely on a check done by another district within

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Actor	Action
	the last year. 105 ILCS 5/10-21.9(h). **Note**: State law does not define "within the last year." Upon a request from any school, school district, community college district, or private school for a copy of a fingerprint-based criminal history records check for an employee of a contractor, **FIRST** determines if the District conducted the check within the last year. **IF YES**, provides a copy of it to the requesting entity. 105 ILCS 5/10-21.9(f-5~~h~~). **Note**: An immunity provision, contained in 20 ILCS 2635/7(A)(3), makes the District not liable to an individual for its reasonable actions taken in reliance on the individual's Criminal History Records Information (CHRI) report. The District will lose the immunity if it was notified by the individual or by the ISP that the CHRI report is inaccurate or incomplete.

Cross Reference and Resource

1. ISBE's non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: www.isbe.net/Documents/guidance_chr.pdf.
2. **Fingerprint-based Criminal History Records Information Check** subhead in 5:30-AP2, *Investigations*.

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Operational Services

Administrative Procedure - Fines, Fees, and Charges - Waiver of Student Fees [1]

Actor	Action
Superintendent or designee	Prepares and recommends to the School Board a list of school fees to be charged to students for the use of textbooks, consumable materials, field trips, extracurricular activities, graduation fees, and similar items. See 23 Ill.Admin.Code §1.245(a) for a definition of *school fees*. **Initial notice:** For all students enrolling in the District for the first time, notifies their parents/guardians that the District will waive school fees for persons unable to afford them in accordance with policy 4:140, *Waiver of Student Fees*. The initial notice must at least describe: (1) the Board's policy, including the criteria and other circumstances under which the District will waive school fees; (2) the school fees subject to a waiver; (3) the procedure to apply for a fee waiver, including the availability of a fee waiver request form and the documents ~~whose use is~~ required by the District in verifying income; and (4) the dispute resolution procedure. 23 Ill.Admin.Code §1.245(c)(2)(A). **Annual notice:** Includes a notice with the first statement sent to parents/guardians who owe school fees that the District will waive school fees for persons unable to afford them in accordance with policy 4:140, *Waiver of Student Fees*. The annual notice must include a description of the fee waiver application process or the name, address, and telephone number of the person to contact for information concerning a fee waiver. 23 Ill.Admin.Code §1.245(c)(2)(B). Determines whether the required inclusions in these notices will be satisfied by providing parents/guardians with a written copy of Board policy 4:140, *Waiver of Student Fees*, and form 4:140-E1, *Application for Fee Waiver*.
Parent~~(s)~~/Guardian~~(s)~~	Complete~~s~~ 4:140-E1, *Application for Fee Waiver*, and return~~s~~ it to

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[1] School districts have two options for school fee waiver applications. 105 ILCS5/10-20.13. Option 1 allows a district to establish a separate application process to determine students' eligibility based upon the income guidelines established by the federal meals program that does not rely on a student's application for, eligibility for, or participation in the free meals program. By using this option, a district is relieved from the verification thresholds set by the federal program. Option 2 allows a district to use students' applications for free meals. Under this option, federal requirements significantly restrict the number of applications that may be verified.

Both this procedure and ~~the sample~~its exhibit 4:140-E1, *Application for Fee Waiver*, assume that policy 4:140, *Waiver of Student Fees*, uses option 1. The relevant staff must check the adopted board policy to assure that this procedure and the application for a fee waiver are in alignment with it.

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seeking a school fee waiver	the Building Principal along with documents that will verify the family's income, such as, payroll stubs, tax returns, or evidence of receipt of food stamps or Temporary Assistance for Needy Families. 23 Ill.Admin.Code §1.245(d). May apply for a waiver of school fees by completing 4:140-E1, *Application for Fee Waiver*, at any time.
Building Principal or designee	Determines the student's eligibility for fee waiver based on policy 4:140, *Waiver of Student Fees*. Notifies ~~the~~ parent~~(s)~~/guardian~~(s)~~ within 30 calendar days if their *Application for Fee Waiver* is denied. 23 Ill.Admin.Code §1.245(c)(3). A rejection notice must include: (1) the reason for the denial; (2) a notification of their right to appeal as well as the appeal process and timelines (4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*); and (3) a statement that they may reapply at any time if circumstances change. 23 Ill.Admin.Code §1.245(c)(3)(A). Ensures that any completed 4:140-E1, *Application for Fee Waiver*, and 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*, are confidentially treated and maintained. 23 Ill.Admin.Code §1.245(f).
Parent~~(s)~~/Guardian~~(s)~~ seeking a school fee waiver	May appeal the denial of a fee waiver request. If ~~desir~~requested, meets with the person who will decide the appeal in order to explain why the fee waiver should be granted. 23 Ill.Admin.Code §1.245(c)(3)(B).
Superintendent or designee	~~Contacts~~If the parent~~(s)~~/guardian~~(s)~~ request to ~~determine if they want to~~ meet with the person who will decide the appeal to explain why the fee waiver should be granted, contacts the parents/guardians and schedules the meeting. 23 Ill.Admin.Code §1.245(c)(3)(B). ~~If so, meets with the parent(s)/guardian(s) at a prearranged date and time.~~ Ensures that the person who decides the appeal is not the person who initially denied the fee waiver or a subordinate of this person. 23 Ill.Admin.Code §1.245(c)(3)(B). Responds in writing to ~~the~~ parent~~(s)~~/guardian~~(s)~~' appeal within 30 calendar days of receipt of the appeal. 23 Ill.Admin.Code §1.245(c)(3)(B). Ensures that no discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, is exercised against a student whose parent~~(s)~~/guardian~~(s)~~ are unable to purchase required textbooks or instructional materials or to pay required fees. 105 ILCS 5/28-19.2(a); 23 Ill.Admin.Code §1.245(g). [2]

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[2] If the district seeks to hold parents/guardians accountable for unpaid fines, fees, or charges, consult the board attorney to ensure that any consequences imposed on parents/guardians do not discriminate against or punish students.

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Operational Services

Administrative Procedure - Unsafe School Choice Option

Illinois public school districts must comply with the following two statutes: (1) 105 ILCS 5/2-3.134 requires ISBE to maintain data and annually publish a list of persistently dangerous schools, and (2) 105 ILCS 5/10-21.3a, amended by P.A. 100-1046, requires each school board to adopt a policy governing the transfer of students within the district from a persistently dangerous school to another public school in the district. Board policy 4:170, *Safety*, fulfills this requirement with its section on **Unsafe School Choice Option**.

This procedure implements the policy. It incorporates guidance issued by the U.S. Dep~~artmen~~t. of Education (DOE), *Unsafe School Choice Option, Non-Regulatory Guidance* (February 2004), available under the Policy Guidance section at www2.ed.gov/programs/dvpgovgrants/legislation.html ~~www2.ed.gov/policy/elsec/guid/unsafeschoolchoice.pdf~~, when No Child Left Behind (NCLB) was in effect. NCLB was repealed. ~~A new~~The law that took its place is called the Every Student Succeeds Act (ESSA), which amended ESEA on December 10, 2015. ESEA, as amended by ESSA, still requires states to implement an unsafe school choice option; however, the DOE has not updated its guidance to be consistent with this new law. This procedure incorporates DOE guidance to the extent that it is consistent with the new law. ~~Frequent~~ ESSA implementation guidance is expected as states implement the ~~new~~ law.

Unsafe School Choice Option for Students in Persistently Dangerous Schools

Actor	Action
ISBE	Identifies each Illinois school that is a *persistently dangerous school* as defined in 105 ILCS 5/10-21.3a(b) (attached). As of May 2014, ISBE has not identified a *persistently dangerous school*.
Building Principal or designee	Within ~~ten~~10 calendar days of identification, or longer time if necessary, notifies by U.S. mail, the parents/guardians of students attending a *persistently dangerous school*, of that school's status as *persistently dangerous*.
Superintendent	Keeps the Board informed as appropriate. Determines which, if any, schools will receive students assigned to a *persistently dangerous school*. The recipient school may be a public charter school. If a recipient school is not available in the District, the Superintendent will explore other appropriate options, e.g., intergovernmental agreements with another district to accept transfer students. The needs and preferences of affected students and parents/guardians will be considered. Develops and implements a corrective action plan.
Building Principal or designee	Within 20 calendar days of identification, or longer time if necessary, informs parents/guardians of the following: 1. The status of the corrective action plan; and

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Actor	Action
	2. The identities of any available school or public charter school into which students may transfer.
Parents/guardians	As soon as possible after being informed of the unsafe school choice option, confers with the Building Principal concerning whether to exercise the transfer option.
Building Principal or designee	Executes any requested transfers as soon as possible. Transfers will be in effect at least while the original school is identified as *persistently dangerous*. When determining the transfer length, the Principal considers the student's educational needs as well as other factors affecting the student's ability to succeed if returned to the transferring school.
Superintendent or designee	Upon corrective action plan's completion, requests that ISBE remove the school from the list of *persistently dangerous schools*.

Unsafe School Choice Option for Any Student Who Is a Victim of a Violent Criminal Offense Occurring on School Grounds During Regular School Hours or During a School-Sponsored Event

Actor	Action
Building Principal or designee	Notifies the Superintendent that a student was a victim of a violent crime, as defined by 725 ILCS 120/3 (attached), occurring on school grounds during regular school hours or during a school-sponsored event.
Superintendent	As soon as possible, determines which, if any, schools are available recipients for a student who was a victim of a violent crime while in school or on school grounds. The recipient school may be a public charter school. If a recipient school is not available in the District, the Superintendent will explore other appropriate options, e.g., an agreement with a neighboring district to accept the student. The needs and preferences of the affected student and his or her parents/guardians shall be considered. Keeps the Board informed as appropriate.
Building Principal or designee	As soon as possible, notifies the student's parents/guardians that the student may transfer to another school, provided another school is available.
Parents/guardians	As soon as possible after being informed of the unsafe school choice option, confers with the Building Principal concerning whether to exercise the transfer option.
Building Principal or designee	Executes any requested transfer as soon as possible. When determining the transfer length, considers the student's educational needs as well as other factors affecting the student's ability to succeed if returned to the transferring school.

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Definitions for "Persistently Dangerous School"
105 ILCS 5/10-21.3a, amended by P.A. 100-1046 (current as of June 2021)

§10-21.3a(b). In order to be considered a persistently dangerous school, the school must meet all of the following criteria for 2 consecutive years:

1. Have greater than 3% of the students enrolled in the school expelled for violence-related conduct~~;~~.
2. Have one or more students expelled for bringing a firearm to school as defined in 18 U.S.C. 921~~;~~.
3. Have at least 3% of students enrolled in the school exercise the individual option to transfer schools pursuant to subsection (c) of this section. [105 ILCS 5/10-21.3a(c), see the second section of this procedure]

Definitions for "Crime Victim" and "Violent Crime"
725 ILCS 120/3, amended by P.A. 100-961 (current as of ~~October 2016~~June 2021)

§ 3. The terms used in this Act~~, unless the context clearly requires otherwise,~~ shall have the following meanings:

(a) "**Crime victim**" ~~and~~or "**victim**" means (1) any natural person determined by the prosecutor or the court to have suffered direct physical~~ly injured in this State~~ or psychological harm as a result of a violent crime perpetrated or attempted against that person or direct physical or psychological harm as a result of (i) a violation of Section 11-501 of the Illinois Vehicle Code or similar provision of a local ordinance or (ii) a violation of Section 9-3 of the Criminal Code of 1961 or the Criminal Code of 2012; (2) in the case of a crime victim who is under 18 years of age or an adult victim who is incompetent or incapacitated, both parents, legal guardians, foster parents, or a single adult representative; ~~a person who suffers injury to or loss of property as a result of a violent crime perpetrated or attempted against that person or~~ (3) in the case of an adult deceased victim, 2 representatives who may be the spouse, parent, child or sibling of the victim, or the representative of the victim's estate~~a single representative who may be the spouse, parent, child or sibling of a person killed as a result of a violent crime perpetrated against the person killed or the spouse, parent, child or sibling of any person granted rights under this Act who is physically or mentally incapable of exercising such rights, except where the spouse, parent, child or sibling is also the defendant or prisoner or~~; and (4) ~~any person against whom a violent crime has been committed~~an immediate family member of a victim under clause (1) of this paragraph (a) chosen by the victim. In no event shall the defendant or any person who aided and abetted in the commission of the crime be considered a victim, a crime victim, or a representative of the victim~~ (5) any person who has suffered personal injury as a result of a violation of Section 11-501 of the Illinois Vehicle Code, or of a similar provision of a local ordinance, or of Section 9-3 of the Criminal Code of 1961 or the Criminal Code of 2012 or (6) in proceedings under the Juvenile Court Act of 1987, both parents, legal guardians, foster parents, or a single adult representative of a minor or person with a disability who is a crime victim~~.

(c) "**Violent Crime**" means: (1) any felony in which force or threat of force was used against the victim~~,~~; (2) ~~or~~ any offense involving sexual exploitation, sexual conduct, or sexual penetration~~,~~; (3) ~~or~~ a violation of Section 11-20.1, 11-20.1B, ~~or~~ 11-20.3, 11-23, or 11-23.5 of the Criminal Code of 1961 or the Criminal Code of 2012~~,~~; (4) domestic battery

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or stalking,; (5) violation of an order of protection, a civil no contact order, or a stalking no contact order,; (6) or any misdemeanor which results in death or great bodily harm to the victim; (7) or any violation of Section 9-3 of the Criminal Code of 1961 or the Criminal Code of 2012, or Section 11-501 of the Illinois Vehicle Code, or a similar provision of a local ordinance, if the violation resulted in personal injury or death,. "**Violent crime**" and includes any action committed by a juvenile that would be a violent crime if committed by an adult. For the purposes of this paragraph, "personal injury" shall include any Type A injury as indicated on the traffic accident report completed by a law enforcement officer that requires immediate professional attention in either a doctor's office or medical facility. A Type A injury shall include severely bleeding wounds, distorted extremities, and injuries that require the injured party to be carried from the scene.

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General Personnel

Administrative Procedure - Investigations

Immigration Investigation

All newly hired employees must complete section one of the U.S. Citizenship and Immigration Services Form I-9 (Form I-9) no later than three business days following their first working day (Immigration Reform and Control Act, 8 U.S.C. §1324a, 8 C.F.R. §274a.2). www.uscis.gov/i-9. If an individual is unable to provide the required documents to complete it, the individual may present a receipt for the application of the required documents within three days of the hire. The individual must then present the required documents within 90 days of the hire. The Superintendent or designee completes section two of the Form I-9 and confirms the employee's information.

If the Employment Eligibility Verification System (E-Verify) is used to complete Form I-9, the Superintendent or designee will review the Ill. Dept. of Labor's website and its E-Verify factsheet, available at: www2.illinois.gov/idol/Laws-Rules/legal/Pages/privacy-workplace.aspx. See the Ill. Dept. of Labor Right to Privacy in the Workplace Act, 820 ILCS 55/12.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of three years after the date of hire or one year after individual employment is terminated, whichever is later.

Fingerprint-based Criminal History Records Information Check (105 ILCS 5/10-21.9, amended by P.A.s 101-72, 101-531, and 101-643)

A fingerprint-based criminal history records information check must be initiated prior to employment, but the District may permit the individual to be hired and begin employment pending its outcome. See *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/Documents/guidance_chr.pdf.

A *complete criminal history records check* pursuant to 105 ILCS 5/10-21.9 consists of:

1. Fingerprint-based checks through (a) the Ill. State Dept. of Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/), and (b) the Federal Bureau of Investigation (FBI) national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (Pub. L. 109-248),
2. *A check of the Ill. Sex Offender Registry (see the Sex Offender Community Notification Law, 730 ILCS 152/ et seq.), and
3. *A check of the Murderer and Violent Offender Against Youth Registry (see the Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-154/105).

*These checks must be conducted by the District or the Regional Superintendent once every five years that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A. 101-531.

See also policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*. **Important**: 20 ILCS 2630/5.2 outlines how an individual may petition to have an arrest record expunged by the arresting

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authority and the records of the arrest sealed by the circuit court clerk. It also details offenses for which an individual cannot have his or her conviction sealed.

Note: The following criminal history records check guides are also available:

1. Guide to Understanding Criminal History Record Check Information is available at: www.isp.state.il.us/docs/5-727.pdf.
2. ISBE's non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: www.isbe.net/Documents/guidance_chr.pdf.

The following individuals are responsible for the actions listed:

Applicant - Each applicant for employment in any position (except bus drivers employed by a private student transportation contractor) must provide a written authorization for a complete criminal history records check at the time he or she submits the application.

Individual Student Teaching or beginning a required internship - Each individual student teaching or beginning a required internship must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees) prior to participating in any field experiences in the District. See 105 ILCS 5/10-21.9(g), amended by P.A. 101-531.

Applicant for Bus Driver - Each applicant for a bus driver position must complete the application required by the Secretary of State for a school bus driver permit (obtained from the District) and submit it to the District along with the necessary fingerprint submission as required by the ISP to conduct a fingerprint-based criminal history records check. The Superintendent or designee will conduct a pre-employment interview[1] with prospective school bus driver candidates, distribute school bus driver applications and medical forms, and submit the applicant's fingerprint cards to the ISP. The Superintendent or designee will certify in writing to the Secretary of State that all pre-employment conditions have been successfully completed, including the successful completion of a criminal history records check as required by State law. The applicant must present the certification to the Secretary of State at the time of submitting the school bus driver permit application. See 625 ILCS 5/6-106.1, amended by P.A. 101-458; 92 Ill.Admin.Code §1035.25.

Superintendent or designee - Note: *Add any additional steps to efficiently receive a complete criminal history records check.*

1. Fingerprint-Based Criminal History Records Check:

    a. For all applicants, the Superintendent or designee completes the required forms to request the criminal history records checks from an appropriate ISP or LiveScan vendor. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the School Board President shall ensure that these checks are completed. This may include submitting the applicant's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers to the ISP and FBI on the forms prescribed by each agency.

The footnotes should be removed before the material is used.

[1] Any employer that asks applicants to record video interviews and uses an artificial intelligence analysis of the applicant-submitted videos must comply with the Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260.

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b. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, will provide the applicant with a copy of the ISP and FBI reports. Required by 105 ILCS 5/10-21.9(b) amended by P.A. 101-531.

c. The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days when a CHRI returns a *conviction* of a crime set forth in 105 ILCS 5/21B-80. 105 ILCS 5/21.9(e), amended by P.A. 101-531, and:~~.~~

i. Makes a preliminary determination that the applicant will be disqualified based on a *conviction record* when: (1) the District is prohibited by 105 ILCS 5/10-21.9 from employing the individual because the conviction is an offense listed in 105 ILCS 5/21B-80; (2) there is a *substantial relationship* between one or more of the previous criminal offenses and the employment sought or held; or (3) the employment would involve an *unreasonable risk* to property or to the safety or welfare of specific individuals or the general public.

Conviction record means information indicating that a person has been convicted of a felony, misdemeanor or other criminal offense, placed on probation, fined, imprisoned, or paroled pursuant to any law enforcement or military authority. 775 ILCS 5/1-103(G-5), added by P.A. 101-656. It includes the results of a *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9.

Substantial relationship means a consideration of whether a job position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the position. 775 ILCS 5/2-103.1(A), added by P.A. 101-656.

To determine whether an applicant is disqualified based on a *substantial relationship* or *unreasonable risk*, considers the following factors: (1) length of time since the conviction; (2) number of convictions that appear on the conviction record; (3) nature and severity of the conviction and its relationship to the safety and security of others; (4) the facts or circumstances surrounding the conviction; (5) the age of the employee at the time of the conviction; and (6) evidence of rehabilitation efforts. 775 ILCS 5/2-103.1(B), added by P.A. 101-656. See also Ill. Dept. of Human Rights (IDHR) *Conviction Record Protection – Frequently Asked Questions* (March 2021), at www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx.

ii. When the applicant's conviction record disqualifies him/her/them, notifies the applicant of the preliminary decision in writing. The written notice shall contain: (1) the disqualifying convictions that are the basis for the preliminary decision and the District's reasoning for the disqualification; (2) a copy of the *complete criminal history records check* conducted pursuant to 105 ILCS 5/10-21.9; and (3) an explanation of the applicant's right to submit evidence challenging the accuracy of the conviction record that is the basis for the disqualification within

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five (5) business days if the applicant wishes to dispute the accuracy of the conviction record and/or submit evidence in mitigation, such as rehabilitation. 775 ILCS 5/2-103.1(C)(1) and (2), added by P.A. 101-656. See 5:30-AP2, E1, *Notice of Preliminary Hiring Decision Based on Conviction Record*, for a sample letter template.

Note: Evidence of rehabilitation may include education, training, stable employment, family and community involvement, and recovery from substance abuse. For more information, see *EEOC Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decision under Title VII of the Civil Rights Act*, at www.eeoc.gov/laws/guidance/enforcement-guidance-consideration-arrest-and-conviction-records-employment-decisions.

~~i.~~iii. When the final decision disqualifies the applicant based on the conviction record, provides a second written notice to the applicant that contains: (1) notice of the disqualifying conviction(s) that are the basis for the final decision and the District's reasoning for the disqualification; (2) any existing procedure the employer has for the employee to challenge the decision or request reconsideration (this is not required); and (3) the right to file a charge with the IDHR. 775 ILCS 5/2-103.1(C)(3), added by P.A. 101-656. See 5:30-AP2, E2, *Notice of Final Hiring Decision Based on Conviction Record*, for a sample letter template.

~~c.~~d. The Superintendent or designee, or the Regional Superintendent, or as applicable the entity that provides background checks for public schools, notifies the State Superintendent of education in writing[2] within 10 business days[3] after receiving information of a *pending* criminal charge for an offense set forth in 105 ILCS 5/21B-80. Required by 105 ILCS 5/10-21.9(e), amended by P.A.s 101-531 and 101-643.

Note: For substitute teachers, the S~~s~~uperintendent~~s~~ will need to ensure that the~~ir~~ D~~d~~istrict~~s~~ perform~~s~~ these checks. Contact the board attorney and/or ISBE regarding the validity of a *certificate of authorization*, if a substitute teacher presents one. From 1-1-11 through 7-1-11, the Regional Superintendent of Schools or Suburban Cook County Intermediate Service Center, whichever is appropriate, was allowed to issue *certificates of authorization* to substitute teachers. Issuance of a *certificate of authorization* was proof that the substitute teacher applicant had met all of the requirements to substitute teach in the educational service region; i.e., a fingerprint-based criminal history records check, a physical examination, and a negative tuberculin test. Because P.A. 97-607 deleted *certificates of authorization*, substitute teachers no longer receive them because they no longer exist. For those substitute teachers who did receive them, there is not an answer to

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[2] 105 ILCS 5/10-21.9(e), amended by P.A. 101-643, requires written notice for *convictions*. While notice for *pending* criminal charges is not required to be "in writing," for ease of use, consistency in administration, alignment with the requirement to provide written notice for *convictions*, and best practices this sample text states the State Superintendent will also be notified of *pending* criminal charges in writing. Consult the board attorney for further guidance.

[3] 105 ILCS 5/10-21.9(e), amended by P.A. 101-643, does not state whether the notice requirement is *calendar* days or *business* days. Support for it being *business* days is found later in 105 ILCS 5/10-21.9(e), which requires that notice for *convictions* be provided within 15 business days.

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the question of whether their *certificates of authorization* are still valid. Attorneys in the field suggest looking for an expiration date on the *certificate of authorization*. If the document has no expiration date, it is likely invalid because the document no longer exists. If there is an expiration date, then the document is likely valid until the date listed.

e. For individuals student teaching or beginning a required internship, the Superintendent or designee ensures that the individual completes the required forms, authorizations, and provides payment to the District for the costs of completing a complete criminal history records check prior to student teaching or beginning a required internship (105 ILCS 5/10-21.9(g), amended by P.A. 101-531, and policy 5:260, *Student Teachers*). For more information, see also ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf.

2. Screen of the Statewide offender databases upon hire and every five years thereafter that an individual remains employed by the District. 105 ILCS 5/10-21.9(a-5), (a-6), amended by P.A. 101-531. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, performs a screen for each applicant of:

   a. The Statewide Sex Offender Registry, www.isp.state.il.us/sor, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/ et seq.), and

   b. The Statewide Murderer and Violent Offender Against Youth Registry www.isp.state.il.us/cmvo/, as authorized by the Murderer and Violent Offender Against Youth Community Notification Act (730 ILCS 154/75-154/105).

   The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, notifies the individual if he or she is identified in the database as a sex offender. Required by 105 ILCS 5/10-21.9 (a-5), (a-6), and (b), amended by P.A. 101-531. The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days, when a database screen finds a *registration* for an individual licensed by ISBE. 105 ILCS 5/21.9(e), amended by P.A. 101-531.

ISP and FBI - The ISP and FBI furnish records of convictions (until expunged), pursuant to the District's request, to the Board President. **Note**: The ISP and FBI must "furnish, pursuant to a fingerprint-based criminal history records check, records of convictions, until expunged, to the president of the school board…". See 105 ILCS 5/10-21.9(a) and (g), amended by P.A. 101-531. 20 ILCS 2630/3.3, added by P.A. 100-718, establishes authority for the ISP to collect fees from the District if wishes to participate in a Federal *Rap Back Service*. Rap Back Service is a capability of the FBI's Next Generation Identification (NGI) system that provides authorized agencies notification of criminal activity and, in limited cases, of civil activity, that occurs after the initial processing and retention of criminal or civil transactions, e.g., an initial fingerprint-based criminal history records check. The Board may determine that it wants to participate. Participation includes ISP submitting fingerprints that the District orders to the FBI Rap Back Service to be retained for the purpose of being searched by future submissions to the FBI Rap Back Service. For a student teacher, the report shall be returned to the Superintendent or designee (see ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/Documents/guidance_chr.pdf).

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Board President - The School Code requires the Board President to keep a conviction record confidential. The information may only be shared between the Board President, the Superintendent or designee, Regional Superintendent (if the check was requested by the District), State Superintendent of Education, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the ISP and/or Statewide Sex Offender Registry. See 105 ILCS 5/10-21.9(b), amended by P.A. 101-531, and 105 ILCS 5/21B-10. For further discussion about the practical implementation issues for the Board President to ensure that a fingerprint-based criminal history records information check and other database screens are initiated and completed prior to employment, see f/n 11 in 5:30, *Investigations*.

Regional Superintendent/Suburban Cook County Intermediate Service Center - The Superintendent or designee may require the applicant to authorize the Regional Superintendent or Suburban Cook County Intermediate Service Center, whichever is appropriate, to conduct the check when an applicant is (1) seeking employment in more than one District simultaneously as (a) a substitute teacher, (b) a concurrent part-time employee, and/or (c) educational support personnel, or (2) the employee works for a contractor holding contracts with more than one district. The Regional Superintendent or Suburban Cook County Intermediate Service Center, whichever is appropriate, also performs a check of the Statewide Sex Offender Registry, www.isp.state.il.us/sor, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/115), and the Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/, as authorized by the Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-154/105). See 105 ILCS 5/10-21.9 (a-5), (a-6), and (b), amended by P.A. 101-72.

Contractors - The above requirements for a complete criminal history records check apply to all employees and agents of contractors who have direct, daily contact with students. ~~(~~105 ILCS 5/10-21.9(f)~~)~~. Every contractor with the District shall: (1) make every employee or agent who will have direct, daily contact with students submit to a complete criminal history records check, (2) agree to a contract provision that it will make those employees available to the District for the criminal history records check, and (3) submit payment for the costs of the check(s) to the District.

Note: The provisions in 105 ILCS 5/10-21.9(f) and (g), amended by P.A. 101-531, apply to employees of contractors who have "direct, daily contact" with students. To be comprehensive and to eliminate uncertainty, this procedure and policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, may require a criminal history records check on *all* employees of contractors who may work in any school building or on school property. Whether the District uses the comprehensive language or the direct language from the School Code, the District, not the contractor, must perform the background checks. Contractors are not authorized under any State or federal law to: (1) conduct the required criminal history background checks; or (2) see the employee's criminal history furnished by the ISP and the FBI.[4] All contracts should also require the contractor to purchase insurance to cover misconduct by their employees and/or an indemnification clause. Additionally, the Superintendent or designee should check insurance coverage to determine whether employees of contractors are covered. See also policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and administrative procedure 4:60-AP3, *Criminal History Records Check of Contractor Employees*, for the responsibilities of contractors. Last, if the District has received, within the last year, information that concerns the record of conviction and identification as a sex offender of any contractors' employees, the District must provide the information to another school or school district that requests it. ~~(~~105 ILCS 5/10-21.9(f-5)~~)~~. For more information, see ISBE's non-regulatory

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[4] See 4:60-AP3, f/n 1, for discussion of the impact of 775 ILCS 5/2-103.1 on contractor employees.

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guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf. Unless notified by the individual named in a criminal history records information (CHRI) request or by the ISP that the information furnished in a CHRI report is inaccurate or incomplete, the District cannot be liable for damages to any person to whom the CHRI pertains for actions it reasonably took in reliance on the accuracy and completeness of CHRI report. ~~(~~20 ILCS 2635/7(A)(3)~~)~~.

District - The ~~School~~ District complies with 105 ILCS 5/10-21.9, amended by P.A.s 101-72 and 101-531, and 5/21B-80, amended by P.A. 101-531. It will not knowingly employ a person, or allow a person to work or student teach/complete a required internship (105 ILCS 5/10-21.9(g)) on school grounds, who:

1. Has been convicted of any one or more of the following offenses, until seven years following the end of the sentence[5] for the criminal offense:

   a. Those defined in the Cannabis Control Act, 720 ILCS 550/, except: 720 ILCS 550/4(a), 550/4(b), 550/4(c), 550/5(a), 550/5(b) (each amended by P.A. 100-27), and any offense for which the holder of a license is placed on probation under the provisions of 550/10 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.

   b. Those defined in the Ill. Controlled Substances Act, 720 ILCS 570/100 et seq., except: any offense for which the holder of a license is placed on probation under the provisions of 570/410 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.

   c. Those defined in the Methamphetamine Control and Community Protection Act, 720 ILCS 646/, except: any offense for which the holder of a license is placed on probation under the provisions of 646/70 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.

   d. Any attempt to commit any of the offenses listed in (a)-(c) of this section.

   e. Any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as one or more of the offenses listed in (a)-(d) of this section.

2. Has been convicted of committing or attempting to commit any one or more of the following offenses:

   a. Attempting to commit, conspiring to commit, soliciting, or committing first-degree murder or any Class X felony.

   b. Attempting to commit, conspiring to commit, soliciting, or committing any *sex offense*. Sex offense means any offense defined in:

      i. Sections 11-6 and 11-9 through 11-9.5, inclusive, and 11-30 (if punished as a Class 4 felony) of the Criminal Code of 1961 or the Criminal Code of 2012;

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[5] *Sentence* includes any period of supervision or probation that was imposed either alone or in combination with a period of incarceration. 105 ILCS 5/21B-80(a), amended by P.A. 101-531.

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ii. Sections 11-14.1 through 11-21, inclusive, of the Criminal Code of 1961 or the Criminal Code of 2012;

iii. Sections 11-23 (if punished as a Class 3 felony), 11-24, 11-25, and 11-26 of the Criminal Code of 1961 or the Criminal Code of 2012; and

iv. Sections 11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 12-4.9, 12-13, 12-14, 12-14.1, 12-15, 12-16, 12-32, 12-33, 12C-45, and 26-4 (if punished pursuant to 26-4(d)(4) or (5)) of the Criminal Code of 1961 or the Criminal Code of 2012.

c. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.

3. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

Reporting New Hires

The Superintendent or designee shall timely file an IRS Form W-4 or IDES *New Hire Reporting Form* for each newly hired employee with the Ill. Dept. of Employment Security. See 820 ILCS 405/1801.1. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure either the retiring Superintendent or designee performs this task.

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General Personnel

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 5/103.1(C), added by P.A. 101-656.

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 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

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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 **five business days** to respond to this letter. Please send your response to: [*insert contact information*]

Sincerely,

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

Enclosure: results of complete criminal history records check

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General Personnel

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 5/103.1(C), added by P.A. 101-656.

On District Letterhead

Re: Your Employment Application – Final Decision Notice

Dear [*insert name of applicant*]:

I am writing to inform you that 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 I 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 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.

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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*]

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General Personnel

Administrative Procedure - Communicable and Chronic Infectious Disease

The following procedures will be implemented when a District employee has a communicable and/or chronic infectious disease. A copy of the procedures will be given to the employee.

The District shall not discriminate against an employee disabled by a communicable or chronic infectious disease. An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions.

Evaluation of the Employee's Condition

1. The employee who has or is suspected of having a communicable and chronic infectious disease is encouraged to inform the Superintendent immediately.
2. The Superintendent will inform the Communicable and Chronic Infectious Disease Review Team within three days. [1]
3. The Communicable and Chronic Infectious Disease Review Team will meet within three days to:
   a. Meet with the employee or a member of the employee's family to review the status of the employee's health, and
   b. Evaluate the employee and submit a written report with recommendations to the Superintendent.
4. The School Board will receive a report, both written and verbal, of the Communicable and Chronic Infectious Disease Review Team's evaluation from the Superintendent.
5. The employee or a member of the employee's family will receive a report, both written and verbal, of the Communicable and Chronic Infectious Disease Review Team's evaluation from the Superintendent.
6. The employee may be required to submit to a physical examination, given by a physician chosen and paid for by the District. [2]

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The footnotes should be removed before the material is used.

[1] The Americans w~~W~~ith Disabilities Act (ADA) specifies that only an employee's direct supervisor and someone who would need to know in the event of an emergency may have access to an employee's medical records. ~~(~~42 U.S.C. §12112(d)~~)~~. The Review Team's ability to operate depends on the employee's waiver of the ADA's confidentiality provisions.

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Monitoring the Employee's Condition

The employee's health condition will be reviewed on a schedule determined by the Communicable and Chronic Infectious Disease Review Team. The Team's employee status report will be given to the Superintendent.

Each status report will indicate an employment recommendation for the employee, such as: [3]

1. Continued employment at the same position, with possible accommodations,
2. Continued employment but transfer to another position, with possible accommodations,
3. Temporary exclusion from the work place, or
4. Dismissal.

Employee Dismissal

The dismissal of an employee on contractual continued service shall be in accordance with 105 ILCS 5/24-12.

The dismissal of an employee not on contractual continued service shall be in accordance with the law or policy applicable to his or her position.

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[2] The federal ADA supersedes ~~State law (~~105 ILCS 5/24-5~~)~~ (allowing boards to require physicals of current employees "from time to time~~,~~]". ~~has been superseded by federal law (ADA,~~ 42 U.S.C. §12112(d)(4), amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325~~)~~. The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. (Id.~~)~~. Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. (42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r)~~)~~. Districts should monitor for supplemental guidance that is issued by federal and State agencies during specific disease outbreaks. For example, during the COVID-19 pandemic, the Equal Employment Opportunity Commission (EEOC) and State agencies released guidance that detailed what types of medical inquiries related to COVID-19 were permissible under the ADA and Ill. Human Rights Act. See the State's *Guidance for Employers and Employees on Workers' Rights and Safety* (12-9-20), at: www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance/employee-employer-rights-and-safety and the EEOC's *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws* (12-16-20), at: www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws.

[3] A district must make reasonable accommodation to a known physical or mental limitation of an otherwise qualified employee, unless it can show that the accommodation would impose an undue hardship on the district's operation. ~~(ADA,~~ 42 U.S.C. §§12112 and 12113, amended by the ADAAA~~, Pub. L. 110-325)~~.

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Confidentiality [4]

The employee's medical condition and records shall be held in strictest confidence and shared only with members of the Communicable and Chronic Infectious Disease Review Team, the employee's direct supervisor, and someone who would need to know in the event of an emergency. Medical records will not become part of the employee's personnel file.

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The footnotes should be removed before the material is used.

[4] The ADA specifies that only an employee's direct supervisor and someone who would need to know in the event of an emergency may have access to an employee's medical records. (42 U.S.C. §12112(d)(3)). The review team's ability to operate depends on the employee's waiver of the ADA's confidentiality provisions.

Discuss with the board attorney whether the district is a covered entity as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Pub. L. 104-191. Covered entities must follow are subject to HIPAA Privacy Rules (45 C.F.R. Part 164) and generally cannot disclose *protected health information* (PHI), which is generally defined as *individually identifiable health information* that is transmitted by, or maintained in, electronic media or any other form or medium. While a district is likely to have access to such information when an employee has a communicable or chronic infectious disease, the district is still unlikely a *covered entity* that would triggering HIPAA Privacy Rule. See *HIPAA Privacy Rule and Public Health; Guidance from CDC and the U.S. Department of Health and Human Services* More information is available at:

www.cdc.gov/mmwr/preview/mmwrhtml/m2e411a1.htm, and for an additional helpful explanation why school districts are often not HIPAA covered entities because they do not engage in *covered transactions* as defined under HIPAA, see pgs. 7-8 in *Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) To Student Health Records* at:

www.hhs.gov/sites/default/files/2019-hipaa-ferpa-joint-guidance-508.pdf.

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General Personnel

Administrative Procedure - Copyright Compliance

These guidelines help staff members determine if they may use non-original work freely or whether permission is needed to use or copy it. Whenever a staff member is uncertain, has questions, or needs permission from a copyright owner to use or copy a work, he or she should contact the Superintendent or designated copyright compliance officer. Appendix 1 is a *Fair Use Assessment Factors Checklist*. Appendix 2 contains use resources available online.

1. Is the work copyright protected? *A "no" means you may use the work freely; a "yes" or uncertain answer means you should proceed with the second query.*

    a. No, if it is in the public domain.

    b. No, if it is a U.S. Government publication.

    c. No, if it is an idea or method described in copyrighted work.

    d. The presence of a copyright notice is not determinative.

    e. Yes, almost all other works.

2. Do you want to exercise one of the copyright owner's exclusive rights? *A "yes" or uncertain answer means you should proceed with the third query.*

    a. Yes, if you plan to copy the work.

    b. Yes, if you plan to use the work as the basis for a new work.

    c. Yes, if you plan to electronically distribute or publish copies.

    d. Yes, if you plan to perform music or drama, recite prose or poetry, or if you plan to play a video and/or audio digital or tape recording or a CD-ROM or DVD.

    e. Yes, if you plan to publicly display the work.

3. Does your planned use of the work require the copyright owner's permission? *A "no" means you may use the work, provided that any copies contain the copyright notice as it appears in the original work; a "yes" or uncertain answer means you should contact the Superintendent or designated copyright compliance officer*.

    a. No, if your planned use of printed work is within the *fair use* exception as defined in 17 U.S.C. §107. See Appendix 1.

    b. No, if your planned use of the work is within the *library's special rules* exception as defined in 17 U.S.C. §108.

        - A library may make a single copy containing the copyright notice for the purpose of archiving lost, stolen, damaged, or deteriorating works.

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- A library may make a single copy containing the copyright notice for a student or staff member at no more than the actual cost of photocopying, provided that the library finds that the copyrighted work cannot be obtained elsewhere at a fair price.

c. No, if your planned use of the work is within the *educational performances and displays* exception as defined in 17 U.S.C. §110.

   Performances by teachers or students are permitted as part of a teaching activity in a classroom or instructional setting. ~~-~~All other performances require permission from the copyright owner.

d. No, if you plan to use it in an overhead or opaque projector for instructional purposes.

e. No, if you plan to copy and use music for academic purposes, other than performance.

f. Yes, notwithstanding the above, if you plan to create anthologies, compilations, or collective works.

g. Yes, notwithstanding the above, if copies will be *consumed* during the course. *Consumable* works include: workbooks, exercises, standardized tests, test booklets, and answer sheets.

h. Yes, notwithstanding the above, if you plan to substitute copies for the purchase of the work; likewise, if you yearly copy the same item.

i. You must receive permission from the Superintendent or designated copyright compliance officer before showing the off-air recording of television programs, video rentals, or videos purchased for home use. You must follow any applicable license agreements.

j. You must receive permission from the Superintendent or designated copyright compliance officer before using any non-District owned software, ~~and/or~~ CD-ROM or DVD products, and/or downloadable files in District-owned equipment. No one may install or download any program on District-owned equipment without the Superintendent or designee's permission.

k. You must follow licensing agreements applicable to District-owned software and CD-ROM or DVD products.

   - Licensing agreements with the manufacturer and vendor shall be followed.
   - Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment, to avoid the installation of privately purchased software on school equipment, and to avoid the use of single copy software or CD-ROM products across a network with multiple users unless the applicable license agreement permits.
   - A back-up copy shall be purchased for use as a replacement when a program is lost or damaged. If the vendor is not able to supply such, the District shall make a back-up program in accordance with the terms of the applicable licensing agreement or 17 U.S.C. §117.

Appendix 1: Copyright Fair Use Assessment Factors Checklist

Purpose and Character of Use of Copyrighted Work

Use this checklist to analyze whether material falls under the *fair use doctrine*. Factors favoring fair use will generally indicate that material may be used without seeking permission from the copyright

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owner. Factors opposing fair use require permission to reprint or adapt the material from the copyright owner. If a copyright owner is known, always request permission before using any material.

Favoring Fair Use	Opposing Fair Use
☐ Teaching	☐ Commercial activity - gain of financial rewards from *(sic)* use; e.g., sale of goods, services; advertising; fundraising, etc.
☐ Research/Scholarship/Academics	☐ Profiting from use
☐ Nonprofit educational institution	☐ Bad-faith behavior; e.g., misrepresentation of intended use
☐ Criticism	☐ Denying credit to original author or artist
☐ Comment	☐ Entertainment
☐ News reporting that is fact intensive	☐ News reporting with a new perspective or creative flair
☐ Used to create something different and new	☐ Making a stylized version that retains the core elements of the original work
☐ Restricted access given	
☐ Parody	

Nature of Copyrighted Work Used

Favoring Fair Use	Opposing Fair Use
☐ Published work	☐ Unpublished work
☐ Factual or nonfiction based	☐ Highly creative work (art, music, novel)
☐ Out of print work	☐ Fiction

Amount and Substantiality of Copyrighted Work Used

Favoring Fair Use	Opposing Fair Use
☐ Small amount used	☐ Large portion or whole work used
☐ Portion used not central or significant to entire work	☐ Portion used is the heart of the work

Impact on Market of Copyrighted Work (often viewed as the most important factor)

Favoring Fair Use	Opposing Fair Use
☐ User owns lawfully acquired/purchased copy	☐ Use c~~C~~ould supplant original author's ~~s~~replace sale ~~o~~for copyrighted work
☐ One or few copies made	☐ Significantly impairs the market/potential market of copyrighted work or derivative work
☐ No significant effect on market/potential market for copyrighted work	☐ Reasonable available licensing mechanisms

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☐ No similar product marketed by copyright holder	☐ Affordable permission to use copyrighted work available
☐ No ready licensing or permission mechanism	☐ Numerous copies made
	☐ Made accessible on the internet or elsewhere
	☐ Repeated or long-term use

In addition to the defense of fair use, a user of a work may also raise the argument that the expression at issue is not protectable because it is composed of *scènes à faire*, which are elements of work that are so rudimentary, commonplace, standard or unavoidable that they do not distinguish one work in a class from another, and therefore receive no copyright protection. Examples of *scènes à faire* might include:

- Story elements, e.g., an adventure story involving a wizened old mentor to a young upstart
- A horror story featuring an unstoppable killer
- Cliché phrases such a *ruby red lips*

A related concept is the *merger doctrine*, which provides that if an idea can be expressed in only a few limited ways, the expression *merges* with the idea and cannot be protected by copyright. Examples of merger may be:

- An order form for a certain type of product
- The architectural layout of a one-bedroom apartment
- Sweepstakes rules

Like questions of fair use, these issues are likely to be factually intensive and their application can be highly subjective. Consult the board attorney for guidance.

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Appendix 2: Copyright Resource List

U.S. Copyright Office
www.copyright.gov

U.S. Copyright Office Fair Use Index
www.copyright.gov/fair-use/

Copyright Act, as amended, Title 17 of the United States Code
www.copyright.gov/title17/92chap1.html

Copyright Term and the Public Domain in the United States; updated every Jan. 1.
copyright.cornell.edu/resources/publicdomain.cfm
Cornell University Copyright Information Center

Circular 21: Reproductions of Copyrighted Works by Educators and Librarians
www.copyright.gov/circs/circ21.pdf
U.S. Copyright Office

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Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals (see Circular 21: Reproductions of Copyrighted Works by Educators and Librarians, page 6) www.copyright.gov/circs/circ21.pdf

TEACH Act (Technology, Education and Copyright Harmonization Act of 2002)
www.copyright.gov/legislation/pl107-273.pdf

The TEACH Act: New roles, rules and responsibilities for academic institutions ~~and some Frequently Asked Questions~~
~~www.ala.org/advocacy/copyright/teachact/faq~~ www.copyright.com/wp-content/uploads/2015/04/CR-Teach-Act.pdf

Copyright: Distance Education and the TEACH Act
http://www.ala.org/advocacy/copyright/teachact/distanceeducation

Copyright Crash Course: TEACH ACT ~~– Amended Section 110(2) Comparison Chart, Sections 110(1) (2)~~
~~www.unc.edu/~unclng/TEACH.htm~~ https://guides.lib.utexas.edu/copyright/teachact
The University of Texas Libraries ~~North Carolina at Chapel Hill~~

WIPO (World Intellectual Property Organization)
www.wipo.org

MPAA (Motion Picture Association of America)
www.mpaa.org

~~iCopyright.com (Automated copyright licensing system for digital content)~~
~~www.icopyright.com~~

Permissions Group (Negotiation of rights and fees for the use of copyrighted material in and for all media)
www.permissionsgroup.com

SIIA (Software & Information Industry Association)
~~www.siia.org~~ www.siia.net/

CCC Copyright Clearance Center (Copyright permission for publications worldwide)
www.copyright.com

ASCAP (American Society of Composers, Authors and Publishers)
www.ascap.com

BMI (Broadcast Music Inc.)
www.bmi.com

SESAC, Inc. (A performing rights organization)
www.sesac.com

The Harry Fox Agency, Inc. (Licensing agency for U.S. music publishers)
www.harryfox.com

The Authors Registry (Maintains an extensive directory of authors)
www.authorsregistry.org

Copyright & Fair Use (Stanford University Libraries)
fairuse.stanford.edu/

Copyright Society of the USA
https://www.csusa.org (copy and paste link into browser if clicking doesn't work)

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The Copyright (Copyright Registration and Information Resource)
www.benedict.com

Crash Course in Copyright
University of Texas Libraries
copyright.lib.utexas.edu/

Kohn on Music Licensing
www.kohnmusic.com

National Writers Union
www.nwu.org

Poets & Writers, Inc.
www.pw.org

Project Gutenberg (Internet's oldest producer of FREE electronic books (eBooks or eTexts))
www.gutenberg.org

WATCH: Writers and Their Copyright Holders
The University of Texas at Austin
~~tyler.hrc.utexas.edu/~~ norman.hrc.utexas.edu/watch/

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General Personnel

Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works

The following resources are a partial list of where to begin searching for permission to copy or use copyrighted work. Whenever it is unclear who the owner is, or if the owner is a legal entity of some kind (a business or organization), be sure that the person granting permission is authorized to do so. Once it is known whom to ask, initiate contact by writing a letter, calling, or emailing. Seek written permission that clearly describes its scope. Document the receipt of an oral permission and send the owner a confirming letter or email. A copyright protects materials regardless of whether the owner cares about protection or not. Thus, if required permission cannot be obtained, the work may not be used.

1. For information regarding how to find copyright owners, contact the Writers Artists and Their Copyright Holders (WATCH) program through the University of Texas, Austin's Harry Ransom Humanities Research Center at ~~research.hrc.utexas.edu/watch/~~norman.hrc.utexas.edu/watch/. Phone: 512/471-8944, ~~Fax: 512/471-9646,~~ Email: www.hrc.utexas.edu/contact/.
2. For a part of a book or a journal article, contact: Copyright Clearance Center, "CCC" Copyright Clearance Center, Inc., 222 Rosewood Drive, Danvers, MA 01923, Phone: 978/750-8400, ~~Fax: 978/646-8600~~ Email: www.copyright.com/about/contact/~~info@copyright.com~~, www.copyright.com.
3. For images, contact: The Film Foundation, 7920 Sunset Boulevard, 6th Floor, Los Angeles, CA 90046, Phone: 303/436-5060, ~~Fax: 323/436-5061,~~ Email: www.film-foundation.org; American Society of Media Photographers, ~~150 North Second Street, Philadelphia, PA 19106~~Four Embarcadero Center, Suite 1400, San Francisco, CA 94111, Phone: 877/771-2767~~215/451-2767, Fax: 215/451-0880~~, Email: www.asmp.org/.
4. If the author owns the copyright in a contribution to a periodical, magazine, or newspaper, permission may be obtained through The National Writers Union, 61 Broadway Ste. 1630, New York, NY 10006~~PO Box 2424, Chicago, IL 60690~~, Phone: 315/545-5034~~312/924-1835~~, Email: nwu.org/contact-us/, www.nwu.org; and the Society of Children's Book Writers and Illustrators, 8271 Beverly Blvd., Los Angeles, CA 90048, Phone: 323/782-1010, ~~Fax: 323/782-1892,~~ Email: ~~scbwi@scbwi.org~~ averysilverberg@scbwi.org, www.scbwi.org.
5. For a musical work, contact: American Society of Composers, Authors and Publishers~~,~~ (ASCAP), 250 West 57th Street, New York, NY 10107~~One Lincoln Plaza, New York, NY 10023~~, Phone: 212/621-6000, Email: www.ascap.com; Broadcast Music Incorporated~~,~~ (BMI), 7 World Trade Center, 250 Greenwich Street, New York, NY 10007~~320 West 57th Street, New York, NY 10019-3790~~, Phone: 212/220-3000~~212/586-2000~~, Email: www.bmi.com/licensing; or SESAC, 55 Music Square East, Nashville, TN 37203, Phone: 615/320-0055~~, Fax: 615/329-9627~~, Email: see www.sesac.com.
6. To record and distribute a musical composition recorded by someone else, or synchronize music with visual images, contact: The Harry Fox Agency, Inc. at www.harryfox.com~~,~~; National Music Publishers Association, 1900 N St NW, Suite 500, Washington, DC 20036~~711 Third Avenue, 8th Floor, New York, NY 10017~~, Phone: 202/393/6672~~212/370-5330, Fax: 646/487-6779~~, Email: ~~www.harryfox.com,~~ see www.nmpa.org.
7. Play Rights

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~~Samuel French, Inc.~~Concord Theatricals
~~235 Park Avenue South~~250 W. 57~~th~~ th St., ~~56~~th Floor
New York, NY 10107~~10003~~
Phone: 866/979-0447~~866/598-8449~~
~~Fax: 212/206-1429~~
info@~~samuelfrench~~concordtheatricals.com
~~www.samuelfrench.com~~concordtheatricals.com

Anchorage Press (Plays for young people)
_____c/o Dramatic Publishing
311 Washington St.
Woodstock, IL 60098-3308
_____Phone: 800/448-7469
~~Fax: 800/334-5302~~
customerservice@dpcplays.com
www.dramaticpublishing.com

Dramatists Play Service, Inc.
440 Park Avenue South
New York, NY 10016
Phone: 212/683-8960
~~Fax: 212/213-1539~~
postmaster@www.dramatists.com
https://dramatists.com/~~www.dramatists.com~~

8. For news archives, check the Web. Many of the largest news organizations have placed archives of their back issues online.

9. Movies

   The Motion Picture Licensing Corporation at www.mplc.com, ~~5455 Centinela Avenue, Los Angeles, CA 90066,~~ Phone: 800/462-8855, ~~Fax: 310/822-4440,~~ Email: mplc.org/index/contactform, info@mplc.com, www.mplc.org, grants public performance rights. If the author and the publisher are known, contact them directly. If the publisher is unknown contact: The Literary Marketplace, www.literarymarketplace.com (for books) or Ulrich's International Periodicals, www.ulrichsweb.com (for journals), both published by the R. R. Bowker Company, www.bowker.com.

10. Changed Owner

    The apparent copyright owner may not be the real copyright owner. The U.S. Copyright Office, www.copyright.gov, provides online searching of its registration records and performs professional searches for a fee.

11. Software

    Contact the software's manufacturer at the address given on the licensing agreement.

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General Personnel

Administrative Procedure - Instructional Materials and Computer Programs Developed Within the Scope of Employment

Definitions [1]

The definitions used in this procedure are in accordance with State and federal law. In the event of a change, these procedures shall be deemed to be modified to the extent required by the change.

Works made for hire - Instructional materials and computer programs (including written, electronic, digital, audio, visual materials and tapes, films, and works of art) when an employee creates them:

1. Within the employee's scope of employment,
2. In whole or in part during hours of District employment (not including lunch periods or other similar free periods),
3. Under the District's supervision or control,
4. As a direct result of the employee's duties with the District, and/or
5. Using District resources or facilities.

Proceeds - Profits derived from the marketing or sale of instructional materials after deducting the expenses of developing and marketing these materials.

Computer program - A series of coded instructions or statements in a form acceptable to a computer, which causes the computer to process data in order to achieve a certain result.

Computer - An internally programmed, general purpose digital device capable of automatically accepting and processing data and supplying the results of the operation.

Instructional Material Prepared Within the Scope of Employment

All instructional materials developed by an employee within the scope of District employment are works made for hire and belong to the District. The District is entitled to all proceeds from the marketing or sale of works made for hire other than computer programs.

An employee must provide the Superintendent or designee with prior written notification of his or her intention to publish any computer programs developed within the scope of employment. The District has the exclusive right to register the copyrights for them. Unless the employee specifically states in writing to the contrary, the employee warrants that any programs developed and submitted to the District for publication are original.

Computer Programs Prepared Within the Scope of Employment

All computer programs developed by an employee within the scope of District employment are works made for hire and belong to the District.

An employee who develops a computer program is entitled to a share of the proceeds from its sale as agreed to by the District. Neither the employee nor the District may receive more than 90% of the

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[1] The definitions are derived from 105 ILCS 5/10-23.10(b) and 17 U.S.C. §101. See also the U.S. Copyright Office's *Works Made for Hire Circular 9*, at: www.copyright.gov/circs/circ09.pdf.

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proceeds. An employee's representative may conduct the negotiation; the School Board must approve all agreements. [2]

The employee must provide the Superintendent or designee with prior written notification of his or her intention to publish any computer programs developed within the scope of District employment. The District has the exclusive right to register the copyrights for them. Unless the employee specifically states in writing to the contrary, the employee warrants that any programs developed and submitted to the District for publication are original.

The District shall compute proceeds. The proceeds of a computer program developed by more than one employee shall be equitably distributed among such employees, in proportion to their participation in the program's development.

LEGAL REF.: 17 U.S.C. §101.
105 ILCS 5/10-23.10.

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[2] The provisions contained in this paragraph are required by 105 ILCS 5/10-23.10(a).

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Professional Personnel

Administrative Procedure - Suspensions

Suspension Without Pay

Actor	Action
School Board or designee	Provide the professional employee with a written pre-suspension notification that includes: 1. The reason(s) for the proposed suspension; 2. The date(s) and duration of the proposed suspension; 3. How the employee may request a hearing; and 4. The employee's rights to be represented, present witnesses on his/her behalf, and cross-examine any witness who testifies against him/her. Contact the Board Attorney for advice and assistance.
Professional Employee	If a hearing is desired, request a hearing within five (5) calendar days of receipt of the pre-suspension notification~~, a hearing before the Board~~. [1]
School Board or designee	If a hearing is requested: 1. Promptly schedule a hearing and give the employee written notification of its date, time, and place at least five (5) calendar days before the hearing. This notification shall set forth the procedure to be followed at the hearing as stated below. a. The hearing shall be in closed session. b. The professional employee may be represented by a person of the employee's choice. c. The school officials and the employee may make short opening statements. d. The school officials shall present their evidence in oral or written form. e. After the school officials conclude their evidentiary presentation, the employee may present evidence to refute the charges orally or in writing.

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The footnotes should be removed before the material is used.

[1] See footnotes in policy 5:240, *Suspension*, for a list of cases holding that a district must provide due process, including a hearing, before suspending an employee especially if the suspension is without pay. The timelines are not specified in statute and may be modified as long as the employee is given ample opportunity to exercise his or her rights.

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Actor	Action
	f. Each party shall be afforded an opportunity to cross-examine all witnesses who testify and to examine all written evidence presented. g. The Board may receive all relevant oral and written evidence without regard to the legal rules of evidence, but shall consider the weight of the evidence in making a determination. h. The school officials and the employee may make closing statements at the conclusion of the hearing. i. The hearing may be recorded stenographically, electronically, or by tape at the direction of either party at its own expense. If either party makes a recording, the other party shall be offered an opportunity to purchase a copy of the transcript or to reproduce the electronic/tape recording. 2. Appoint a hearing officer, if desired.
School Board or Hearing Officer~~, and Professional Employee~~	~~Participate in~~Conduct the hearing. The hearing officer, if one was used, shall prepare a written summary of the evidence for the Board and, if requested, a written recommendation.
School Board	Decide whether to suspend the professional employee as authorized by 105 ILCS 5/24-12(d)(1). If the Board used a hearing officer and requested a written recommendation~~was used~~, the Board may uphold, modify, or reverse the hearing officer's recommendation. If the teacher is not suspended, his or her personnel record shall be expunged of any notices or material relating to the suspension. If the Board's suspension is not sustained following review by a trial court: (1) ensure that the professional employee does not suffer the loss of any salary or benefits by reason of the suspension, and (2) assign the professional employee to a position substantially similar to the one that the employee held prior to the suspension. 105 ILCS 5/24-12(d)(10).

Suspension With Pay

Actor	Action
Superintendent or designee	1. Inform the professional employee of a proposed suspension with pay by written or oral notice, which shall specify the reasons for the suspension. If the notice is oral, give written notice as soon as reasonable. 2. Meet with the employee before the proposed suspension to

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	discuss the reasons for the suspension. If the Superintendent or designee cannot, for reasonable cause, meet with the employee before the suspension, the Superintendent or designee shall attempt such a meeting after the suspension begins. 3. Give the professional employee written confirmation of the suspension as soon as reasonably possible. Contact the Board Attorney for advice and assistance.

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Instruction

Administrative Procedure - Dissection of Animals

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

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Instruction

Administrative Procedure - Care of Students with Diabetes

The Ill. Council of School Attorneys prepared material for implementing the Care of Students with Diabetes Act (105 ILCS 145/). This material includes:

1. Sample procedures for the care of students with diabetes
2. Answers to FAQs on: ~~p~~Process for selecting a ~~d~~Delegated ~~c~~Care ~~a~~Aide; ~~t~~Training; ~~d~~Developing a diabetes care plan; ~~c~~Classroom management; and ~~s~~Sample ~~a~~Authorization, ~~r~~Release, and ~~a~~Acknowledgement

The material is posted on the IASB website~~,~~ at: iasb.com/law/diabmats.cfm.

School officials should periodically check the IASB website for updates to the material that are made in response to legislation or other developments.

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Instruction

Administrative Procedure - Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs [1]

The development, implementation, and maintenance of parent/guardian and family engagement compacts must be accomplished with meaningful consultation with parents/guardians of children participating in Title I programs. The Superintendent designates a person to be responsible for the process of obtaining meaningful consultation. This checklist includes some measures designed to encourage meaningful consultation.

This is an annual checklist. *Check steps as completed*.

☐ Plan regular meetings throughout the school year with parents/guardians to discuss the District and/or school compacts; identify dates and convenient times, places, and persons whose attendance is desired. Offer meetings in the morning or evening, and, if funds are available under Title I for this purpose, provide transportation, childcare, or home visits, as such services relate to parent/guardian involvement.

☐ Plan an agenda for meetings to be held to discuss District and/or school compacts.

- Always begin with "introducing where we are now" and end with "next steps."
- Agendas should provide for two-way communication between District and parents/guardians of children participating in Title I programs.
- Agendas can be built around the federal compliance requirements as stated in the IASB sample district- and school-level compacts.
- Agendas should also include a section to inform parents/guardians of their school's participation under Title I and to explain Title I's requirements regarding parent/guardian involvement, including the right of the parents/guardians to be involved.
- Agendas should also include a section to describe and explain the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of challenging State academic standards.
- If requested by a parent/guardian, agendas should also include a section for parents/guardians to formulate suggestions and to participate, as appropriate, in decisions relating to their children's education.
- Agendas should also include a section to involve parents/guardians in the planning, review, and improvement of Title I programs, including the joint development of the schoolwide program plan under 20 U.S.C. §6314(b)(2).
- Another agenda topic is how funds are allotted for parent/guardian involvement in activities; parents/guardians of children receiving services must be involved in these decisions.

☐ Notify interested persons of meeting dates to discuss the District and/or school compacts, including:

- ☐ Parents/guardians of students' participating in Title I programs
- ☐ Staff members

The footnotes should be removed before the material is used.

[1] Elementary and Secondary Education Act, ~~(~~20 U.S.C. §6318~~)~~. This administrative procedure should be used along with 6:170-AP1, E1, *District-Level Parent and Family Engagement Compact*, and 6:170-AP1, E2, *School-Level Parent and Family Engagement Compact*, but only by those districts receiving Title I funds.

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- ☐ Students participating in Title I programs
- ☐ School Board members
- ☐ Media
- ☐ Coordinators for other school programs, e.g., Head Start and preschool programs
- ☐ Other _____

☐ Publicize the meeting dates, times, and locations to discuss District and/or school compacts.

☐ Make all Open Meetings Act notifications and postings for meetings to be held to discuss District and/or school compacts. Note: it is wise to assume these meetings will be in open session if Board members are expected to attend or if the meetings are conducted by a Board-appointed committee.

☐ Appoint a recording secretary to keep meeting minutes.

☐ Provide copies of working drafts to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand.

☐ Determine *success* indicators to measure the effectiveness of the parent and family engagement compacts in improving the academic achievement.

☐ Review the *success* indicators in order to evaluate the effectiveness of the parent and family engagement compacts in improving the academic achievement.

☐ Identify: [2]

- ☐ Barriers to greater participation by parents/guardians, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
- ☐ The needs of parents/guardians and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
- ☐ Strategies to support successful school and family interactions.

Use the findings of such evaluation to design evidence-based strategies for more effective parent/guardian involvement.

☐ If the schoolwide program plan under 20 U.S.C. §6314(b)(2) is not satisfactory to the parents/guardians of participating children, submit any parents/guardians comments on the plan when the school makes the plan available to the Board.

☐ Provide status reports to the Board and, periodically, submit updated parent and family engagement compacts to the Board.

☐ Revise the applicable parent and family engagement compacts as necessary.

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[2] 20 USC §6318(a)(2)(D) and (E), as amended by ~~ESSA~~the Every Student Succeeds Act. Pub. L. 114-95.

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Instruction

Exhibit - District-Level Parent and Family Engagement Compact [1]

This District-level *Compact* provides an understanding of the joint responsibility of the District and parents/guardians and family members to improve students' academic achievement and school performance. To that end, the District provides opportunities for parent/guardian and family engagement at the District level as follows:

1. The District involves parents/guardians and family members in the joint development of the District's plan to help low-achieving children meet challenging achievement and academic standards (20 U.S.C. §6312), and the development of comprehensive and targeted support and improvement plans (20 U.S.C. §§6311(d)(1), (2)) by:
   - Establishing a District-level committee with parent/guardian liaisons from each building as well as representatives from other relevant federal, State, and local programs.
   - Establishing meaningful, ongoing two-way communication between the District, staff and parents/guardians.
   - Developing a District newsletter to communicate to parents/guardians about the plan and seek their input and participation.
   - Training personnel on how to collaborate effectively with families with diverse backgrounds that may impede parent/guardian participation, e.g., illiteracy or language difficulty.
2. The District provides the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent/guardian and family involvement activities to improve student academic achievement and school performance by:
   - Providing ongoing District-level workshops to assist buildings in planning and implementing improvement strategies.
   - Establishing training programs for building liaisons to bring the communication and facilitation skills to the buildings they represent.
   - Providing information to parents/guardians about the various assessment tools and instruments that will be developed to monitor progress.
   - Seeking input from parents/guardians in developing workshops.
   - Providing ongoing communication about the District-wide committee through District newsletters or other written or electronically communicated means.
   - Engaging the building ~~PTO's~~parent organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions.
   - Utilizing ~~PTO~~parent organizations to assist in identifying effective communication strategies based on their members' needs.
   - Providing a master calendar of District meetings to discuss pertinent topics.

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The footnotes should be removed before the material is used.

[1] This exhibit should be used along with 6:170-AP1, E2, *School-Level Parent and Family Engagement Compact*, but only by those districts receiving Title I funds. The numbered paragraphs correspond to requirements in 20 U.S.C. §6318(a)(2)(A)-(F). The bulleted items are merely ideas, unless otherwise noted; each district must, with parents, develop its own process for accomplishing everything listed.

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- Allowing meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents/guardians and family members in education. [2]

3. The District coordinates and integrates parent/guardian and family engagement strategies under this *Compact*, to the extent feasible and appropriate, with engagement strategies under other relevant federal, State and local programs by:
   - Involving District and program representatives to assist in identifying specific population needs.
   - Sharing data from other programs to assist in developing new initiatives to improve academic achievement and school improvement.
4. The District conducts, with the meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served under Title I, including identifying: (a) barriers to greater participation by parents/guardians in activities authorized by 20 U.S.C. §6318 (with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); (b) the needs of parents/guardians and family members to assist with the learning of their children, including engaging with school personnel and teachers; and (c) strategies to support successful school and family interactions. The District then uses the findings of such evaluation to design evidence-based strategies for more effective parent/guardian involvement, and to revise, if necessary, its District-level parents/guardians -and family engagement policies. The District does these activities by:
   - Evaluating the effectiveness of the content and communication methods through a variety of means, including: focus groups, surveys, workshops, and informal coffees with District and building administrative staff, parents/guardians, and teachers.
   - Identifying barriers to effective evaluation by language support or other assistance as needed.
   - Identifying potential policy and compact changes to revise and improve program(s).
5. The District involves parents/guardians in the activities of the schools served under Title I by:
   - Providing communication and calendar information to parents/guardians of upcoming meetings, discussions or events and encouraging their participation.
   - Providing Building Principal and ~~PTO~~parent organizations coordination of events.
   - Establishing a parent- advisory ~~board~~committee comprised of a sufficient number and representative group of parents/guardians or family members to adequately represent the needs of the District's population for the purposes of developing, revising, and reviewing the parent and family engagement policy. **Note:** 20 U.S.C. §6318(a)(2)(F) uses the phrase *parent-advisory board* but this exhibit uses the phrase *parent advisory committee* to align with 2:150-AP, *Superintendent Committees*, which contains a subhead entitled **Title I Parent Advisory Committee**. [3]

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[2] Optional. 20 U.S.C. §6318(a)(2)(B).

[3] Optional. 20 U.S.C. §6318(a)(2)(F).

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Instruction

Exhibit - School-Level Parent and Family Engagement Compact

This school-level parent and family engagement compact provides an understanding of the joint responsibility of the District and parents/guardians for improving student academic achievement and school performance. The District provides opportunities for parent/guardian involvement at the school level by:

Parent/Guardian Involvement [1]

1. Convening an annual meeting, at a convenient time, to which all parents/guardians of participating children are invited and encouraged to attend, to inform parents/guardians of their school's participation under Title I and to explain the requirements of Title I, and the right of the parents/guardians to be involved. The Building Principal or designee shall:
   - Invite all parents/guardians of participating children to the annual meeting at school.
   - Explain the rights of parents/guardians to be involved in establishing this compact.
   - Introduce and involve the building representatives on the District-level committee.
   - Provide an overview of Title I and give parents/guardians an opportunity to express questions and concerns.
   - Indicate the mechanisms by which the committee work will be communicated.
   - Seek the involvement and input of parents/guardians.
   - Provide child care so that all parents/guardians who would otherwise be unable to attend may attend.
2. Offering a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided by the relevant provision in Title I, transportation, child care, or home visits, as such services relate to parental involvement. The Building Principal or designee shall:
   - Provide parents/guardians with opportunities to ask questions and dialogue informally about student academic achievement and school performance.
   - Engage building-based parent organizations to assist with communication and implementation needs.
   - Develop and use outreach programs to involve community groups and organizations.
3. Involving parents/guardians in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan (under 20 U.S.C. §6314(b)(2), except that if a school has in place a process for involving parents/guardians in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents/guardians of participating children. The Building Principal or designee shall:
   - Identify and establish a process by which an adequate representation of parents/guardians of participating children can occur.

The footnotes should be removed before the material is used.

[1] The numbered paragraphs correspond to mandatory requirements in the Elementary and Secondary Education Act (ESEA), 20 U.S.C. §6318(c). Bulleted items are ideas that each district must, with parents/guardians and family, develop through its own process for accomplishing the respective numbered paragraph. Districts receiving Title I funds should use this exhibit with 6:170-AP1, E1, *District-Level Parent and Family Engagement Compact*.

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- Establish a schedule for the building-based committee to plan, review, and recommend improvements to the District parent involvement policy.

4. The Building Principal or designee shall:
   - Provide parents/guardians of participating children timely information about programs.
   - Communicate updates through use of school newsletters, the District website, email and telephone contact, and home visits if needed.
5. The Building Principal or designee will provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of challenging State academic standards.
6. The Building Principal or designee shall:
   - Provide parents/guardians, upon request, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.
   - Develop a feedback loop for parents/guardians to ask questions and receive follow-up.
7. If the school-wide plan under 20 U.S.C. §6314(b) is not satisfactory to the parents/guardians of participating children, the Building Principal or designee shall:
   - Submit any parent/guardian comments on the plan when the school makes the plan available to the School Board.
   - Provide a process for parents/guardians to express concerns and complaints.

Shared Responsibilities for High Student Academic Achievement [2]

1. The School is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's challenging academic standards. Each parent/guardian is responsible for supporting their children's learning by:
   - Volunteering in their child's classroom.
   - Participating, as appropriate, in decisions relating to their children's education and positive use of extracurricular time.
2. Communication between teachers and parents/guardians occurs on an ongoing basis through:
   - Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievements.
   - Frequent reports to parents/guardians on their child's progress.
   - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
   - Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Building Capacity for Involvement [3]

To ensure effective involvement of parents/guardians and to support a partnership among the school's involved, each school shall:

The footnotes should be removed before the material is used.

[2] The numbered paragraphs correspond to mandatory requirements in ESEA, 20 U.S.C. §6318(d). Bulleted items are ideas that each district must, with parents/guardians and family, develop through its own process for accomplishing the respective numbered paragraph. Districts receiving Title I funds should use this exhibit with 6:170-AP1, E1, *District-Level Parent~~al~~ and Family Engagement Compact*.

[3] ESEA, 20 U.S.C. §6318(e). Each bulleted item corresponds to a *shall* or *may* provision contained in §6318(e)(1)-(14).

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- Provide assistance to parents/guardians in understanding the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.
- Provide materials and training, such as, literacy and technology (including education about the harms of copyright piracy), to help parents/guardians work with their children to improve their children's achievement.
- Educate teachers, instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents/guardians, in: a) the value and utility of contributions of parents/guardians; and b) how to effectively communicate and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the school.
- To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, State and local programs, including public preschool programs, and conduct other activities, such as parent/guardian resource centers, that encourage and support parents/guardians in more fully participating in their children's education.
- Ensure that information is sent to the parents/guardians of participating children in a format and, to the extent practicable, in a language that parents/guardians can understand.
- Provide such other reasonable support for parental involvement activities under this section as parents/guardians may request.

In addition, each school may:

- Involve parents/guardians in the development of training for teachers, Building Principals, and other educators to improve the effectiveness of such training.
- Provide necessary literacy training from funds provided by the relevant provision in Title I if the District has exhausted all other reasonably available sources of funding for such training.
- Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs to enable parents/guardians to participate in school-related meetings and training sessions.
- Train parents/guardians to encourage and enhance the involvement of other parents/guardians.
- Arrange school meetings at a variety of times, or conduct in-home conferences between teachers and other educators, in order to maximize parental involvement and participation.
- Adopt and implement model approaches to improving parental involvement.
- Establish a District-wide parent advisory ~~council~~committee to provide advice on all matters related to parental involvement in supported programs. **Note:** 20 U.S.C. §6318(e)(12) uses the phrase *parent advisory council* but this exhibit uses the phrase *parent advisory committee* to align with 2:150-AP, *Superintendent Committees*, which contains a subhead entitled **Title I Parent Advisory Committee**. [4]
- Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities.

Accessibility [5]

In carrying out the parental involvement requirements of this compact, the school, to the extent practicable, will provide opportunities for the informed participation of parents/guardians and family

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[4] Optional. 20 U.S.C. §6318(e)(12).

[5] ESEA, 20 U.S.C. §6318(f).

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members (including those with limited English proficiency, with disabilities, and migratory children), including providing information and school reports in a format and, to the extent practicable, in a language such parents/guardians understand.

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RENAMED

Instruction

Administrative Procedure - Notice to Parents Required by Elementary and Secondary Education ~~Act~~, McKinney-Vento Homeless Assistance ~~Act~~, and Protection of Pupil Rights Laws~~Act~~

The Elementary and Secondary Education Act (ESEA), McKinney-Vento Homeless Assistance Act (McKinney-Vento), and Protection of Pupil Rights Amendment~~et~~ (PPRA) mandate that schools receiving federal funds provide parents/guardians with information and notices in an understandable and uniform format and, to the extent practicable, in a language that the parents can understand. This procedure contains the key notifications that districts and schools must provide to the parents/guardians of students. The legal references are provided at the end of the procedure. The only notices applying to districts that do not receive Title I funds are those regarding student privacy. In addition, see:

- ISBE's *Frequently Asked Questions regarding the Every Student Succeeds Act (ESSA)*, published 8-12-16, at: www.isbe.net/Documents/ESSA-faq.pdf.
- U.S. Department of Education's *Frequently Asked Questions regarding Transitioning to the Every Student Succeeds Act (ESSA)*, updated 1-18-17~~6 29 16~~, at: https://oese.ed.gov/files/2020/02/essatransitionfaqs11817.pdf.

I. Improving Basic Programs Operated by Local Educational Agencies

The following information must be provided to parents in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. [1]

1. **Annual report cards.** Districts must disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: (a) student achievement on academic assessments (designated by category), (b) graduation rates, district performance, teacher qualifications, and (c) other information required by ~~Section~~ 20 U.S.C. §6311(h)(2)(C)~~)~~. See 6:170-AP2, E1 *District Annual Report Card Required by Every Student Succeeds Act (ESSA)*.

   The District's annual report card shall be: (a) concise, (b) presented in an understandable and uniform format, and to the extent practicable, in a language that parents can understand, and (c) accessible to the public, which includes placing it on the District's website or, if the District does not operate a website, providing it in another manner determined by the District. [2]

2. **Teacher and paraprofessional qualifications.** At the beginning of each school year, a school district that receives funds under this part shall notify the parents of each student

The footnotes should be removed before the material is used.

[1] Required by 20 U.S.C. §6312(e)(4); 20 U.S.C. §6311(h)(2)(B)(ii).

[2] Required by 20 U.S.C. §6311(h)(2)(B)(i), (iii).

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attending any school receiving funds under this part that the parents may request, and the district will provide the parents on request in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, whether:

a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

b. The teacher is teaching under emergency or other provisional status.

c. The teacher is teaching in the field of discipline of the certification of the teacher.[3]

d. Paraprofessionals provide services to the student and, if so, their qualifications.

3. **Student achievement.** Districts must provide to parents information on the level of academic achievement and growth of the parent's child in each of the State academic assessments.[4]

4. **Non-certificated/licensed teachers.** –Districts must provide parents timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

5. **Testing transparency.**[5] At the beginning of each school year, a school that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the district will provide the parents on request in a timely manner, information regarding any State or District agency policy regarding student participation in any assessments mandated by ~~Section~~ 20 U.S.C. §6311(b)(2) and by the State or District, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

   In addition, the District shall make widely available through public means (including by posting in a clear and easily accessible manner on the District's website and, where practicable, on each school's website), information on each assessment required by the State to comply with ~~Section~~ 20 U.S.C. §6311, other assessments required by the State, and (where available and feasible to report) assessments required districtwide, including:

   a. The subject matter assessed;

   b. The purpose for which the assessment is designed and used;

   c. The source of the requirement for the assessment; and

   d. Where such information is available:

      i. The amount of time students will spend taking the assessment, and the schedule for the assessment; and

      ii. The time and format for disseminating results.

II. English Learners

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[3] Required by 20 U.S.C. §6312(e)(1), as amended by ESSA.

[4] Required by 20 U.S.C. §6312(e)(1)(B)(i), as amended by ESSA.

[5] Required by 20 U.S.C. §6312(e)(2), as amended by ESSA.

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1. **Language instruction educational programs.**[6] Districts must inform a parent of an English learner identified for participation, or participating in, such a program of:

   a. The reasons for their child being identified as an English learner;

   b. Their child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;

   c. The instructional methods used in their child's program and the instructional methods used in other available programs;

   d. How their child's program will meet their child's educational strengths and needs

   e. How the program will help their child to learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;

   f. Exit requirements for the program, including the expected rate of transition from such program into classrooms not tailored for English learners and the expected rate of high school graduation;

   g. In the case of a child with a disability, how the program meets the objects of their child's individualized education program; and

   h. Information regarding parental rights that includes written guidance:

      i. Detailing parents' right to immediately remove their child from the program upon their request;

      ii. Detailing parents' options to decline enrollment in the program or to choose another program or instructional method, if available; and

      iii. Assisting parents in selecting among various programs and instruction methods, if more than one program/method is offered.

   Parents shall be provided this information no later than 30 days after the beginning of the school year or, for students identified as English learners during the school year, within the first two weeks of the child's placement in a language instruction educational program.[7]

2. **Outreach.**[8] Each district shall implement an effective means of outreach to parents of English learners to inform the parents regarding how they can be involved in their children's education, and be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet challenging State academic standards expected of all students. In addition, the outreach shall include holding, and sending notice of opportunities for, regular meetings for formulating and responding to parent recommendations.

III. Parent and Family Engagement

1. **Parent and family engagement policies.**[9] Parents and family members shall be notified of the parent and family engagement policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be

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[6] Required by 20 U.S.C. §6312(e)(3)(A)(i)-(viii), as amended by ESSA.

[7] Required by 20 U.S.C. §6312(e)(3)(A), (B).

[8] Required by 20 U.S~~C~~.C. §6312(e)(3)(C), as amended by ESSA.

[9] Required by 20 U.S.C. §6318(b)(1), as amended by ESSA.

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made available to the local community and updated periodically to meet the changing needs of parents and the school.

2. **Meeting and information.** Each school shall:

   a. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation, and to explain the requirements of this part, and the right of the parents to be involved;

   b. Offer a flexible number of meetings;

   c. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the planning, review, and improvements of the school parent and family engagement policy and the joint development of the schoolwide program plan under 20 U.S.C. §6314(b);[10]

   d. Provide parents of participating children:

      - Timely information about programs under this part;
      - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards;[11] and
      - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

   e. If the schoolwide program plan under 20 U.S.C. §6314(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the Board.[12]

~~IV. Voluntary Public School Choice Program~~

~~The district shall provide to parents of students in the area to be served by the Voluntary Public School Choice program with prompt notice of:~~

~~a. The existence of the program;~~

~~b. The program's availability; and~~

~~c. A clear explanation of how the program will operate.~~

~~V.~~IV. Education of Homeless Children and Youths

1. **Notice of rights.** The district shall provide written notice, at the time any homeless child or youth seeks enrollment in such school, and at least twice annually while the child or youth is enrolled in such school, to the parent/guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:

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[10] Required by 20 U.S.C. §6318(c)(3), as amended by ESSA.

[11] Required by 20 U.S.C. §6318(c)(4)(B), as amended by ESSA.

[12] Required by 20 U.S.C. §6318(c)(5), as amended by ESSA.

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a. Shall be signed by the parent/guardian (or, in the case of an unaccompanied youth, the youth);

b. Sets the general rights provided under this subtitle;

c. Specifically states:

- The choice of schools homeless children and youths are eligible to attend,
- That no homeless child or youth is required to attend a separate school for homeless children or youths,
- That homeless children and youths shall be provided comparable services including transportation services, educational services, and meals through school meals programs;
- That homeless children and youths should not be stigmatized by school personnel; and
- Includes contact information for the local liaison for homeless children and youths.

2. **Assistance to unaccompanied youth.** In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

3. **Public notice of rights.** Each district shall ensure that public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

V~~I~~. Student Privacy

1. **Notice of privacy policy**. The student privacy policies developed by a district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by that district. At a minimum, the district shall:

   a. Provide such notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies; and

   b. Offer an opportunity for the parent to opt the student out of the activity.

2. **Notification of specific events.** Each district shall directly notify parents/guardians, at least annually at the beginning of the school year, of the specific or approximate dates when activities described in 20 U.S.C. §1232h(c)(2)(C) are scheduled.

3. **Notice of existing policy.** All districts shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., "The School Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request."

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LEGAL REF.:

I. 1. Elementary and Secondary Education Act (ESEA), 20 U.S.C. §6311(h)(2).
2. ESEA, 20 U.S.C. §6312(e)(1)(A).
3. ESEA, 20 U.S.C. §6312(e)(1)(B)(i).
4. ESEA, 20 U.S.C. §6312(e)(1)(B)(ii).
5. ESEA, 20 U.S.C. §6312(e)(2).

II. 1. ESEA, 20 U.S.C. §6312(e)(3)(A), (B).~~.~~
2. ESEA, 20 U.S.C §6312(e)(3)(C).

III. 1. ESEA, 20 U.S.C. §6318(b).
2. ESEA, 20 U.S.C. §6318(c).

~~ESEA, 20 U.S.C. §7225d(a).~~

IV. 1. McKinney-Vento Homeless Assistance Act (McKinney-Vento), 42 U.S.C. §11432(e)(3)(C).
2. McKinney-Vento, 42 U.S.C. §11432(g)(3)(B)(iii).
3. McKinney-Vento, 42 U.S.C. §11432(g)(6)(A)(vi).

V~~I~~. 1. Protection of Pupil Rights Amendment~~et~~ (PPRA), 20 U.S.C. §1232h(c)(2)(A).
2. PPRA, 20 U.S.C. §1232h(c)(2)(B).
3. PPRA, 20 U.S.C. §1232h(c)(3).

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Instruction

Administrative Procedure - Academic Eligibility for Participation in Extracurricular Activities [1]

Actor	Action
Building Principal	Include the minimum academic criteria for participation in the student handbook.
Coach or Sponsor	Explain the minimum academic criteria for participation to student-participants.
Student	In order to be eligible to participate, maintain an overall _____ grade point average. [2]
Coach or Sponsor	Before allowing a student to join an extracurricular activity, ensure that the student meets the academic criteria.
Building Principal or designee	At the end of each grade-reporting period, arrange for all coaches and sponsors to have access to their student-participants' grades and grade point averages.
Coach or Sponsor	At the end of each grade-reporting period, determine whether any student(s) failed to meet the academic criteria. **For any student who fails to meet the academic criteria:** Determine how long the student will be suspended from the activity; explain to the student the reason for the suspension; send a notice of the suspension to the student's parent(s)/guardian(s). **For any student suspended for not meeting the academic criteria:** At the end of the suspension, determine whether the student now meets the District's academic criteria. If so, notify the student and the student's parent(s)/guardian(s) that the student is now eligible to participate. If the student does not meet these criteria, notify the student's parent(s)/guardian(s) that the student will remain ineligible to participate until the student meets the academic criteria.

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[1] These procedures must adhere to the academic criteria and suspension term established in school board policy.

[2] This provision must be consistent with board policy. Alternatives the board may have selected include:

Alternative 1: … a student must maintain an overall ___ grade point average and a passing grade [or minimum grade of ___] in each course the student is enrolled.

Alternative 2: …a student must maintain a passing grade [or minimum grade of ___] in each course the student is enrolled.

Alternative 3: …a student must satisfy the Illinois High School Association's scholastic standing requirements [doing passing work in at least 25 credit hours of high school work per week].

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Instruction

Administrative Procedure - Acceptable Use of the District's Electronic Networks

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* 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-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may~~will~~ result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;

~~a.~~b. Using the electronic networks to engage in conduct prohibited by board policy;

c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware~~de-viruse~~d;

~~b.~~d. Unauthorized use of personal removable media devices (such as flash or thumb drives);

~~c.~~e. Downloading of copyrighted material for other than personal use;

~~d.~~f. Using the electronic networks for private financial or commercial gain;

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~~e.~~g. Wastefully using resources, such as file space;

~~f.~~h. Hacking or attempting to hack or gain~~ing~~ unauthorized access to files, accounts, resources, or entities by any means;

~~g.~~i. Invading the privacy of individuals, ~~that~~ includinges the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, ~~including~~ such as a photograph or video;

j. Using another user's account or password;

~~h.~~k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;

~~i.~~l. Posting or sending material authored or created by another without his/her consent;

m. Posting or sending anonymous messages;

~~j.~~n. Creating or forwarding chain letters, spam, or other unsolicited messages;

~~k.~~o. Using the electronic networks for commercial or private advertising;

p. Accessing, ~~submitting~~sending, posting, publishing, or displaying any ~~defamatory, inaccurate,~~ abusive, obscene, profane, sexual~~sexually oriented~~, threatening, harassing, ~~racially offensive, harassing, or~~ illegal, or knowingly false material;

~~l.~~q. Misrepresenting the user's identity or the identity of others; and

~~m.~~r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.

b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. Recognize that ~~email is~~the District's electronic networks are not private. People who operate ~~the system~~ District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the networks in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the electronic networks to be private property.

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No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the District's electronic networks, t~~T~~he user agrees to indemnify the ~~School~~ District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the n~~N~~etwork, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep ~~your~~ user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the n~~N~~etwork as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of ~~computer~~ malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the ~~web~~ Internet or on District websites or file servers/cloud storage without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of ~~"~~*public domain*~~"~~ documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the ~~School~~ District. The ~~School~~ District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

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a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.

b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the ~~School~~ District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the ~~School~~ District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the ~~School~~ District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

e. Use of the ~~School~~ District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported~~almost assured~~ if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: ~~No Child Left Behind Act, 20 U.S.C. §6777.~~20 U.S.C. §7131, Elementary and Secondary Education Act.
~~Children's Internet Protection Act,~~ 47 U.S.C. §254(h) and (l), Children's Internet Protection Act.
~~Enhances Education Through Technology Act of 2001, 20 U.S.C §6751 et seq.~~
~~Harassing and Obscene Communications Act,~~ 720 ILCS 135/~~0.01~~, Harassing and Obscene Communications Act.

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Instruction

Exhibit - Student Authorization for Access to the District's Electronic Networks

This form accompanies Administrative Procedure 6:235-AP1, Acceptable Use of the District's Electronic Networks. It must be signed when students will have unsupervised Internet access or when supervision will be minimal. Please submit this form to the Building Principal.

Dear Parents/Guardians:

Our School District has the ability to enhance your child's education through the use of its electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Access to the District's Electronic Networks* once while the student is enrolled in the School District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have a network account, sign the *Authorization* form below and return it to your school.

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Authorization for Access to the District's Electronic Networks Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the ~~Internet~~ electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of the District's Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of the District's Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic networks, including the Internet.

_____

Parent/Guardian Name (*please print*)

_____ _____

Parent/Guardian Signature Date

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the *Acceptable Use of the District's Electronic Networks*. I understand that the District and/or its agents may access and monitor my use of the District's electronic networks, including the Internet, my email, and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic networks, including the Internet.

_____

Student Name (*please print*)

_____ _____

Student Signature Date

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Instruction

Exhibit - Staff Authorization for Access to the District's Electronic Networks

This form accompanies Administrative Procedure 6:235-AP1, Acceptable Use of the District's Electronic Networks. Each staff member must sign this Authorization as a condition for using the District's Electronic Networks. Please submit this form to the Building Principal.

All use of the electronic networks~~Internet~~ shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Administrative Procedure 6:235-AP1, *Acceptable Use of the District's Electronic Networks*, does not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of *Acceptable Use of the District's Electronic Networks*, will result in the loss of privileges, disciplinary action, and/or legal action.** The signature at the end of this document is legally binding and indicates that the individual has read the terms and conditions carefully and understands their significance.

Staff members need only sign this *Authorization for Access to the District's Electronic Networks* once while employed by the School District.

I understand and will abide by the *Acceptable Use of the District's Electronic Networks*. I understand that the District and/or its agents may access and monitor my use of the District's electronic networks, including the Internet, my email, and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its School Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic networks, including the Internet.

_____
User Name (*please print*)

_____ _____
User Signature Date

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Instruction

Administrative Procedure - Web Publishing Guidelines

General Requirements

All material published on the District's website must have educational value and/or support the District guidelines, goals, and policies. Material appropriate for web publishing includes information about the District and its School Board members, agendas, policies, appropriate administrative procedures, Department activities or services, schools, teachers or classes, student projects, and student extracurricular organizations.[1] Personal information, not related to education, will not be allowed on the District's website.

The District webmaster shall implement a centralized process for review and uploading of material onto the District's website to ensure that, before material is published, it complies with District policy and procedures.[2] The District webmaster shall supervise the efforts of all staff members responsible for web publishing at each level of District web publishing and, when appropriate, hold in-service opportunities for those staff members. The staff members responsible for web publishing are identified in these procedures in the section **Different Levels of Web Publication**. The District webmaster shall provide regular feedback and suggestions to the Superintendent regarding these Guidelines.

All content published on the District's website must:

1. Comply with all State and federal law concerning copyright, intellectual property rights, and legal uses of network computers.
2. Comply with Board policies, administrative procedures, these Guidelines, and other District guidelines provided for specific levels of publishing. This specifically includes the Board's *Access to Electronic Networks* policy and the District's procedures on *Acceptable Use of the District's Electronic Networks*.[3]
3. Due to limited storage space and varying network speeds, file sizes ~~must be kept under 500 kilobytes[4] unless the~~ may be limited by the District webmaster ~~approves otherwise~~.
4. Comply with the publishing expectations listed below.

Material that fails to meet these Guidelines or is in violation of Board policy and/or procedures shall not be published on the District's website. The District reserves the right to remove any material in violation of its policy or procedures. Failure to follow these Guidelines or Board policy and/or procedures may result in loss of privileges, disciplinary action, and/or appropriate legal action.

The footnotes should be removed before the material is used.

[1] IASB Policy Services provides web publishing services for board policy manuals. For information about these services and to see sample policy manuals online, visit www.iasb.com/policy.

[2] A centralized process for review and uploading of material on district web pages will assist compliance with law and district policy and procedures in a consistent fashion across the district. If appropriate, replace "District webmaster" with correct title (e.g., District Network System Administrator).

[3] See 6:235, *Access to Electronic Networks*, and 6:235-AP1, ~~Administrative Procedure – *Acceptable Use of the District's Electronic Networks*~~.

[4] ~~Customize the file size limitation to meet the district's needs.~~

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Publishing Expectations

The following are minimum expectations for all District web pages:

1. The style and presentation of web published material should be of high quality and designed for clarity and readability. Material shall not be published in violation of the District's procedures on *Acceptable Use of the District's Electronic Networks*, including material that is ~~defamatory,~~ abusive, obscene, profane, sexual~~ly oriented,~~ threatening, ~~racially offensive, or~~ harassing, knowingly false or ~~material that~~ invades the privacy of any individual. Anonymous messages are prohibited.
2. Correct grammar and spelling are expected.
3. All information must be verifiable.
4. Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
5. Publications must identify affiliation with the District, school, and/or department.
6. Widespread use of external links to non-District websites is discouraged, but if used, the external sites must contain appropriate educational materials and information as exclusively determined by the District.[5] Every effort should be made to ensure that all links are operational. Every link to an external website must open a new browser window.[6]
7. Relevant dates are required on all publications, including the date on which the publication was placed on the District's website. Each site should contain the date the page was last updated.
8. All publications must include the District email address of the staff member responsible for the page. This provides a contact person for questions or comments. If a student is the publisher, the sponsoring staff member's email must be included as the responsible person. Only District staff members may act as student sponsors.
9. Use of the District's website for personal or financial gain is prohibited. No commercial or private accounts should be listed on any District web pages.
10. All documents should be previewed on different web browsers, especially Google Chrome, Mozilla Firefox, or Microsoft Edge~~Internet Explorer~~, before being posted on the District's website.

For more information about these expectations or other issues related to web publishing, please contact the System Administrator.

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[5] External links have two problems: (1) schools cannot control the content of those sites but may be held responsible for directing visitors, including students, to them, and (2) widespread use may inadvertently create a public forum or raise First Amendment concerns if and when objectionable links are rejected for publication. However, with vigilant supervision and appropriate controls, these risks can be reduced. ~~If t~~The district ~~wants to use external links,~~may replace this sentence with the following:

> External links to non-District websites are limited to sites containing appropriate educational materials and information as exclusively determined by the District.

[6] ~~Most likely, t~~The external website link must be programmed to open a new browser window. If the district believes it is too limiting to require every link to an external website to open a new browser window, remove ~~it~~ the requirement from this~~es~~e procedure~~s~~ as well as 6:235-E3, ~~Exhibit –~~ *Online Privacy Statement.*

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Protecting Student and Staff Privacy

Personal information concerning students or staff members, including home addresses and telephone numbers, shall not be published on District web pages.

A student's last name, last name initial, and grade-level shall not be published on District web pages. In addition, student records shall not be disclosed.[7] In special circumstances (e.g., where accolades are warranted), the sponsoring staff member should contact the Building Principal who may seek permission from the student's parents/guardians. Web pages shall not display student pictures with a student identified by his or her name unless written parental permission was first granted (e.g., by executing the form *Using a Photograph or Videotape of a Student*).[8] Student email addresses, whether a personal or District account, shall not be listed on any District web page.

Submitting Material to Be Published

Everyone submitting material for publication on the District's website shall have signed an *Authorization for Access to the District's Electronic Networks*. Before material is published on the District's website, the author must authorize the District in writing to publish the material, unless the District owns the copyright. All material submitted by a teacher or other staff member for publication on the District's website is deemed "work for hire," and the copyright in those works vests in the District.[9] All material submitted for the District's website is subject to treatment as a District-sponsored publication.

Different Levels of Web Publication

The following guidelines provide specific information regarding web publishing at different levels within the District. At each level, a staff member is identified as being responsible for web publishing at that level. This individual's web publishing efforts are supervised by the District webmaster.

District-Level

The District webmaster conducts the District-level web publishing efforts and supervises other levels of web publishing. District-level publishing includes the District's homepage as well as any publishing activities representing the District as a whole, e.g., information about Board meetings, Board policy, and schedules. The District homepage shall have a link to an Online Privacy Statement.[10]

Department-Level

District departments (e.g., Transportation, Personnel, or Curriculum) may publish their own web pages as part of the District's website. The department supervisor or director is ultimately responsible for his or her respective department's web pages, but may appoint a staff member as the department's webmaster to fulfill the maintenance, reviewing, and uploading tasks. The department supervisor or director shall keep the District webmaster informed of who is the department webmaster.

The footnotes should be removed before the material is used.

[7] The requirements of the Family Educational Rights and Privacy Act as well as the Ill.~~inois~~ School Student Records Act severely limit website publication of student information. Even obtaining parental consent is problematic because, under 105 ILCS 10/6(a)(8), the consent must identify the recipients of the student records, which is~~–~~ impossible with web publishing.

[8] See 7:340-AP1, E2, ~~Exhibit –~~ *Using a Photograph or Videotape of a Student.*

[9] See 5:170-AP1, ~~Administrative Procedure –~~ *Copyright Compliance.*

[10] See 6:235-E3, ~~Exhibit –~~ *Online Privacy Statement.*

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The web-published material should coincide with that department's printed material. The District webmaster should be consulted before publishing potentially sensitive material, e.g., school comparisons or student data.

The department front pages should maintain the look and feel of the District homepage: – the connection to the District should be obvious. Links to the main website's "homepage" must be included at the bottom of main pages, and the District's logo must be included at the top of main front pages of each department.

School-Level

The Building Principal is ultimately responsible for his or her respective school's webpages, but may appoint a staff member as the school webmaster to fulfill the maintenance, reviewing, and uploading tasks. The Building Principal shall keep the District webmaster informed of who is the school webmaster. All official material originating from the school will be consistent with the District style and content guidelines. The Building Principal or school webmaster may develop guidelines for the various sections of and contributors to the school's web pages.

Staff-Level

Any teacher or other staff member wanting to create web pages for use in class activities or to provide a resource for other teachers or staff members shall notify the school webmaster of his or her desired publishing activities.

Student-Level[11]

A student wanting to create web pages on the District's website as part of a class or school-sponsored activity should request a teacher or staff member to sponsor the student's publishing efforts. The sponsoring teacher or staff member shall notify the school webmaster of the desired publishing activities. The student's web page must include an introduction written by the sponsor that describes the intent of the student's web page and contains the sponsor's District email address. Student web pages will be removed at the end of the school year unless special arrangements are made.

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11 Student free speech rights on the Internet are not absolute. For class or school-sponsored activities, school officials may impose some limits on what appears in school-sponsored student publications. Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988). However, content written by student journalists for school-sponsored media receives additional protections under the Speech Rights of Student Journalists Act. 105 ILCS 80/. See policy 7:315, *Restrictions on Publications; High Schools*, for additional information about that act's requirements.

For a discussion about disciplining students for off-campus conduct, which, depending upon the circumstances, may involve content posted by students online, see policy 7:190, *Student Behavior* at f/n 3. ~~For off-campus student website activities, school officials may discipline students for conduct that has a material and substantial interference with the school's work. Legal counsel should be consulted to evaluate the extent to which the website interrupts the educational process. This is because the evaluation requires a close and thorough examination of the circumstances. The Seventh Circuit Court of Appeals upheld a student's expulsion for an article in an underground newspaper titled, "So You Want to be a Hacker." The article's instructions about hacking into the school's computers created a clear interference with the school's operations. Boucher v. School Board of the School District of Greenfield, 134 F.3d 821 (7th Cir. 1998). See also J.S. ex rel. H.S. v. Bethlehem Area School Dist., 807 A.2d 847 (Pa., 2002), (finding student's off-campus website significantly and adversely impacted the delivery of instruction because it contained derogatory and offensive material directed toward a teacher and the principal) and Wisniewski v. Board of Education of the Weedsport Central School District, 494 F.3d 34 (2nd Cir. 2007), cert. denied 128 S.Ct. 1741 (2008), (holding a student's transmission of an icon of a pistol with blood splattering and the words "Kill Mr. VanDer Molen (English teacher) crossed the boundary of protected speech and constituted student conduct that posed a reasonably foreseeable risk that the icon would come to the attention of school authorities and that it would materially and substantially disrupt the work and discipline of the school).~~

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Personal web pages are not allowed on the School District's web server. Likewise, student web pages may not contain commercial or advertising links, including links to games and advertisements for games.

CROSS REF.: 6:235 (Access to Electronic Networks), 7:315 (Restrictions on Publications; High Schools).

ADMIN. PROC.: 5:170-AP1 (~~Administrative Procedure –~~ Copyright Compliance), 6:235-AP1 (~~Administrative Procedure –~~ Acceptable Use of the District's Electronic Networks), 6:235-AP1, E1 (~~Exhibit –~~ Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (~~Exhibit –~~ Staff Authorization for Access to the District's Electronic Networks), 6:235-E3 (~~Exhibit –~~ Online Privacy Statement)

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Instruction

Administrative Procedure - ~~Securing and Screening~~ Resource Persons and/or School Volunteers; Screening

The Building Principal or designee directs the use of resource persons and school volunteers within the school~~his or her~~ building. The use of any individual as a resource person or volunteer is subject to School Board policy 4:170, *Safety*; administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*; and ~~School~~ Board policy 8:30, *Visitors to and Conduct on School Property*. Specifically, the Principal or designee directs recruitment, screening, placement, and training within the following parameters:

Qualifications - Resource persons and volunteers may come from all backgrounds and all age groups. The main qualification is for the individual to have a desire to give his or her time and talent to enrich student learning opportunities and the school community generally.

Individuals Prohibited from Serving~~Not Allowed to Serve~~ as a ~~School~~ Volunteer or Resource Person - No individual who is a ~~"~~*sex offender*,~~"~~ as defined by the Sex Offender Registration Act, or a ~~"~~*violent offender against youth*,~~"~~ as defined in the Child Murderer and Violent Offender Against Youth Registration Act, may serve as a resource person or volunteer. [1]

Screening - Whenever a~~n~~ potential resource person or volunteer~~individual~~ submits a new ~~volunteer~~ information form, the ~~Building~~ Principal or designee shall screen that individual's~~:~~ name and address against the: (1) Ill. Sex Offender Registry, www.isp.state.il.us/sor/, and (2) the Violent Offender Against Youth Registry maintained by the Ill. Dept. of State Police (ISP), www.isp.state.il.us/cmvo/~~review the Illinois Sex Offender Registry, www.isp.state.il.us/sor, and the Murderer and Violent Offender Against Youth Database maintained by the State Police www.isp.state.il.us/cmvo/~~. The ~~Building~~ Principal may also request an individual to submit to a fingerprint-based criminal history records information check in situations where it~~a check~~ would be prudent, e.g., extended direct, daily contact with students. In addition, the ~~Building~~ Principal or designee shall review monthly[2] the names of individuals who are serving as resource persons or volunteers ~~each new list received from law enforcement containing the names of sex offenders (authorized by the Sex Offender Community Notification Law) and violent offenders against youth (authorized by the Child Murderer and Violent Offender Against Youth Community Notification Law)~~ to determine if any resource person or volunteer appears on ~~it~~the Ill. Sex Offender or Violent Offender Against Youth Registries.~~-~~ [3]

The footnotes should be removed before the material is used.

[1] Be sure this procedure is consistent with board policy regarding the persons prohibited from serving as a school volunteer or resource person.

[2] Optional. Insert the frequency with which ~~each~~the district will require a principal to review these publicly ~~-~~available databases. The databases are updated daily and allow searching by name, city, county, zip code, compliance status, or any combination thereof.

~~[3] Be sure this procedure is consistent with board policy regarding the persons prohibited from serving as a school volunteer or resource person.~~

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Recruitment - School personnel may recruit resource persons and volunteers through the following resources: parents/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the ~~Building~~ Principal, recruits someone, the staff member must provide the individual's name and address to the ~~Building~~ Principal.

Role - Resource persons and volunteers serve only in an auxiliary capacity under the direction and direct supervision of a staff member; they are not a substitute for a member of the school staff. Resource persons and volunteers do not have access to confidential student school records.

Selection, Placement, and Supervision - Selection and placement shall be on the basis of an individual's qualifications and availability and the school's needs. The individual will be assigned to a staff member only with the staff member's consent. The relationship between the individual and staff member should be one of mutual respect and confidence.

Requirements - Each resource person and volunteer must register in the school's main office at the beginning of each visit and wear identifying information, e.g., a name tag, etc., while in the building or serving. Unless he or she has already done so during the current academic year, the individual must complete an information form and waiver. Absent an indication on the form that the individual may not qualify, the individual may proceed to the assigned activity.

An individual is prohibited from being a resource person or volunteer if he or she behaves in any manner that does not align with the District and/or school building's vision, mission, policy and/or procedures~~demonstrates he or she is not a good role model~~ or is otherwise detrimental to the school environment, e.g., ~~. Examples of such behavior include:~~ swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule, etc.

Training - Each academic year, when an individual first completes the volunteer information form, the Principal or designee will ~~should~~ give the individual a copy of this administrative procedure along with other pertinent information. The staff member to whom the individual is assigned is responsible for explaining what is expected of the individual. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

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7:340-AP2, E1 Exhibit - Letter Containing Schedule for Destruction of School Student Records

7:345 Use of Educational Technologies; Student Data Privacy and Security

7:345-AP Administrative Procedure - Use of Educational Technologies; Student Data Privacy and Security

7:345-AP, E1 Exhibit - Student Covered Information Reporting Form

7:345-AP, E2 Exhibit – Student Data Privacy; Notice to Parents About Educational Technology Vendors

7:345-AP, E3 Exhibit - Parent Notification Letter for Student Data Breach

7:345-AP, E4 Exhibit – Notice of Parent Rights Regarding Student Covered Information

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Students

Exhibit - Consent to Participate in Extracurricular Drug and Alcohol Testing Program

To be returned to the Building Principal. Please print.

Student _____ **School year**_____

To be read and signed by the student-participant and his/her parent~~(s)~~/guardian~~(s)~~:

We have received, and have read, and understand, the District Extracurricular Drug and Alcohol Testing Program. We voluntarily agree that our child shall be subject to its terms for his or her entire high school career (grades 9-12). We accept the method of obtaining breath and urine specimens, the testing and analyses of such specimens, and all other aspects of the program. The student-participant agrees to cooperate in furnishing urine specimens upon request.

We further agree and consent to the disclosure of the sampling, testing, and results as provided in this program. This consent is given pursuant to all State and federal privacy statutes, and it is a waiver of nondisclosure rights only to the extent of the disclosures required in the program.

We understand that there is more information available on the following websites:
www.ihsa.org/documents/sportsMedicine/Resource_Exchange_Center_Flyer.pdf and
www.ihsa.org/Resources/Sports-Medicine/Performance-Enhancing-Drugs-Steroid-Education
~~www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation.aspx~~.

_____ _____
Parent/Guardian name *(please print)* Date

_____ _____
Parent/Guardian signature Student signature

To be read and signed by student who is not participating:

I have decided **not to participate** in any extracurricular activities sponsored by the School District for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to a urinalysis.

_____ _____
Student signature Date

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Students

Exhibit - Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information

On District letterhead

Date

Re: Military Recruiters and Postsecondary Institutions Receiving Student Directory Information

Dear Parents/Guardians:

From time-to-time, military recruiters and postsecondary educational institutions request the names, telephone numbers, ~~and~~ addresses, and electronic mail (email) addresses of our secondary students. The school must provide this information unless the parent/guardian, or the student if he/she has attained the age of 18, submits a written request that the student's records not be released without their prior written consent.

Important: If you do not want military recruiters or institutions of higher learning to be given your secondary school student's name, address, email address, and telephone number without your prior written consent, please complete the form below and return it to the Building Principal.

Sincerely,

Superintendent

To be completed and submitted to the Building Principal.

For parents:

☐ **Do not** release my child's name, telephone number~~s~~, address and/or email address~~,~~ to military recruiters or institutions of higher learning without first obtaining ~~the~~ my prior written consent~~, to institutions of higher learning or military recruiters~~.

Parent/Guardian Name (*please print*)

Parent/Guardian Signature (*if student is under age 18)* Date

For Students age 18 or older:

☐ **Do not** release my name, telephone number~~s~~, address and/or email address to military recruiters or institutions of higher learning~~,~~ without first obtaining my prior ~~the~~ written consent~~, to institutions of higher learning or military recruiters~~.

Student Name (*please print*) Student ID Number

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Student Signature (*if student is age 18 or older*) Date

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Students

Exhibit - Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information [1]

1. **What do~~es~~ the ~~U.S. Patriot Act and~~ Elementary and Secondary Education Act require of schools with regard to allowing military recruiters access to students?**

   ~~The Patriot Act has nothing to do with the military recruiter access to students or information. It requires schools to comply with an *ex parte* order issued in connection with the investigation or prosecution of terrorism. A court issues an *ex parte* order without notice to an adverse party. Student records may be disclosed pursuant to such an order without parents' consent or knowledge.~~

   Schools receiving funds under the Elementary and Secondary Education Act (ESEA) must: (1) give military recruiters the same access to secondary school students as they provide to postsecondary educational institutions or to prospective employers or an institution of higher education, and (2) provide students' names, addresses, electronic mail (email) addresses (which must be the email addresses provided by the school, if available), and telephone listings (numbers) to military recruiters, when requested, unless parents/guardians or the student (18 years or older) have opted out (see Question 2, below). 20 U.S.C. §7908; 10 U.S.C. §503(c).

2. **What information about students (and which students) must be disclosed to military recruiters by our administration?**

   Secondary schools must disclose names, addresses, email addresses, and telephone numbers of secondary students, unless parents/guardians, or the student if he/she has attained the age of 18 (an "eligible student"), have submitted a written request that the information not be released without their prior written consent.

3. **What notification must schools provide to parents/guardians and eligible students before disclosing students' names, addresses, email addresses, and telephone numbers to military recruiters and institutions of higher education?**

   Under federal and State laws governing student records, schools must provide notice to parents/guardians and eligible students of the types of student information that it releases publicly. This type of student information, commonly referred to as *directory information*, includes names, addresses, email addresses, and telephone numbers. The notice must include an explanation of a parent/guardian's or eligible student's right to request that the information not be disclosed without prior written consent. Under the Elementary and Secondary Education Act, schools must notify parents that the school routinely discloses names, addresses, email addresses, and telephone numbers to military recruiters and institutions of higher education upon request, subject to a parent/guardian's or eligible student's written request not to disclose such information without their prior written consent.

   A notice provided through a mailing or student handbook informing parents/guardians and eligible students of the above information is sufficient to satisfy the parental notification requirements. The notification must advise parents/guardians and eligible students how to opt out

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The footnotes should be removed before the material is used.

1 This document answers many questions concerning the topic for school staff members and may be distributed at will.

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of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

If a school does not release "*directory information*," it still must provide students' names, addresses, email addresses, and telephone numbers to military recruiters and institutions of higher education upon request. The school must notify parents/guardians and eligible students: (1) that it discloses information to military recruiters and institutions of higher education, and (2) that parents/guardians and eligible students have the right to opt out of this disclosure.

4. **Does recruitment take place in a private office or out in a common area?**

   Neither federal nor State law addresses where recruitment takes place. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions recruiters and/or prospective employers.

5. **How frequently are recruiters present?**

   Neither federal nor State law addresses how often recruiters may have access to students. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions and prospective employers.

6. **What information does a military recruiter request of students during the interview?**

   The type of questions military recruiters may ask students is generally not limited. Of course, Sstudents may refuse to cooperate or even refuse to be interviewed.

7. **Can schools supervise recruiters to ensure they do not approach impressionable students too strongly?**

   Federal law does not grant authority to schools to supervise military recruiting efforts. The school may still , of course, require military and postsecondary recruiters to abide by the District's policy governing conduct on school property.

8. **What are parents' rights relative to military recruiters on campus?**

   Parents may instruct their children to forgo being interviewed by military and/or postsecondary recruiters or prospective employers.

9. **What information do schools provide to families relative to recruiting that goes on at school?**

   Aside from the notice described in #3, neither federal nor State law addresses what information schools must provide to parents regarding the recruiting that takes place at school – this is a local issue to be determined by the Superintendent or Building Principal.

10. **Where can I get more information on the requirements of 10 U.S.C. §503?**

    The Office of the Secretary of Defense may be contacted for copies of the statute, or questions relating to it. Please contact the Accession Policy Directorate as follows:

    Director, Accession Policy
    4000 Defense Pentagon
    Washington, DC 20301-4000
    Telephone: 703/695-5529

11. **Where can I get more information on the requirements of §9528 of the ESEA?**

    The Family Policy Compliance Office (FPCO) in the U.S. Dept.artment of Education administers the Family Educational Rights and Privacy Act (FERPA) as well as §9528 of the ESEA (20

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U.S.C. §7908). School officials with questions on this guidance, or FERPA, may contact the FPCO at FERPA@ED.Gov or write to the FPCO as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
Telephone: 202/260-3887
Fax: 202/260-9001
www.ed.gov/offices/OM/fpco

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Students

Administrative Procedure - Storage and Destruction of School Student Records

This procedure should be used with 7:340-AP1, *School Student Records*, which is annotated with citations to controlling statutes.

Actor	Action
Superintendent or Designee	Develop and implement a process to systematically digitize or microfilm school student records. Any public record may be reproduced in a microfilm or digitized electronic format and the paper version destroyed, provided: (a) the records are reproduced on "a durable medium that accurately and legibly reproduces the original record in all details," and "that does not permit additions, deletions, or changes to the original document images;" and (b) the Local Records Commission is notified when the original record is disposed of and also when the reproduced record is disposed of Local Records Act, 50 ILCS 205/7. See the Ill. Secretary of State's publication, *Guidelines for Using Electronic Records* at: www.cyberdriveillinois.com/departments/archives/records_management/electrecs.html. Develop and implement a uniform process for storing school student records to ensure that: 1. Each student's permanent record will be kept for 60 years after the student transfers, withdraws, or graduates. 2. Each student's temporary record will be kept for five years after the student transfers, withdraws, or graduates. Submit to the Local Records Commission a schedule for continuing authority to destroy school student records after the expiration of the applicable period.
Official Records Custodian for each School (usually the Building Principal)	Send any material for a student transferring into the District that is neither a permanent or temporary record to the parent/guardian, or student who is 18 years of age or older, with the indication that the District does not include that material in school student records. Store school student records according to the uniform process developed by the Superintendent or designee. Transfer school student records as follows: 1. For a student transferring to another school within the District, send originals of all permanent and temporary records (unless normally housed at the District office). 2. For a student transferring to an out-of-District elementary or secondary school, follow the section in 7:340-AP1, *School Student Records*, on **Transmission of Records for Transfer Students**. Send

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Actor	Action
	a copy and retain the original of all permanent and temporary records and notify the Special Education Department of the transfer. Provide a destruction schedule notice to the parents/guardians of students who transferred, graduated, or withdrew, or students who are 18 years of age or older. Notice may be provided through: (1) the school's parent or student handbook, (2) publication in a newspaper published in the District or, if no newspaper is published in the district, in a newspaper of general circulation within the District, (3) U.S. mail delivered to the last known address of the parent/guardian or student, or (4) other means provided notice is confirmed to have been received, e.g., hand delivery, return receipt, or read receipt email. 105 ILCS 10/4(h), amended by P.A. 101-161; 23 Ill.Admin.Code §375.40(c).[1] See 7:340-AP2, E1, *Letter Containing Schedule for Destruction of School Student Records.* Retain a copy for the school's record. Authorize and/or order the destruction of District records after ensuring that the following steps have been performed: 1. The Local Records Commission approved a schedule for continuing authority to destroy school student records after the expiration of the applicable period. 2. Any record is retained and removed from the disposal list if it is or may be evidence in litigation, or is otherwise subject to a *litigation hold*. 3. A Local Records Disposal Certificate was sent to the Local Records Commission, Illinois State Archives, 60 days before the disposal date and an approved copy was returned. 44 Ill Admin Code §4000.40(b); 44 Ill Admin Code §4500.40(b).
Web-based Record Management Resources: Cook County Local Records Commission Meetings at: www.cyberdriveillinois.com/departments/archives/records_management/lrc_cook_county_meeting_schedule.html. Cook County Local Records Commission Rules (44 Ill Admin Code Part 4500) at: www.ilga.gov/commission/jcar/admincode/044/04404500sections.html. Downstate Local Records Commission Meetings at: www.cyberdriveillinois.com/departments/archives/records_management/lrc_downstate_meeting_schedule.html. Rules of the Downstate Local Records Commission (44 Ill Admin Code Part 4000) at: www.ilga.gov/commission/jcar/admincode/044/04404000sections.html. Illinois School Student Records Act (105 ILCS 10/) at: www.ilga.gov.	

The footnotes should be removed before the material is used.

[1] See the **PRESS** Issue 106 Update Memo (November 2020) for an explanation of a conflict between 105 ILCS 10/4(h) and 23 Ill.Admin.Code §375.40(c)(2)(C) concerning the methods of notification to parents/guardians, which had not been resolved by the publication of **PRESS** Issue 106.

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Actor	Action
	Local Records Act (50 ILCS 205/) at: ~~www.ilga.gov~~http://www.ilga.gov/. Local Records Disposal Certificate at: www.cyberdriveillinois.com/departments/archives/records_management/lrmdisp.html.

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Students

Exhibit – Notice of Parent Rights Regarding Student Covered Information

Post on the District's website a description of the procedures parents/guardians may use to carry out their rights under 105 ILCS 85/33 regarding their children's covered information, as required by 105 ILCS 85/27(4).

The contact information for the District's Privacy Officer or other staff member designated to respond to parent/guardian requests for their child's covered information follows:

_____
Name

_____
Address

_____
Email

_____
Telephone

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Under the Illinois Student Online Personal Protection Act (SOPPA), you have the right to review your child's *covered information*. *Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application. *Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Under SOPPA, you have a right to:

1. **Request to inspect and review your child's covered information, whether it is maintained by the District, the Ill. State Board of Education (ISBE), or an operator.**
   a. The District will provide you with the opportunity to inspect and review your child's covered information within the timeframe prescribed by State rules.
   b. If the covered information requested includes data on other students, your access will be limited to the covered information relevant to your child.
   c. If the covered information you request includes your child's school student records, the District will permit you to inspect and review any school student records of your child in accordance with the District's procedures for student records requests. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records.*
2. **Request a copy of your child's covered information, in electronic or paper form.**
   a. The District will provide the copy to you within the timeframe prescribed by State rules.
   b. If you request an electronic copy, the District will provide you the copy in an electronic format, unless the District does not maintain the information in electronic format and reproducing it in an electronic format would be unduly burdensome to the District.
   c. If you request a paper copy, the District will charge you the reasonable cost of copying in the amount authorized by State rules. However, you will not be denied a copy if you have an inability to pay.

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d. You are limited to the number and frequency of copying requests provided by State rules.
e. If the covered information you request includes your child's school student records, the District will provide a copy of your child's school student records to you in accordance with the District's procedures for student records requests. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records.*

3. Request corrections to factual inaccuracies contained in your child's covered information. Upon receipt of a request, the District will take the following steps:

a. The District will review your request and determine if the factual inaccuracy exists.
b. If the District determines that a factual inaccuracy exists, and the District maintains or possesses the covered information, it will correct the inaccuracy and confirm the correction with you within 90 calendar days after receiving your request.
c. If the District determines that a factual inaccuracy exists and an operator or ISBE maintains the information, the District will notify the operator or ISBE of the factual inaccuracy and the correction to be made. The operator or ISBE is required to confirm the correction with the District within 90 calendar days after it receives the District's notice. The District will then confirm the correction with you within 10 business days after it receives the confirmation of the correction from the operator or ISBE.
d. If the covered information you are requesting be corrected includes your child's school student records, the District will follow its procedures for amendment of student records with respect to those school student records. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records.*

To make a request to inspect and review, copy, and/or correct your child's covered information, please contact the staff member identified above and specify the nature of your request. You will need to submit your request in writing, utilizing any form the District requires.

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BOARD OF EDUCATION
COMBINED MEETING
Tuesday, July 20, 2021

The resolution is being submitted for approval at the Combined Meeting on July 20, 2021.

SECTION V-C
Administrative: Resolution to Approve Tentative Budget and Set Budget Hearing Date

WHEREAS, ILSC 105 5/17-1 directs the Board to provide at least 1 public hearing prior to final action on the budget; and

WHEREAS, notice of the public hearing must be published in a local newspaper at least 30 days prior to the time of the hearing,

THEREFORE BE IT RESOLVED, the Diamond Lake School District Board of Education approves the 2021/22 Tentative Budget as presented and sets September 21, 2021 at 7:00 PM as the date for a public hearing on the 2021/22 Budget.

Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

Diamond Lake School District 76
2021-22 Budget

Distrito Escolar Diamond Lake 76
Presupuesto 2021-22

July 20, 2021 | 20 de julio 2021

Board of Education Meeting | Reunion de la Junta Educativa

What Is A Budget? | Que es un Presupuesto?

- A plan for the school year
- Consisting of:
  - Staff salaries
  - Staff benefits
  - Supplies and materials to instruct students
  - Books, technology and professional development to support curriculum and instruction
  - Maintenance and upkeep of facilities
  - Transportation to and from school
  - Major facility renovation projects

- Un plan para el año escolar
- Consiste de:
  - Salarios del personal
  - Beneficios del personal
  - Suministros y materiales para instrucción de los estudiantes
  - Libros, tecnología y desarrollo profesional para apoyar el plan de estudios y la instrucción
  - Mantenimiento y conservación de las instalaciones
  - Transporte hacia y desde la escuela
  - Proyectos de renovación de instalaciones importantes

Funds | Fondos

- Operating Funds
  - Education Fund
    - Instruction
    - Teachers
    - Salary
    - Instructional materials
    - Food Service
  - Operations & Maintenance
    - Maintaining and cleaning facilities
    - Landscaping and snow removal
  - Transportation
    - Bussing students to and from school
  - IMRF/ Social Security
  - Working Cash
    - Savings account

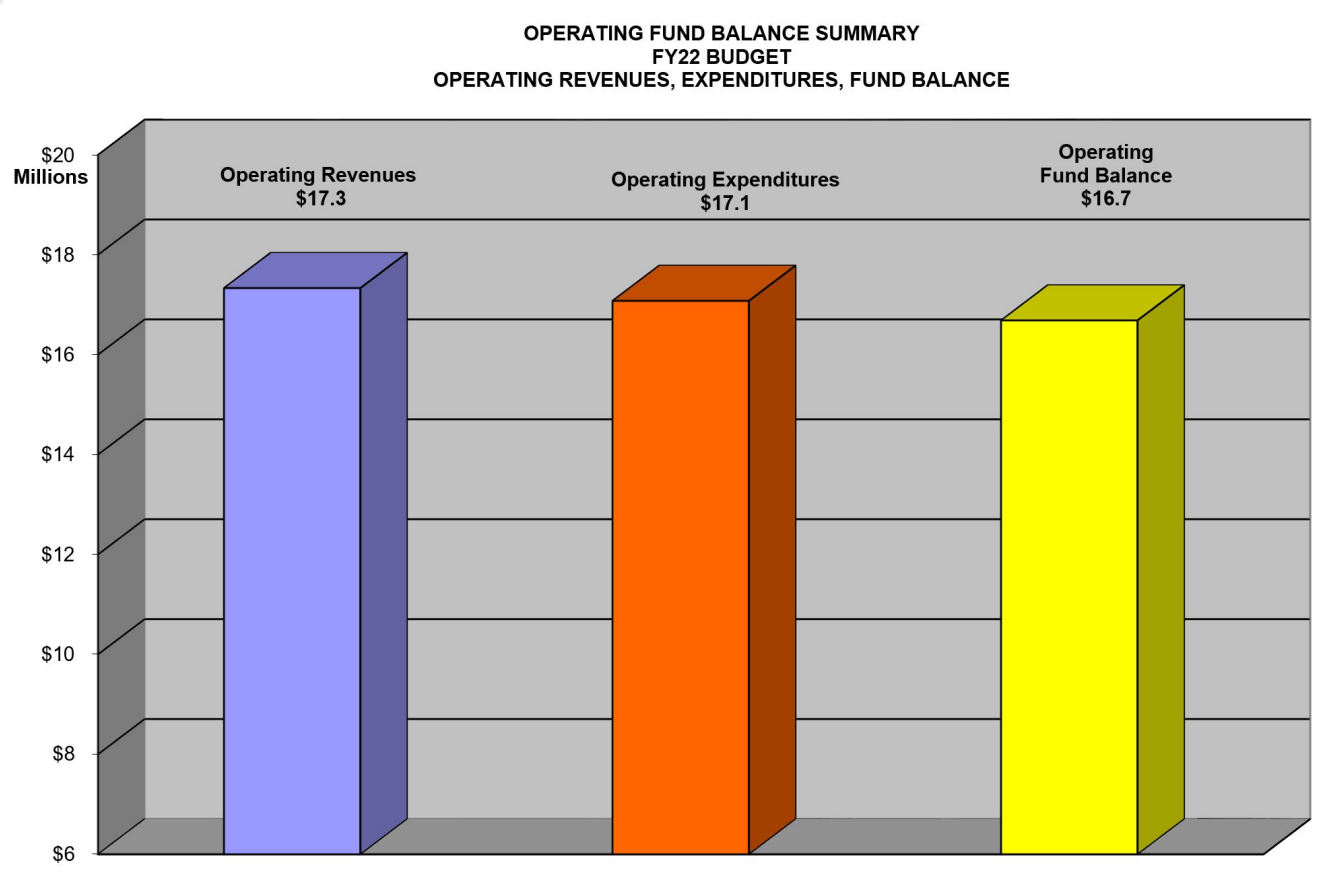
- Fondos Operativos
  - Fondos de Educación
    - Instrucción
    - Maestros
    - Salario
    - Materiales de Instrucción
    - Servicio de Alimentos
  - Operaciones y Mantenimiento
    - Mantenimiento y limpieza de instalaciones
    - Paisajismo y remoción de nieve
  - Transportacion
    - Autobús a los estudiantes hacia y desde la escuela
  - IMRF/Seguro social
  - Efectivo de Trabajo
    - Cuenta de ahorros

Funds | Fondos

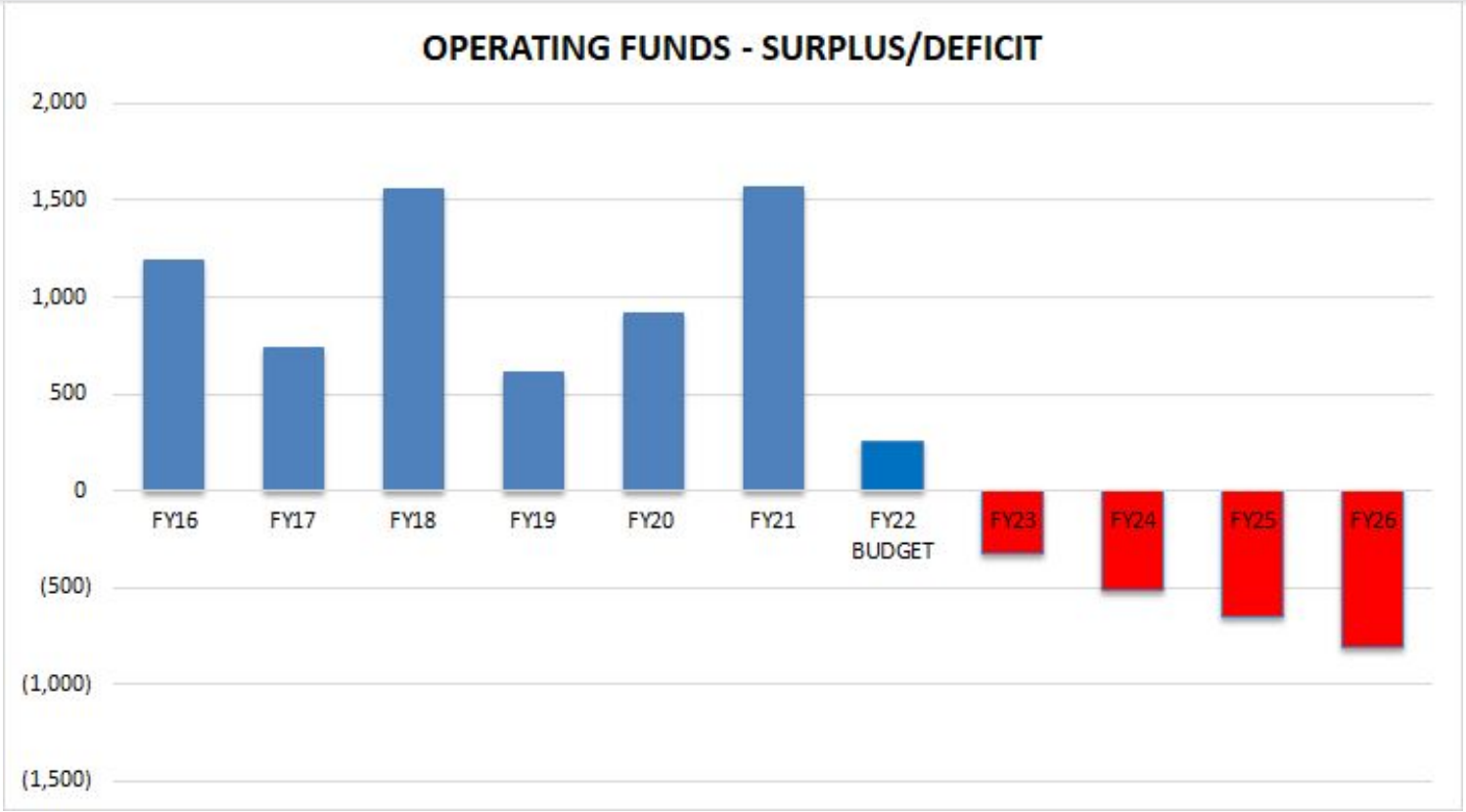
- Other Funds
  - Capital Projects
    - Major Construction
  - Debt Service
    - Money borrowed to fund construction/technology purchases
    - Leases
  - Tort
    - Legal bills and fees
  - Life Safety
    - Approved 10-year life safety projects

- Otros Fondos
  - Proyectos de Capital
    - Construcción Importante
  - Servicio de Deuda
    - Dinero prestado para financiar construcción/compro de tecnología
    - Arrendamientos
  - Agravios
    - Facturas y tarifas legales
  - Seguro de Vida
    - Proyectos de seguridad de vida aprobados por 10 años

Fund Balance Summary | Resumen de Saldo de Fondos



Historical Operating Surplus/Deficit | Excedente/Deficit Operativo Historico



Fund Balance Summary | Resumen de Saldo de Fondos

	Estimated June 30, 2021 Fund Balance	2021-22 Budget Revenues	2021-22 Budget Expenditures	Preliminary Budget Fund Balance	Fund Bal As % Of Expend.
EDUCATION	10,952,000	14,160,000	(14,171,000)	10,941,000	
OPERATIONS & MAINTENANCE	2,270,000	1,049,000	(1,229,000)	2,090,000	
TRANSPORTATION	1,213,000	1,581,000	(1,268,000)	1,526,000	
IMRF/SOCIAL SECURITY	186,000	478,000	(410,000)	254,000	
WORKING CASH (Excluding Bond)	1,810,000	65,000	0	1,875,000	
TOTAL OPERATING FUNDS PLUS WORKING CASH	**16,431,000**	**17,333,000**	**(17,078,000)**	**16,686,000**	**98%**
YTD Operating Fund Plus Working Cash Surplus Equals			**$ 255,000**		
BOND & INTEREST	330,000	1,370,000	(1,393,000)	307,000	
CONSTRUCTION	1,705,000	805,000	(2,105,000)	405,000	
TORT	93,000	46,000	(48,000)	91,000	
LIFE SAFETY	451,000	1,000	(400,000)	52,000	
TOTAL ALL FUNDS*	**19,010,000**	**19,555,000**	**(21,024,000)**	**17,541,000**	**83%**
*Excludes TRS On-Behalf Payments -- $5,312,00 of state revenue offset by equal expenditure of $5,312,000					
Memo:					
TRS On-Behalf Payments		5,312,000	(5,312,000)		
TOTAL ALL FUNDS WITH TRS ON BEHALF PAYMENTS	**19,010,000**	**24,867,000**	**(26,336,000)**	**17,541,000**	**67%**

Why a Fund Balance? | ¿Por qué un Saldo de Fondos?

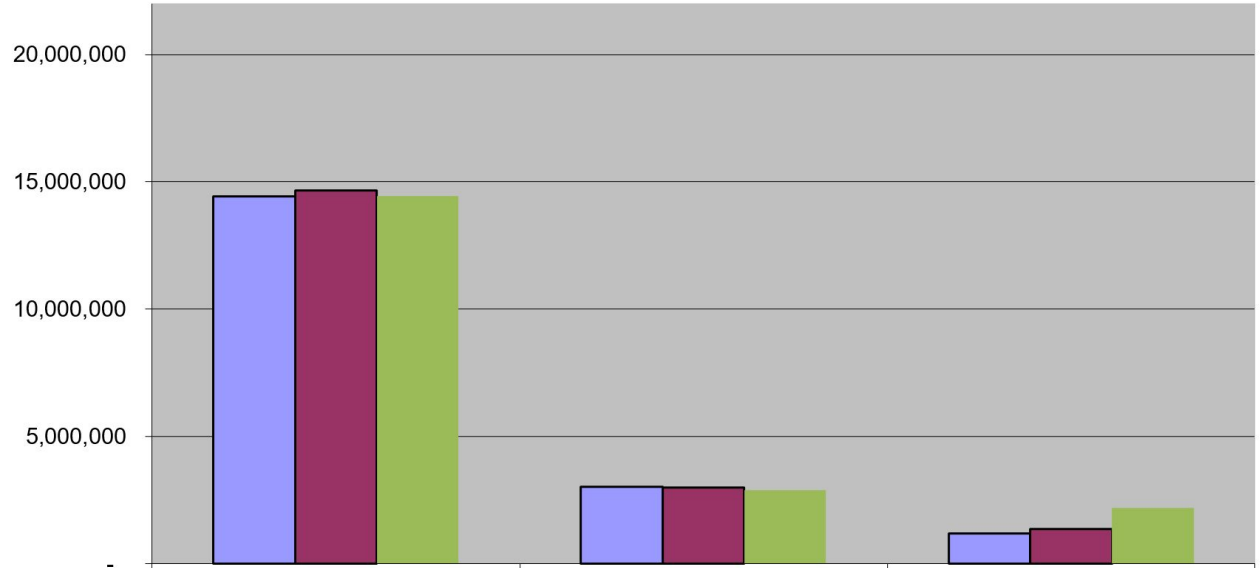
- Provides a cushion when:
  - Taxes not paid until December or January
  - State payments
    - Uncertainty surrounding evidence based funding formula
    - Payment have often been delayed by months
    - Proposals for Districts to pay State's share of pension contribution and restructuring state funding formula
  - Tax collections vary from 96% to 99%. Could be lower in 2022 vs. prior years.
  - Taxes based on Consumer Price Index
    - CPI at 1.9% for 2019 Tax Levy
    - CPI at 2.3% for 2020 Tax Levy
  - Staff must be paid
  - Supplies must be bought
  - Facilities must be maintained

  (**CPI: Consumer Price Index)**

- Proporciona espacio cuando:
  - Impuestos no pagados hasta diciembre o enero
  - Pagos Estatales
    - Incertidumbre sobre el fórmula de financiamiento basada en evidencia
    - Pagos se han retrasado por meses
    - Propuestas para que los distritos paguen la parte de la contribución del estado a la pensión y la fórmula de reestructuración de financiamiento estatal
  - La recaudación de impuestos varía de 96% a 99%. Podría ser menos en 2022 en comparación con años anteriores.
  - Impuestos basados en el Índice de Precios al consumidor
    - IPC al 1.9% para la tasa de impuestos de 2019
    - IPC al 2.3% para la tasa de impuestos de 2020
  - Se debe pagar al personal
  - Se deben comprar los suministros
  - Se deben mantener las Instalaciones0**(IPC: Índice de Precios de Consumo)**

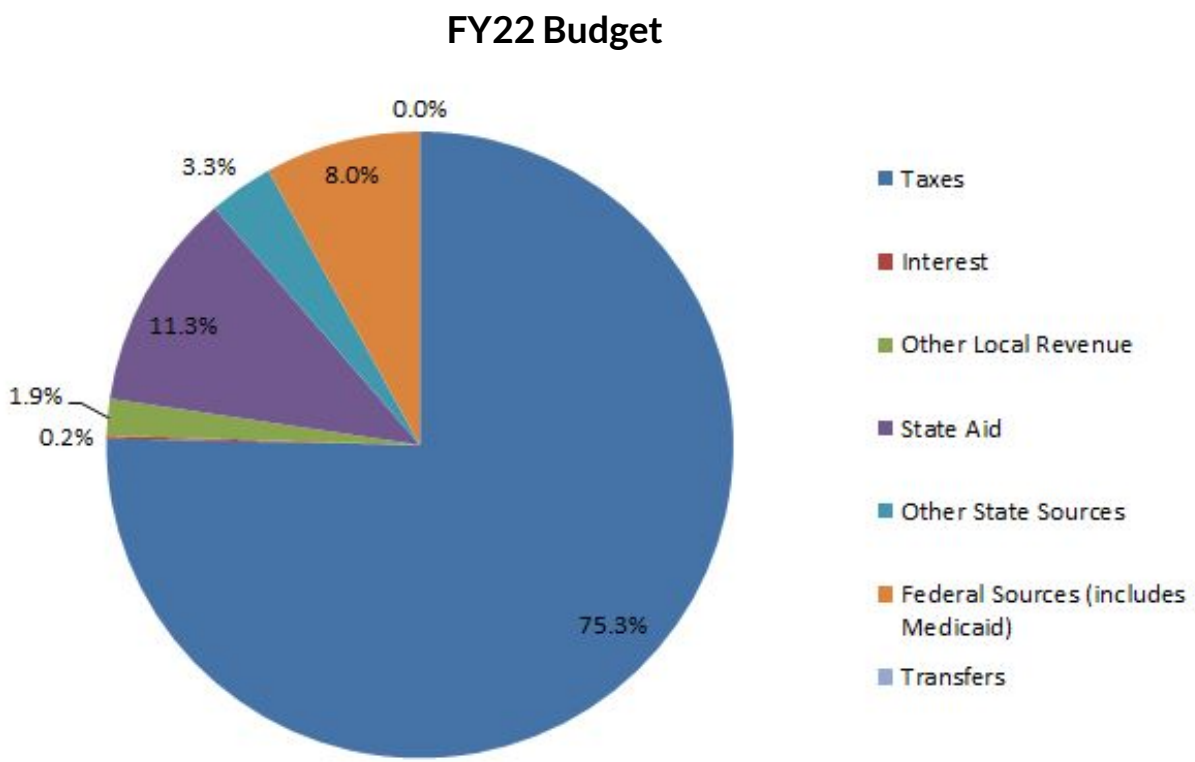
Revenues By Fund | Ingresos por Fondo

Operating Funds - Revenue Source Analysis
FY21 and FY22



	LOCAL SOURCES	STATE SOURCES	FEDERAL SOURCES
FY21 Budget	14,432,982	3,019,915	1,201,834
FY21 YTD Actual	14,669,481	2,988,208	1,369,725
FY22 Budget	14,451,000	2,908,000	2,196,000

Revenues By Source | Ingresos por Origen



Revenue Assumptions |Suposicion de Ingresos

- Tax Revenues
  - 2020 Levy based on a 2.3% CPI
  - $774,094 EAV in new property
  - 94% collections
- State Grants
  - Evidence based funding base level will remain the same as in previous fiscal year
  - All other state grants flat
- Federal Grants Flat

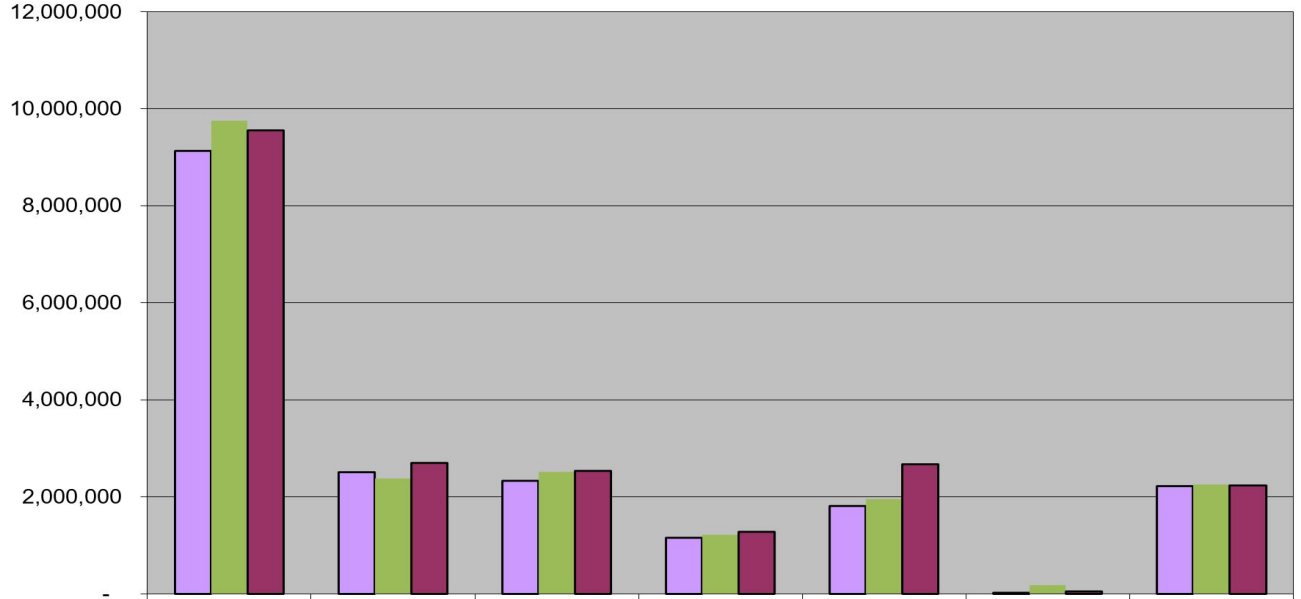
EAV: Equalized Assessed Value

- Ingresos de Impuestos
  - Tasa 2020 basado en un CPI de 2.3%
  - $774,094 EAV en propiedades nuevas
  - 94% recaudacion
- Subvenciones Estatales
  - Nivel de financiamiento basado en evidencia seguirá siendo el mismo que en el año fiscal anterior
  - Todas las demás subvenciones estatales son planas
- Subvenciones Federales Planas

EAV: Valor Tasado Igualado

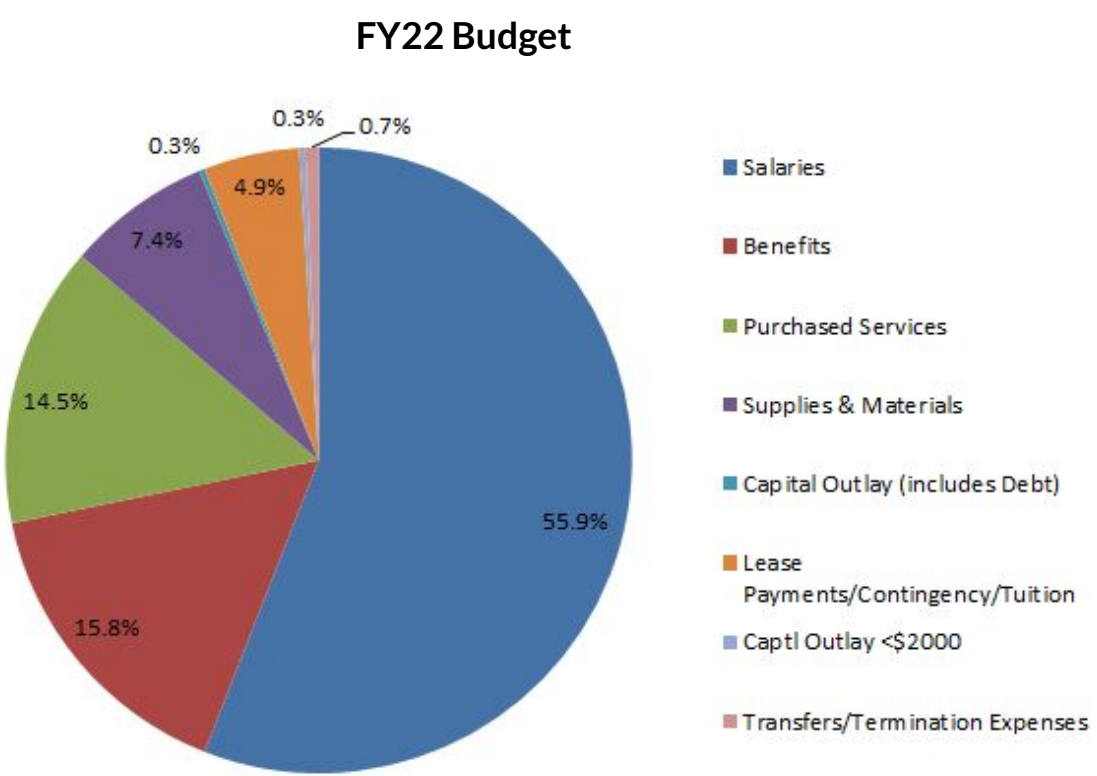
Expenditure Distribution | Distribución de Gastos

Operating Funds - Expenditure Source Analysis
Fiscal Years FY21 & FY22



	SALARIES	EMPLOYEE BENEFITS	PURCHASE SERVICES	SUPPLIES	CAPITAL OUTLAY	EQUIPMENT	OTHER
FY21 YTD Actual	9,133,202	2,511,529	2,334,879	1,160,803	1,814,071	22,107	2,221,748
FY21 Budget	9,754,857	2,378,675	2,520,141	1,214,082	1,955,085	181,893	2,249,902
FY22 Budget	9,553,000	2,705,000	2,531,000	1,272,000	2,672,000	56,000	2,232,000

Expenditure Distribution | Distribución de Gastos



Expenditure Assumptions | Suposicion de Gasto

- Staff salaries increasing by 4.25% (2.3% CPI)
- Benefits increasing by 8.0%
- Debt Certificate construction work
  - DLS and WOC classroom renovation project
  - Unit ventilator replacement - DLS
  - Chiller plant replacement
- Additional ESSER Expenditures
  - 2 additional staff members
  - New curricular resources - Imagine Learning
  - Potential new capital projects - maintenance facility, outdoor learning space, professional development space
- Contingency (around $108,000)

- Los salarios del personal aumentan 4.25% (2.3% CPI)
- Beneficios aumentan por 8.0%
- Trabajos de construcción de certificados de deuda
  - Proyecto de renovación de clases en DLS y WOC
  - Reemplazo del ventilador de la unidad - DLS
  - Reemplazo de la planta enfriamiento
- Gastos adicionales de ESSER
  - 2 miembros adicionales del personal
  - Nuevos recursos curriculares - Imagine Learning
  - Nuevos proyectos capital potencial - instalación de mantenimiento, espacio de aprendizaje afuera, espacio de desarrollo profesional
- Contingencia (alrededor de $108,000)

Budget Timeline | Cronología de Presupuesto

- July 20, 2021
  - Review Tentative FY22 Budget and Approve for Display
- July 21 - September 21, 2021
  - Display FY22 Tentative Budget for 30 days
- September 21. 2021
  - Public Hearing and Adopt FY21 Budget
- File 2021-22 Budget
  - Prior to September 30, 2021

- 20 de julio de 2021
  - Revisión provisional del Presupuesto FY22 y Aprobación disponible
- 21 de julio - 21 septiembre 2021
  - Presupuesto FY22 disponible durante 30 días
- 21 de septiembre 2021
  - Audiencia Pública y Adoptar Presupuesto FY21
- Archivar Presupuesto 2021-22
  - Antes del 30 de septiembre 2021

July 20, 2021

TO: Board of Education
FROM: Eric Rogers
SUBJECT: FY22 Tentative Budget

Please find attached the tentative draft FY22 budget. The tentative budget contains estimates of revenues and expenditures.

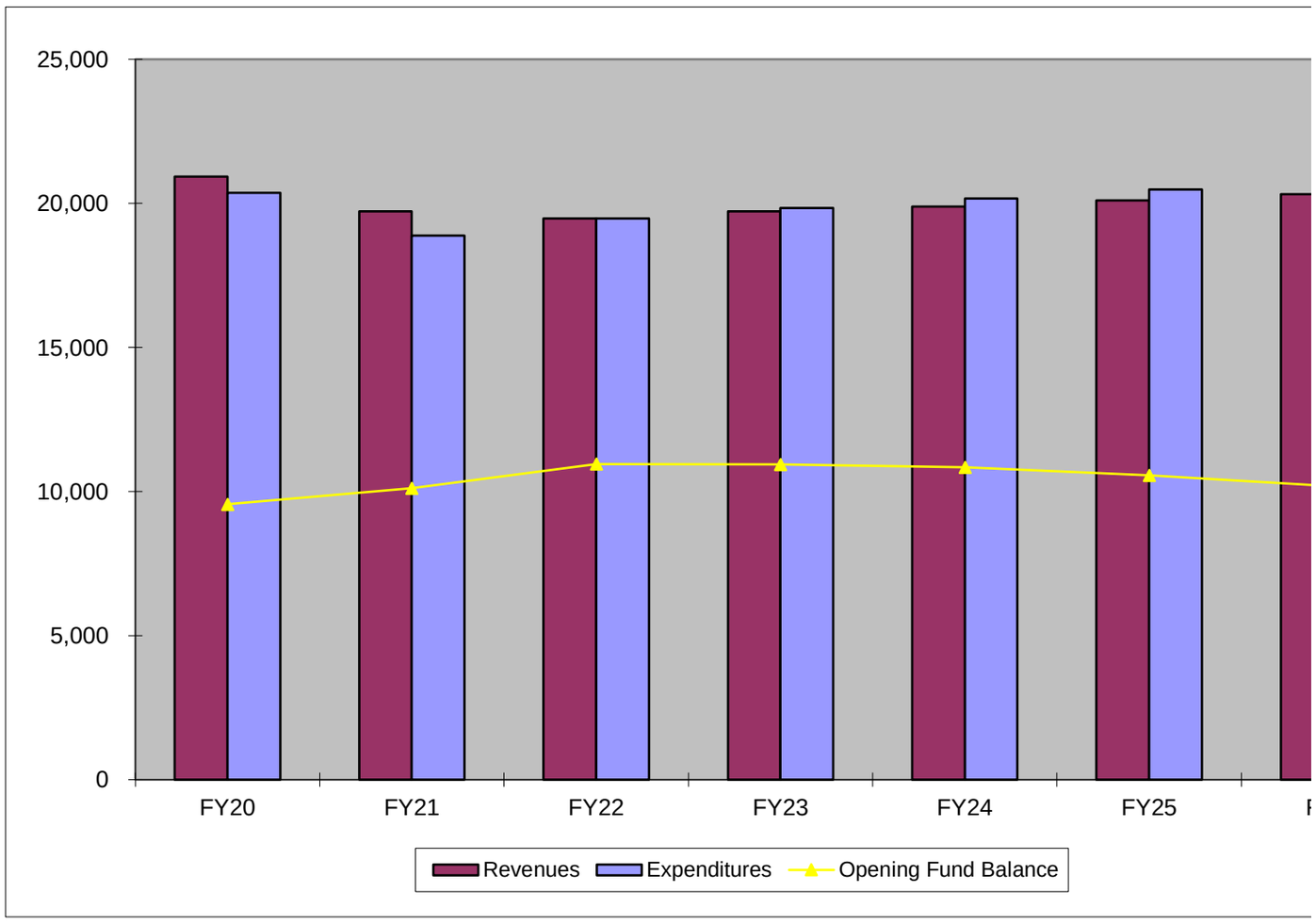
Attached you will find the summary and the detail for each fund. At this time there are several items that may have an impact on the budget. Some of these more significant items include the following:

1. State and Federal funding – The Covid-19 pandemic has brought about many uncertainties surrounding continued payment for EBF funding and state and federal categorical grants. Currently, payments are expected to be flat but be disbursed on-time.
2. Potential property tax freeze.
3. Potential shift of TRS costs from the State to the District.
4. 5-year facility plan projects.

As information is received, the budget will be updated and presented to the Board. The Board will be presented a tentative budget on July 20th to approve and set the budget hearing in September. The Board will be presented the final budget for approval at the September 21, 2021 board meeting.

PROJECTION OF TOTAL REVENUE AND EXPENDITURES
EDUCATION FUND ($,000)

	Actual FY20	Unaudited FY21	Estimated FY22	Estimated FY23	Estimated FY24	Estimated FY25
Opening Fund Balance	**9,561**	**10,114**	**10,952**	**10,941**	**10,835**	**10,554**
Revenues	20,924	19,723	19,472	19,730	19,885	20,104
Expenditures	20,371	18,885	19,483	19,836	20,166	20,478
Transfers						
Increase (Decrease) in Fund Balance	553	838	(11)	(106)	(282)	(373)
Working Cash Loan & TAW//Repayment						
Closing Balance as percent of Expend.	49.6%	58.0%	56.2%	54.6%	52.3%	49.7%



Revenue Detail	FY20	FY21	FY22	FY23	FY24	FY25
Taxes	9,323	10,732	10,412	10,847	10,965	11,149
Interest	203	22	12	25	26	26
Other Local Revenue	154	53	97	125	126	128
State Aid	1,940	1,939	1,956	1,976	1,995	2,015
Other State Sources	333	295	291	294	297	300
Federal Sources (includes Medicaid)	1,085	1,370	1,392	1,152	1,164	1,175
Transfers	0	0	0	0	0	0
TRS On-Behalf Revenue	7,886	5,312	5,312	5,312	5,312	5,312
TOTAL	**20,924**	**19,723**	**19,472**	**19,730**	**19,885**	**20,104**

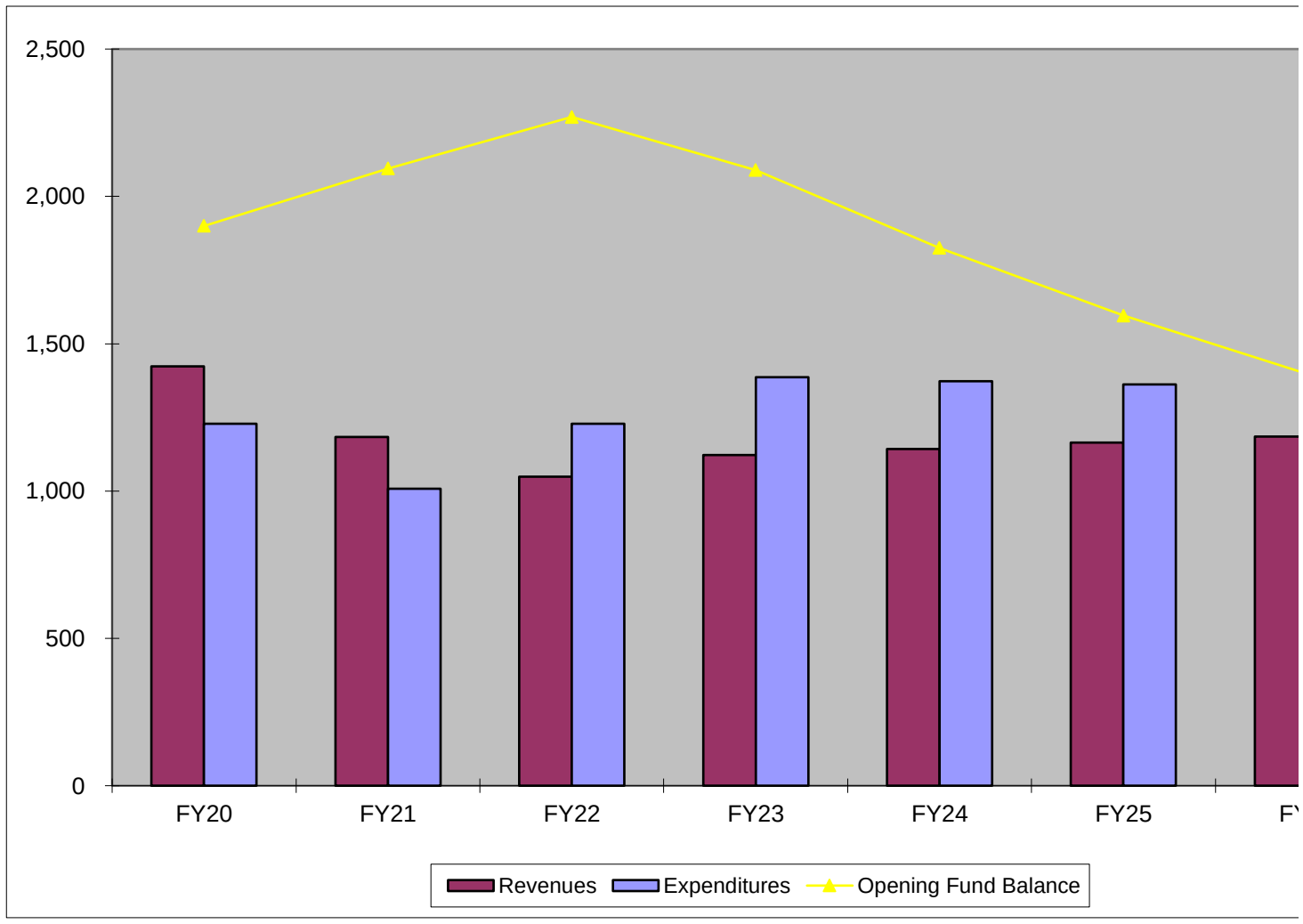
Assumptions: Tax revenue shows a slight increase due to economy. State and Federal revenue flat FY21
Evidence Based Funding model has replaced General State Aid starting in FY19

Expenditure Detail	FY20	FY21	FY22	FY23	FY24	FY25
Salaries	8,683	8,935	9,361	9,482	9,610	9,820
Benefits	1,529	2,087	2,264	2,301	2,455	2,504
Purchased Services	590	696	731	940	968	997
Supplies & Materials	694	858	865	830	830	830
Capital Outlay (includes Debt)	97	86	51	51	51	51
Lease Payments/Contingency/Tuition	743	785	755	785	817	849
Captl Outlay <$2000	13	14	31	31	31	31
Transfers/Termination Expenses	136	112	113	103	93	83
TRS On-Behalf Payments	7,886	5,312	5,312	5,312	5,312	5,312
TOTAL	**20,371**	**18,885**	**19,483**	**19,836**	**20,166**	**20,478**

Assumptions: Salary increases reflect 3.25% for FY20, then 3.25%, 4.75%, 4.0%, and 4.0%
Beginning in FY22, there will be 13 new retirees. Current plans consist of only rehiring 10 of those positions
Beginning in FY20, benefits increase by 7%. Potential shifting of TRS costs to Districts to impact budget.
Beginning in FY22,2 new hire positions will be created to address the learning gap. Funds to be paid out of ESSER 3

PROJECTION OF TOTAL REVENUE AND EXPENDITURES
OPERATION AND MAINTENANCE FUND ($,000)

	Actual FY20	Unaudited FY21	Estimated FY22	Estimated FY23	Estimated FY24	Estimated FY25
Opening Fund Balance	**1,900**	**2,095**	**2,270**	**2,090**	**1,825**	**1,595**
Revenues	1,423	1,183	1,049	1,122	1,142	1,164
Expenditures	1,228	1,008	1,229	1,387	1,372	1,362
Transfers In	0	0	0	0	0	0
Increase (Decrease) in Fund Balance	195	175	(180)	(264)	(230)	(198)
Closing Balance as percent of Expend.	170.6%	225.2%	170.0%	131.6%	116.3%	102.6%



Revenue Detail	FY20	FY21	FY22	FY23	FY24	FY25
Taxes	1,189	1,309	1,224	1,294	1,312	1,330
Interest	36	4	5	5	5	5
State Sources	50	0	0	0	0	0
Local Sources (Rentals/CPPRT)	148	243	195	198	201	204
Transfers	0	0	0	0	0	0
Other Financing Sources/WC	0	(373)	(375)	(375)	(375)	(375)
TOTAL	**1,423**	**1,183**	**1,049**	**1,122**	**1,142**	**1,164**

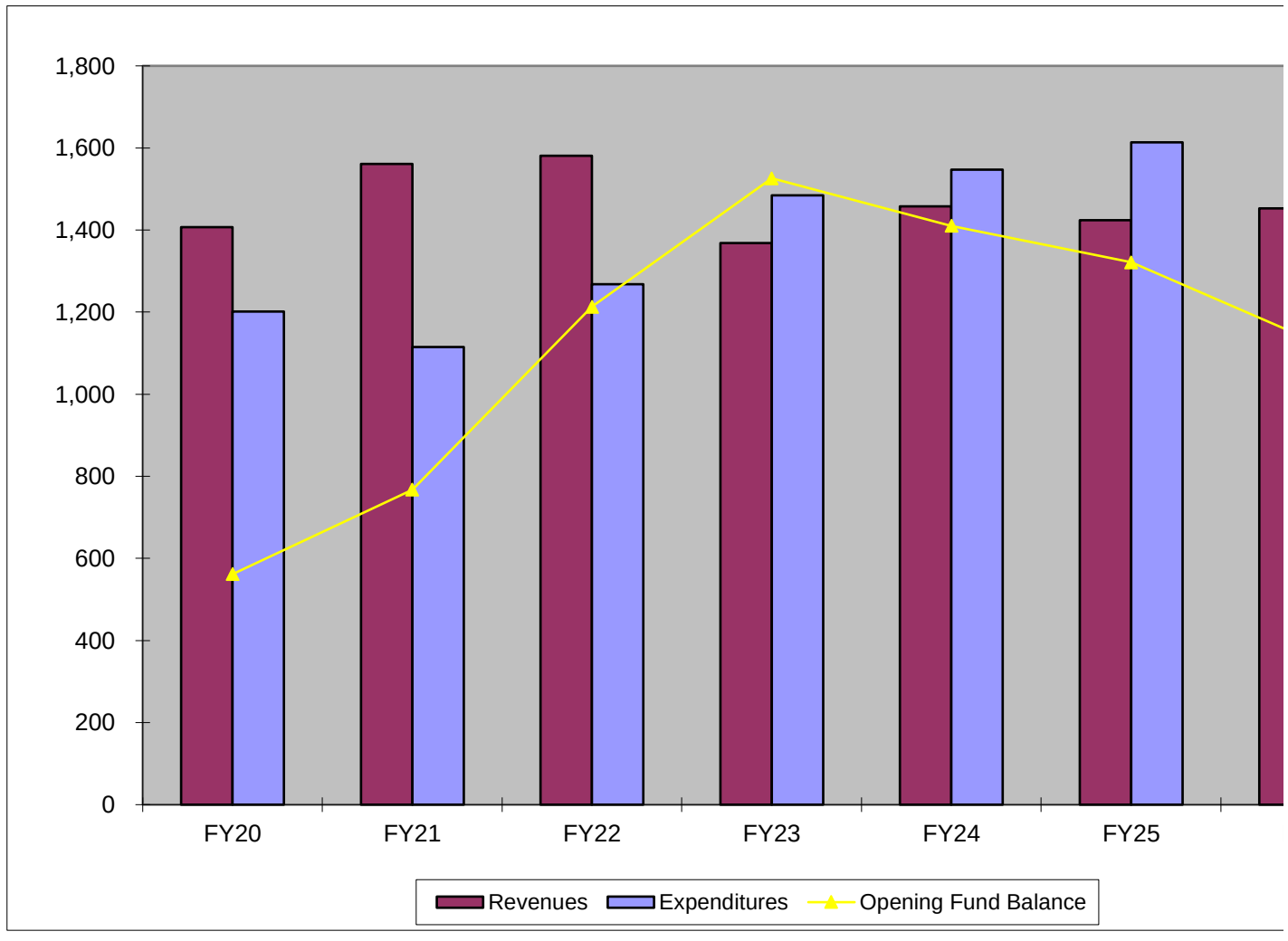
Assumptions: Taxes at an overall increase of 1.5%, Interest earnings held steady
Other local sources increased by 1.5%.

Expenditure Detail	FY20	FY21	FY22	FY23	FY24	FY25
Salaries	171	186	180	184	187	191
Benefits	34	30	30	33	37	41
Purchased Services	579	469	535	546	557	568
Supplies & Materials	320	277	377	385	346	311
Capital Outlay >$2000	101	15	0	150	153	156
Other Objects/Contingency	17	22	80	82	83	85
Capital Outlay <$2000	6	8	25	5	5	5
TOTAL	**1,228**	**1,008**	**1,229**	**1,387**	**1,372**	**1,362**

Assumptions: Salary increases reflect 2% for FY19 and 2% for each year thereafter. Beginning FY18, Benefits increase by 10% each year
Purchased Services/Supplies increased by 2%. Others increased by 2%.
Building classroom renovations expected in FY21-23. Debt Certificates will need to be repaid through FY30

PROJECTION OF TOTAL REVENUE AND EXPENDITURES
TRANSPORTATION FUND ($,000)

	Actual FY20	Unaudited FY21	Estimated FY22	Estimated FY23	Estimated FY24	Estimated FY25
Opening Fund Balance	**562**	**767**	**1,213**	**1,526**	**1,410**	**1,321**
Revenues	1,407	1,561	1,581	1,369	1,458	1,424
Expenditures	1,201	1,115	1,268	1,484	1,547	1,613
Transfers In/Out	0	0	0	0	0	0
Increase (Decrease) in Fund Balance	206	446	313	(116)	(89)	(189)
Closing Balance as percent of Expend.	63.9%	108.8%	120.4%	95.0%	85.4%	70.1%



Revenue Detail	FY20	FY21	FY22	FY23	FY24	FY25
Taxes	592	805	918	616	687	633
Interest	32	3	2	2	2	3
State Sources	783	753	661	750	769	788
Local Sources	0	0	0	0	0	0
Federal Sources	0	0	0	0	0	0
Other Financing Sources/WC	0	0	0	0	0	0
TOTAL	**1,407**	**1,561**	**1,581**	**1,369**	**1,458**	**1,424**

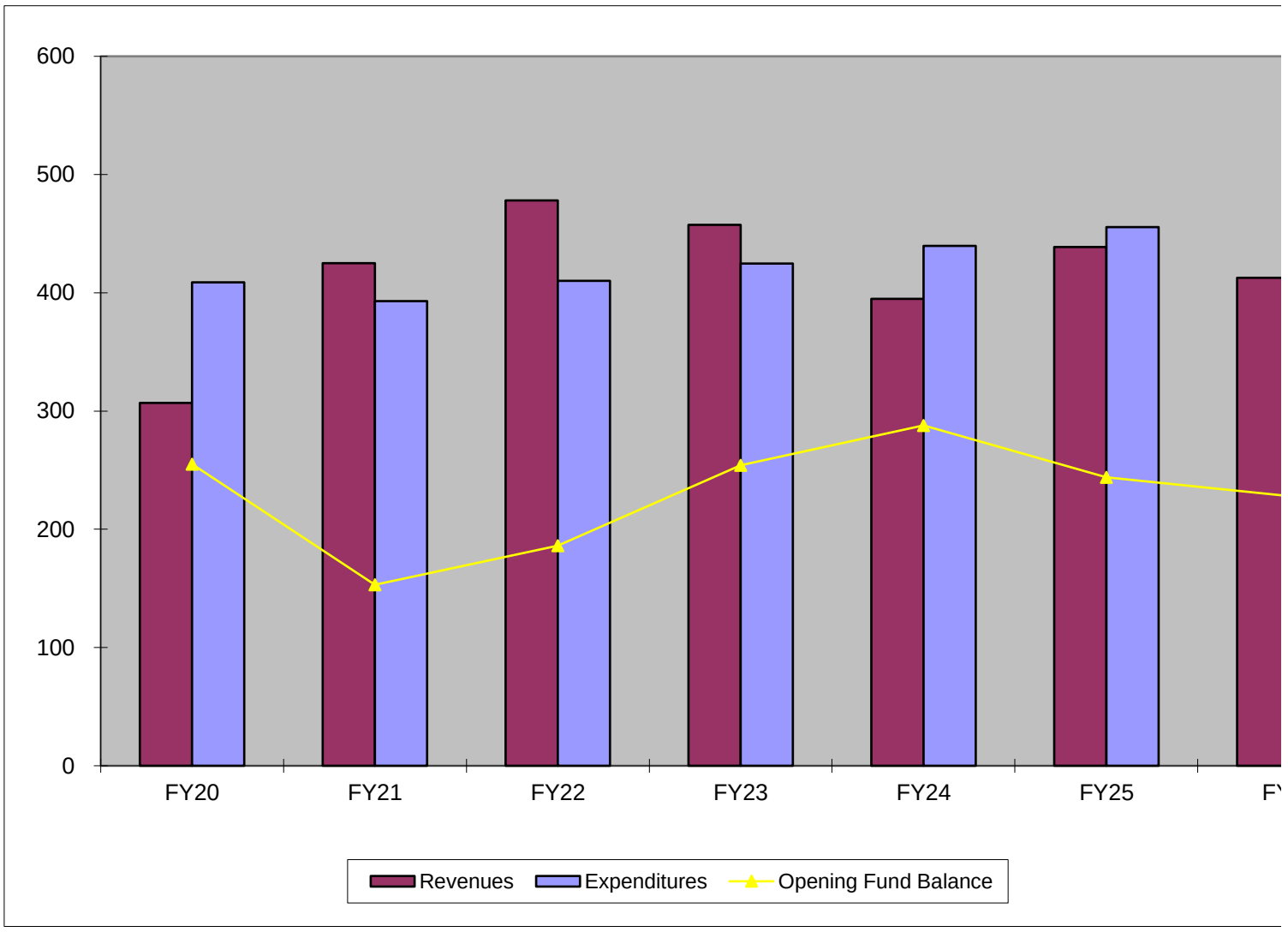
Assumptions: Taxes at an overall increase of 1.5%. Interest earnings held steady.
In FY18 and FY19 State Transporatation reimb increasing due to increased costs. Future years reimbursement increased by 2.5%

Expenditure Detail	FY20	FY21	FY22	FY23	FY24	FY25
Salaries	12	12	12	12	12	13
Benefits	1	2	1	1	1	1
Purchased Services	1,142	1,076	1,217	1,406	1,462	1,521
Supplies & Materials	46	25	30	65	72	79
Capital Outlay	0	0	0	0	0	0
Other Objects/Contingency	0	0	8	0	0	0
Transfers	0	0	0	0	0	0
TOTAL	**1,201**	**1,115**	**1,268**	**1,484**	**1,547**	**1,613**

Assumptions: Salary increases reflect 2% for FY19 and 2% for each year thereafter. Beginning FY18, Benefits increase by 10% each yea
Transportation went out to bid in FY20 and reduced costs are expected.
Beginning FY18 - special ed transportation increase due to ended shared service with Fremont

PROJECTION OF TOTAL REVENUE AND EXPENDITURES
ILLINOIS MUNICIPAL RETIREMENT FUND ($,000)

	Actual FY20	Unaudited FY21	Estimated FY22	Estimated FY23	Estimated FY24	Estimated FY25
Opening Fund Balance	**255**	**153**	**186**	**254**	**288**	**244**
Revenues	307	425	478	457	395	439
Expenditures	409	393	410	425	440	455
Transfers In	0	1	0	1	1	1
Increase (Decrease) in Fund Balance	(102)	33	68	34	(44)	(16)
Closing Balance as percent of Expend.	37.4%	47.3%	62.0%	67.8%	55.5%	50.1%



Revenue Detail	FY20	FY21	FY22	FY23	FY24	FY25
Taxes	236	389	440	419	356	399
Interest	15	1	3	3	3	3
State Sources	0	0	0	0	0	0
Local Sources (CPPRT)	56	35	35	36	36	37
Transfers	0	1	0	1	1	1
Other Financing Sources/WC	0	0	0	0	0	0
TOTAL	**307**	**426**	**478**	**458**	**396**	**440**

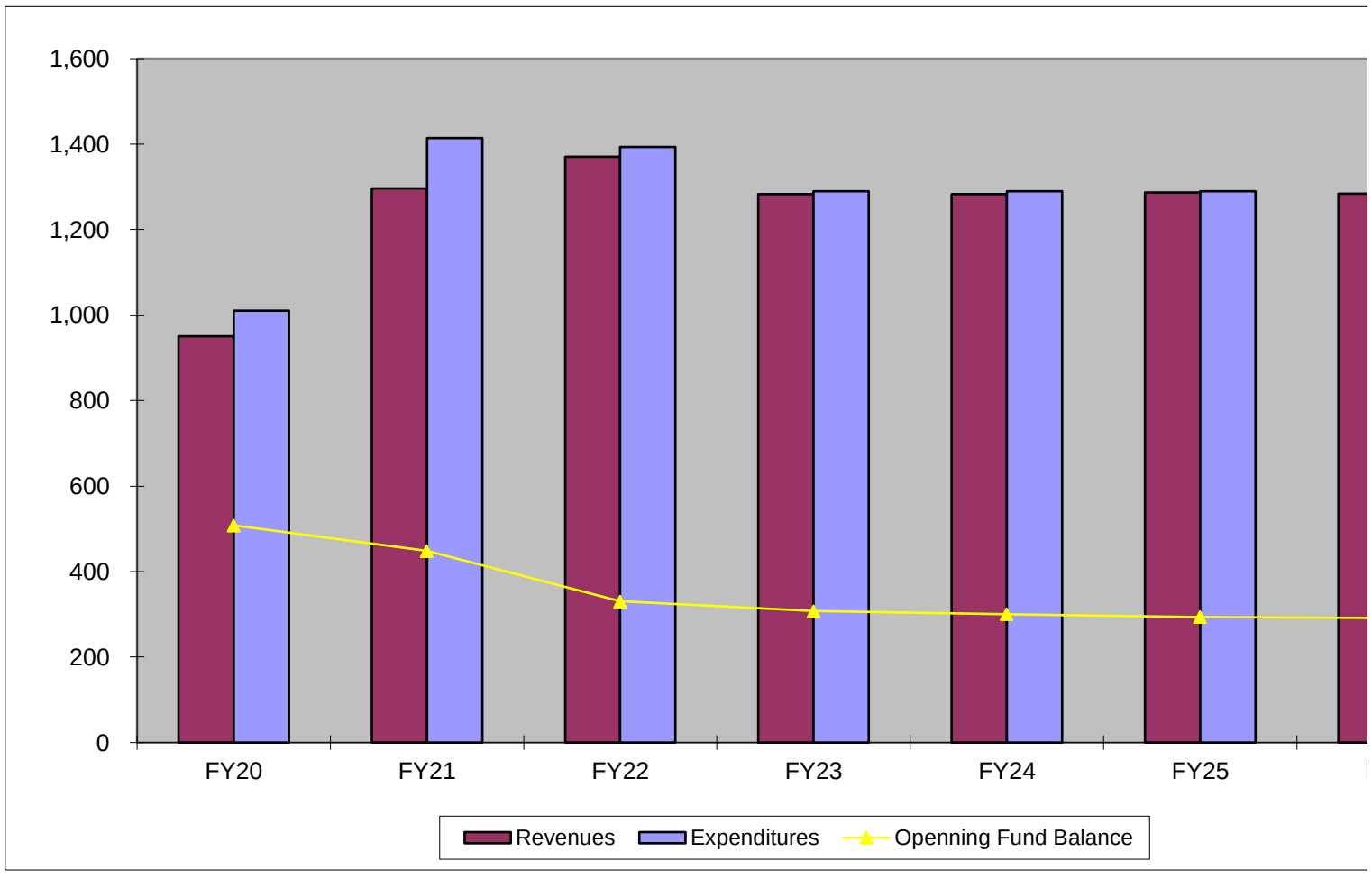
Assumptions: Taxes and interest earnings held steady. Will need to adjust tax levy if IMRF rate continues to climb.

Expenditure Detail	FY20	FY21	FY22	FY23	FY24	FY25
Salaries	0	0	0	0	0	0
Benefits	409	393	410	425	440	455
Purchased Services	0	0	0	0	0	0
Supplies & Materials	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other Objects	0	0	0	0	0	0
Transfers/Contingency	0	0	0	0	0	0
TOTAL	**409**	**393**	**410**	**425**	**440**	**455**

Assumptions: IMRF Board Contribution rate for 2018 is 14.21, and thereafter estimated at 14.5%

PROJECTION OF TOTAL REVENUE AND EXPENDITURES
DEBT SERVICE FUND ($,000)

	Actual FY20	Unaudited FY21	Estimated FY22	Estimated FY23	Estimated FY24	Estimated FY25
Openning Fund Balance	**508**	**448**	**330**	**307**	**301**	**294**
Revenues	950	1,296	1,370	1,283	1,283	1,287
Expenditures	1,010	1,414	1,393	1,290	1,290	1,290
Transfers In/Out	0	0	0	0	0	1
Increase (Decrease) in Fund Balance	(60)	(118)	(23)	(7)	(7)	(2)
Audit Adjustment						
Closing Balance as percent of Expend.	44.4%	23.3%	22.1%	23.3%	22.8%	22.6%



Revenue Detail	FY20	FY21	FY22	FY23	FY24	FY25
Taxes	802	922	880	881	881	885
Interest	11	1	2	2	2	2
State Sources	0	0	0	0	0	0
Local Sources	0	0	0	0	0	0
Transfers	0	0	0	0	0	0
Other Financing Sources	137	373	488	400	400	400
TOTAL	**950**	**1,296**	**1,370**	**1,283**	**1,283**	**1,287**

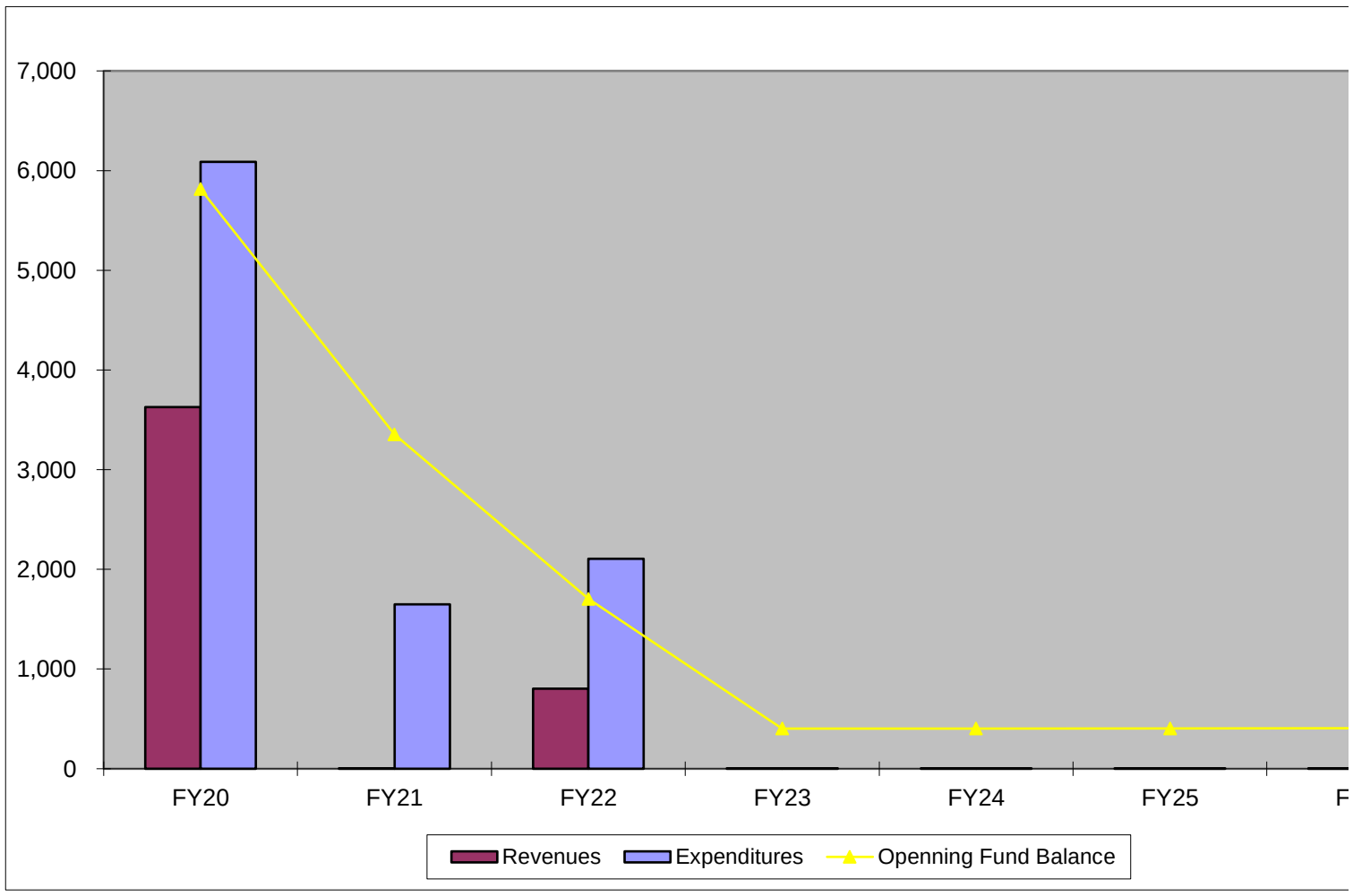
Assumptions: Taxes assessed based on bond payment schedule. Interest earnings held steady

Expenditure Detail	FY20	FY21	FY22	FY23	FY24	FY25
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Purchased Services	0	0	0	0	0	0
Supplies & Materials	0	0	0	0	0	0
Capital Outlay	120	110	117	110	110	110
Other Objects	890	1,304	1,276	1,180	1,180	1,180
Transfers/Contingency	0	0	0	0	0	0
TOTAL	**1,010**	**1,414**	**1,393**	**1,290**	**1,290**	**1,290**

Assumptions: Expenditures for bond payments are based on bond payment schedule and other long term debt. Interest earned is tr

PROJECTION OF TOTAL REVENUE AND EXPENDITURES
CAPITAL PROJECTS FUND ($,000)

	Actual FY20	Unaudited FY21	Estimated FY22	Estimated FY23	Estimated FY24	Estimated FY25
Openning Fund Balance	**5,814**	**3,353**	**1,705**	**404**	**404**	**404**
Revenues	3,628	1	805	1	1	1
Expenditures	6,089	1,649	2,105	1	1	1
Transfers In	0	0	0	0	0	1
Increase (Decrease) in Fund Balance	(2,461)	(1,648)	(1,300)	(0)	(0)	1
Audit Adjustment						
Closing Balance as percent of Expend.	55.1%	103.4%	19.2%	31671.2%	30139.9%	28750.0%



Revenue Detail	FY20	FY21	FY22	FY23	FY24	FY25
Taxes	0	0	0	0	0	0
Interest	10	1	1	1	1	1
State Sources	0	0	0	0	0	0
Local Sources	0	0	0	0	0	0
Transfers	0	0	0	0	0	0
Other Financing Sources	3,618	0	804	0	0	0
TOTAL	**3,628**	**1**	**805**	**1**	**1**	**1**

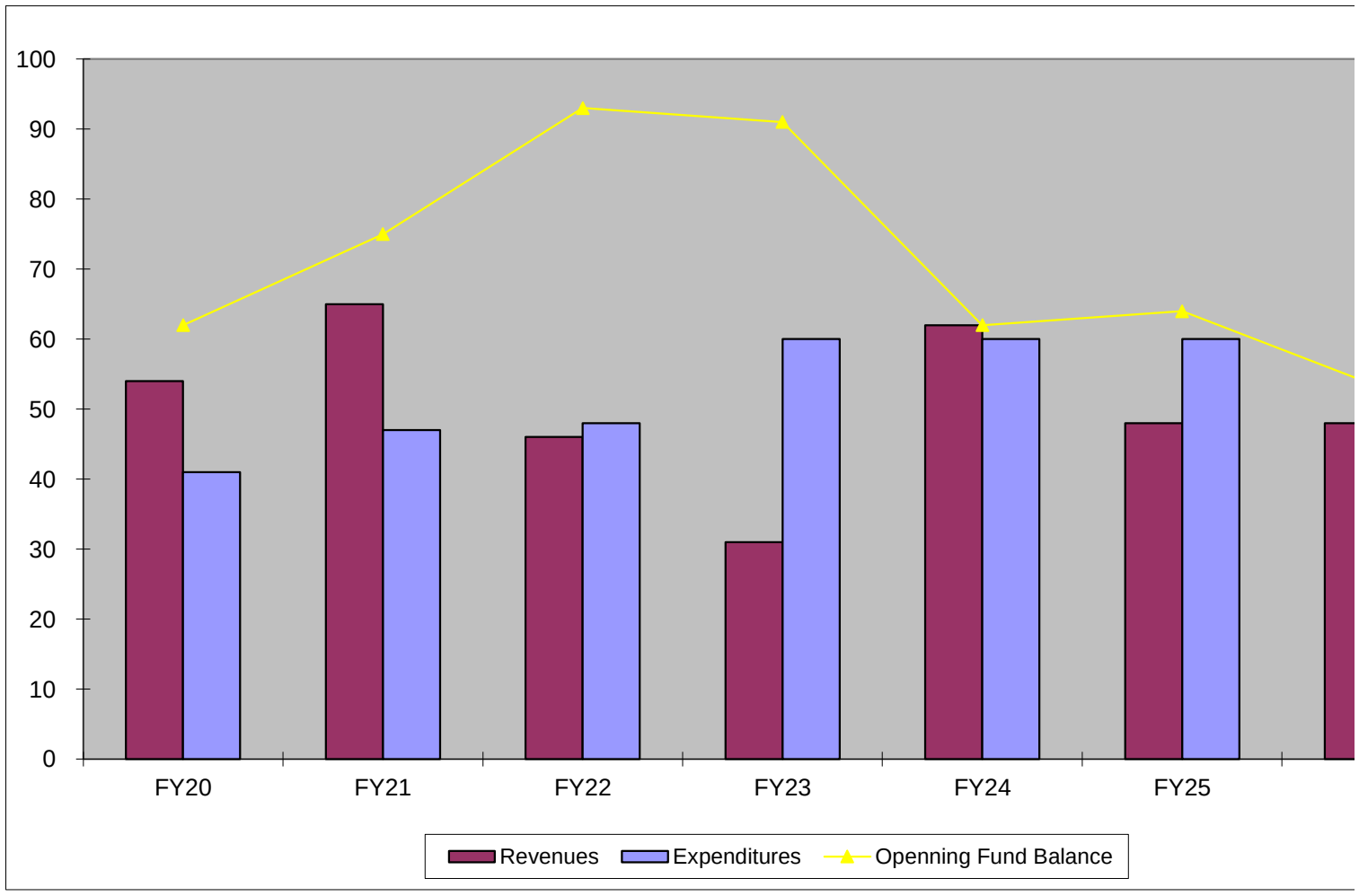
Assumptions: Interest earnings held steady. Impact Fees projection based on five builder donations per year.

Expenditure Detail	FY20	FY21	FY22	FY23	FY24	FY25
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Purchased Services	1	1	1	1	1	1
Supplies & Materials	0	0	0	0	0	0
Capital Outlay	6,088	1,648	2,104	0	0	0
Other Objects	0	0	0	0	0	0
Transfers/Contingency	0	0	0	0	0	0
TOTAL	**6,089**	**1,649**	**2,105**	**1**	**1**	**1**

Assumptions: Major capital improvements scheduled from FY18 - FY23

PROJECTION OF TOTAL REVENUE AND EXPENDITURES
TORT FUND ($,000)

	Actual FY20	Unaudited FY21	Estimated FY22	Estimated FY23	Estimated FY24	Estimated FY25
Openning Fund Balance	**62**	**75**	**93**	**91**	**62**	**64**
Revenues	54	65	46	31	62	48
Expenditures	41	47	48	60	60	60
Transfers In	0	0	0	0	0	1
Increase (Decrease) in Fund Balance	13	18	(2)	(29)	2	(11)
Audit Adjustment						
Closing Balance as percent of Expend.	182.9%	197.9%	189.6%	103.3%	106.7%	88.3%



Revenue Detail	FY20	FY21	FY22	FY23	FY24	FY25
Taxes	54	65	46	31	62	48
Interest	0	0	0	0	0	0
State Sources	0	0	0	0	0	0
Local Sources	0	0	0	0	0	0
Transfers	0	0	0	0	0	0
Other Financing Sources	0	0	0	0	0	0
TOTAL	**54**	**65**	**46**	**31**	**62**	**48**

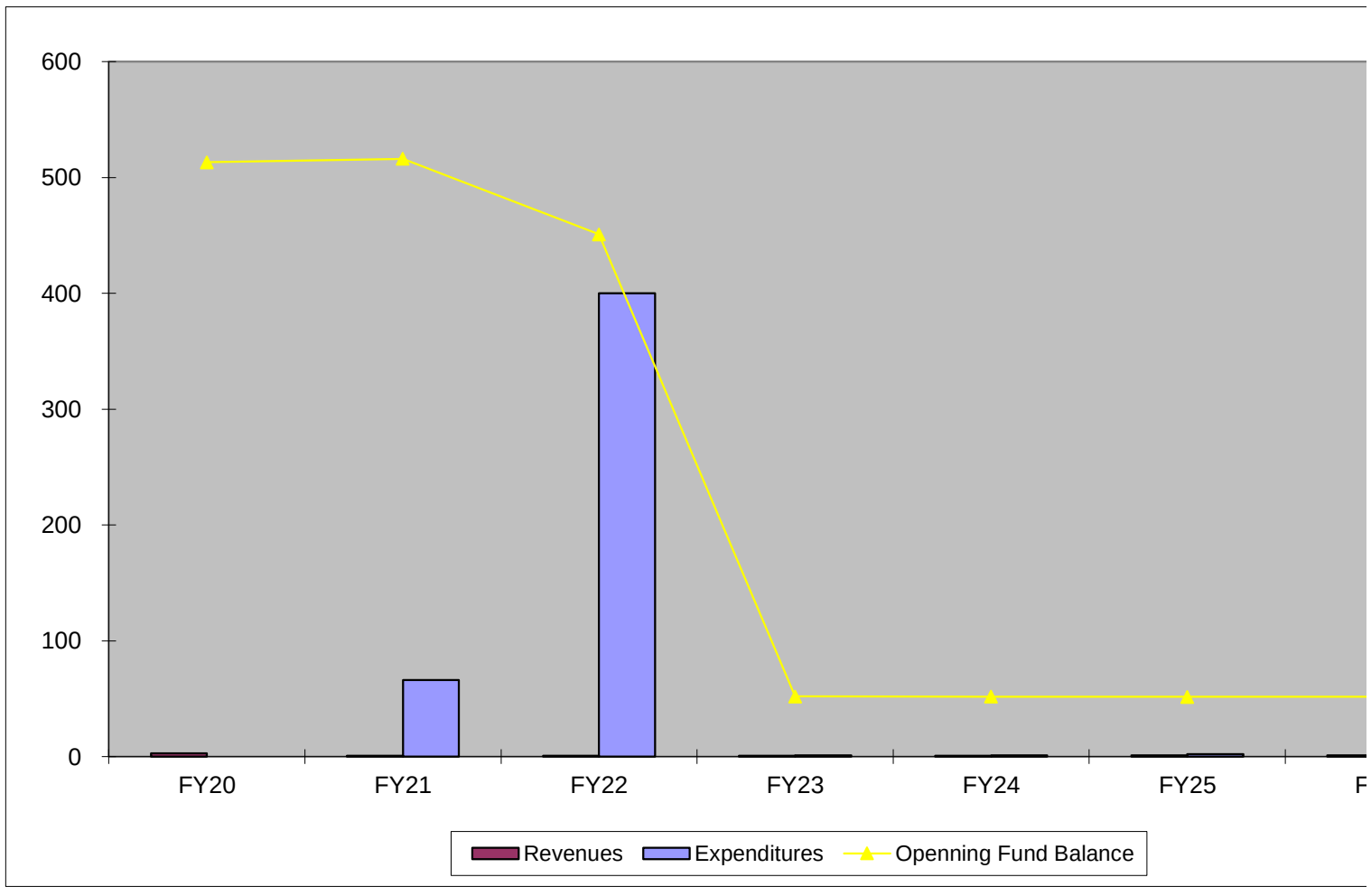
Assumptions: Nominal amount levied at this time. Interest earnings held steady

Expenditure Detail	FY20	FY21	FY22	FY23	FY24	FY25
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Purchased Services	41	47	48	60	60	60
Supplies & Materials	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other Objects	0	0	0	0	0	0
Transfers/Contingency	0	0	0	0	0	0
TOTAL	**41**	**47**	**48**	**60**	**60**	**60**

Assumptions: Expenditures are based on the amount levied and interest earned.

PROJECTION OF TOTAL REVENUE AND EXPENDITURES
LIFE SAFETY FUND ($,000)

	Actual FY20	Unaudited FY21	Estimated FY22	Estimated FY23	Estimated FY24	Estimated FY25
Openning Fund Balance	**513**	**516**	**451**	**52**	**52**	**52**
Revenues	3	1	1	1	1	1
Expenditures	0	66	400	1	1	2
Transfers In	0	0	0	0	0	1
Increase (Decrease) in Fund Balance	3	(65)	(399)	(0)	(0)	(0)
Audit Adjustment						
Closing Balance as percent of Expend.	#DIV/0!	683.4%	13.0%	5177.4%	5167.3%	2579.3%



Revenue Detail	FY20	FY21	FY22	FY23	FY24	FY25
Taxes	2	1	1	1	1	1
Interest	1	0	0	0	0	0
State Sources	0	0	0	0	0	0
Local Sources	0	0	0	0	0	0
Transfers	0	0	0	0	0	0
Other Financing Sources	0	0	0	0	0	0
TOTAL	**3**	**1**	**1**	**1**	**1**	**1**

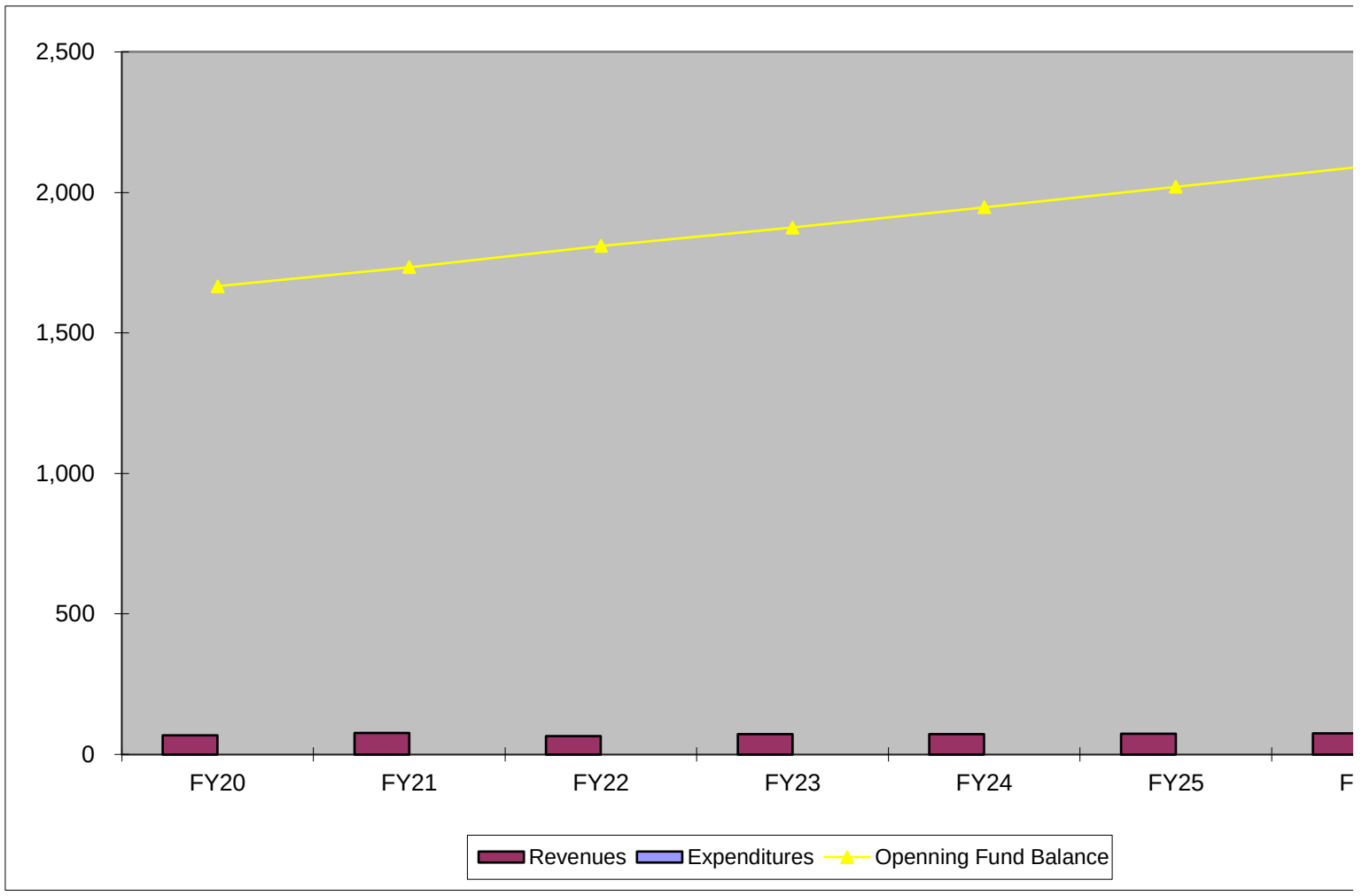
Assumptions: Taxes levied held steady. Interest earnings held steady

Expenditure Detail	FY20	FY21	FY22	FY23	FY24	FY25
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Purchased Services	0	0	400	0	0	0
Supplies & Materials	0	0	0	0	0	0
Capital Outlay >$2000	0	66	0	0	0	0
Other Objects/Contingency	0	0	0	0	0	0
Capital Outlay <$2000	0	0	0	1	1	2
TOTAL	**0**	**66**	**400**	**1**	**1**	**2**

Assumptions: Expenditures are based on actual life safety projections scheduled.

PROJECTION OF TOTAL REVENUE AND EXPENDITURES
WORKING CASH FUND ($,000)

	Actual FY20	Unaudited FY21	Estimated FY22	Estimated FY23	Estimated FY24	Estimated FY25
Openning Fund Balance	**1,666**	**1,734**	**1,810**	**1,875**	**1,947**	**2,020**
Revenues	68	76	65	72	73	74
Expenditures	0	0	0	0	0	0
Transfers In	0	0	0	0	0	0
Increase (Decrease) in Fund Balance	68	76	65	72	73	74
Closing Balance as percent of Expend.	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!



Revenue Detail	FY20	FY21	FY22	FY23	FY24	FY25
Taxes	54	72	61	68	69	70
Interest	14	4	4	4	4	4
State Sources	0	0	0	0	0	0
Local Sources (Rentals/CPPRT)	0	0	0	0	0	0
Transfers	0	0	0	0	0	0
Other -Loan Repayment	0	0	0	0	0	0
TOTAL	**68**	**76**	**65**	**72**	**73**	**74**

Assumptions: Taxes and Interest earnings held steady

Expenditure Detail	FY20	FY21	FY22	FY23	FY24	FY25
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Purchased Services	0	0	0	0	0	0
Supplies & Materials	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other Objects	0	0	0	0	0	0
Transfers/Contingency	0	0	0	0	0	0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Assumptions: This fund is used to reduce the need for TAW.

DISTRICT #76 - SUMMARY OF REVENUE & EXPENSE - 5 YEAR PROJECTION

	OPERATING FUNDS						NON-OPERATING FUNDS					
	Education Fund	O&M Fund	Transportation Fund	IMRF/SS Fund	Working Cash Fund	**Total Operating Funds**	Debt Serv Fund	Capital Projects Fund	Tort Fund	Life Safety Fund	**Total Non-Operating Funds**	**Total Funds**
Actual												
Beginning Balance, 7/1/16	6,693	1,095	857	471	1,303	*10,419*	621	396	19	545	*1,581*	12,000
Revenues	17,647	1,625	860	288	143	*20,563*	1,161	10	62	5	*1,238*	21,801
Expenditures	17,196	1,204	850	334	0	*19,584*	1,122	0	39	0	*1,161*	20,745
Transfers	(180)	(59)	0	0	(1)	*(240)*	0	0	0	0	*0*	(240)
Surplus/(Deficit)	271	362	10	(46)	142	***739***	39	10	23	5	*77*	816
Ending Balance, 6/30/17	6,964	1,457	867	425	1,445	***11,158***	660	406	42	550	*1,658*	12,816
Fund Balance as % of Exp	40%	121%	102%	127%	7%	***57%***	59%	n/a	108%	#DIV/0!	*143%*	*62%*
Beginning Balance, 7/1/17	6,964	1,457	867	425	1,445	*11,158*	660	406	42	550	*1,658*	12,816
Revenues	21,448	1,734	1,130	276	161	*24,750*	1,285	11,566	86	5	*12,942*	37,692
Expenditures	20,126	1,645	1,075	352	0	*23,198*	1,109	832	49	0	*1,990*	25,188
Transfers	0	0	0	1	0	*1*	0	0	0	0	*0*	1
Surplus/(Deficit)	1,322	89	55	(75)	161	***1,552***	176	10,734	37	5	*10,952*	12,504
Ending Balance, 6/30/18	8,286	1,546	922	350	1,606	***12,710***	836	11,140	79	555	*12,610*	25,320
Fund Balance as % of Exp	41%	94%	86%	100%	7%	***55%***	75%	n/a	161%	#DIV/0!	*634%*	*101%*
Beginning Balance, 7/1/18	8,901	1,553	922	350	1,606	*13,332*	836	11,140	79	555	*12,610*	25,942
Revenues	18,343	1,721	1,025	276	60	*21,424*	1,041	30	29	4	*1,104*	22,528
Expenditures	17,683	1,374	1,385	372	0	*20,814*	1,369	5,356	46	46	*6,817*	27,631
Transfers	0	0	0	1	0	*1*	0	0	0	0	*0*	1
Surplus/(Deficit)	660	347	(360)	(95)	60	***611***	(328)	(5,326)	(17)	(42)	*(5,713)*	(5,102)
Ending Balance, 6/30/19	9,561	1,900	562	255	1,666	***13,943***	508	5,814	62	513	*6,897*	20,840
Fund Balance as % of Exp	54%	138%	41%	69%	8%	***67%***	37%	n/a	135%	1115%	*101%*	*75%*
Beginning Balance, 7/1/19	9,561	1,900	562	255	1,666	*13,943*	508	5,814	62	513	*6,897*	20,840
Revenues	20,924	1,423	1,407	307	68	*24,129*	950	3,628	54	3	*4,635*	28,764
Expenditures	20,371	1,228	1,201	409	0	*23,209*	1,010	6,089	41	0	*7,140*	30,349
Transfers	0	0	0	0	0	*0*	0	0	0	0	*0*	0
Surplus/(Deficit)	553	195	206	(102)	68	***920***	(60)	(2,461)	13	3	*(2,505)*	(1,585)
Ending Balance, 6/30/20	10,114	2,095	767	153	1,734	***14,863***	448	3,353	75	516	*4,392*	19,255
Fund Balance as % of Exp	50%	171%	64%	37%	7%	***64%***	***44%***	***55%***	183%	#DIV/0!	*62%*	*63%*
Beginning Balance, 7/1/20	10,114	2,095	767	153	1,734	*14,863*	448	3,353	75	516	*4,392*	19,255
Revenues	19,723	1,183	1,561	425	76	*22,968*	1,296	1	65	1	*1,363*	24,331
Expenditures	18,885	1,008	1,115	393	0	*21,401*	1,414	1,649	47	66	*3,176*	24,577
Transfers	0	0	0	1	0	*1*	0	0	0	0	*0*	1
Surplus/(Deficit)	838	175	446	33	76	***1,568***	(118)	(1,648)	18	(65)	*(1,813)*	(245)
Ending Balance, 6/30/21	10,952	2,270	1,213	186	1,810	***16,431***	330	1,705	93	451	*2,579*	19,010
Fund Balance as % of Exp	58%	225%	109%	47%	8%	***77%***	23%	n/a	198%	683%	*81%*	*77%*
Projections												
Beginning Balance, 7/1/21	10,952	2,270	1,213	186	1,810	*16,431*	330	1,705	93	451	*2,579*	19,010
Revenues	19,472	1,049	1,581	478	65	*22,645*	1,370	805	46	1	*2,222*	24,867
Expenditures	19,483	1,229	1,268	410	0	*22,390*	1,393	2,105	48	400	*3,946*	26,336
Transfers	0	0	0	0	0	*0*	0	0	0	0	*0*	0
Surplus/(Deficit)	(11)	(180)	313	68	65	***255***	(23)	(1,300)	(2)	(399)	*(1,724)*	(1,469)
Ending Balance, 6/30/22	10,941	2,090	1,526	254	1,875	***16,686***	307	404	91	52	*855*	17,541
Fund Balance as % of Exp	56%	170%	120%	62%	8%	***75%***	22%	n/a	190%	13%	*22%*	*67%*
Beginning Balance, 7/1/22	10,941	2,090	1,526	254	1,875	*16,686*	307	404	91	52	*855*	17,541
Revenues	19,730	1,122	1,369	457	72	*22,750*	1,283	1	31	1	*1,316*	24,066
Expenditures	19,836	1,387	1,484	425	0	*23,131*	1,290	1	60	1	*1,352*	24,484
Transfers	0	0	0	1	0	*1*	0	0	0	0	*0*	1
Surplus/(Deficit)	(106)	(264)	(116)	34	72	***(380)***	(7)	(0)	(29)	(0)	*(36)*	(416)
Ending Balance, 6/30/23	10,836	1,825	1,410	288	1,947	***16,306***	301	404	62	52	*819*	17,124
Fund Balance as % of Exp	55%	132%	95%	68%	8%	***70%***	23%	n/a	103%	5167%	*61%*	*70%*
Beginning Balance, 7/1/23	10,836	1,825	1,410	288	1,947	*16,306*	301	404	62	52	*819*	17,124
Revenues	19,885	1,142	1,458	395	73	*22,953*	1,283	1	62	1	*1,347*	24,300
Expenditures	20,166	1,372	1,547	440	0	*23,526*	1,290	1	60	1	*1,352*	24,878
Transfers	0	0	0	1	0	*1*	0	0	0	0	*0*	1
Surplus/(Deficit)	(282)	(230)	(89)	(44)	73	***(572)***	(7)	(0)	2	(0)	*(5)*	(577)
Ending Balance, 6/30/24	10,554	1,595	1,321	244	2,020	***15,734***	294	404	64	52	*813*	16,548
Fund Balance as % of Exp	52%	116%	85%	55%	9%	***67%***	23%	n/a	107%	5156%	*60%*	*67%*
Beginning Balance, 7/1/24	10,554	1,595	1,321	244	2,020	*15,734*	294	404	64	52	*813*	16,548
Revenues	20,104	1,164	1,424	439	74	*23,205*	1,287	1	48	1	*1,337*	24,542
Expenditures	20,478	1,362	1,613	455	0	*23,909*	1,290	1	60	2	*1,353*	25,262
Transfers	0	0	0	1	0	*1*	1	1	1	1	*4*	5
Surplus/(Deficit)	(373)	(198)	(189)	(16)	74	***(703)***	(2)	1	(11)	(0)	*(13)*	(716)
Ending Balance, 6/30/25	10,181	1,397	1,132	228	2,094	***15,032***	291	405	53	51	*800*	15,832
Fund Balance as % of Exp	50%	103%	70%	50%	9%	***63%***	23%	n/a	88%	2574%	*59%*	*63%*
Beginning Balance, 7/1/25	10,181	1,397	1,132	228	2,094	*15,032*	291	405	53	51	*800*	15,832
Revenues	20,320	1,185	1,452	413	75	*23,444*	1,284	1	48	1	*1,334*	24,778
Expenditures	20,799	1,357	1,683	472	0	*24,309*	1,290	1	60	3	*1,354*	25,664
Transfers	0	0	0	1	0	*1*	2	2	2	2	*8*	9
Surplus/(Deficit)	(479)	(172)	(230)	(58)	75	***(864)***	(4)	2	(10)	(0)	*(13)*	(877)
Ending Balance, 6/30/26	9,702	1,225	902	170	2,168	***14,168***	287	406	43	51	*787*	14,955
Fund Balance as % of Exp	47%	90%	54%	36%	9%	***58%***	22%	n/a	72%	1713%	*58%*	*58%*

Diamond Lake School District 76
Board Finance Committee 5-Year Projection Summary
7/1/2021

		Operating Funds							Total Funds (Operating and Non-Operating)	
	School Year	Revenue	% Change	Expenses	% Change	Surplus (Deficit)	Fund Balance	Fund Balance/ Expense	Fund Balance	Fund Balance/ Expense
	2012-13	15,585	**1%**	14,631	**0%**	**954**	**6,978**	48%	**7,676**	50%
	2013-14	16,847	**8%**	15,325	**5%**	**1,522**	**8,500**	55%	**9,487**	60%
(1)	2014-15	16,455	**-2%**	15,727	**3%**	**728**	**9,227**	59%	**10,488**	64%
	2015-16	18,481	**12%**	17,289	**10%**	**1,192**	**10,419**	60%	**12,000**	66%
(2)	2016-17	20,563	**11%**	19,824	**15%**	**739**	**11,158**	56%	**12,816**	61%
(3)	2017-18	24,750	**20%**	23,197	**17%**	**1,552**	**12,710**	55%	**25,321**	101%
	2018-19	21,424	**-13%**	20,813	**-10%**	**611**	**13,322**	64%	**20,219**	73%
(5)	2019-20	24,129	**13%**	23,209	**12%**	**920**	**14,241**	61%	**18,633**	71%
	2020-21	22,968	**-5%**	21,400	**-8%**	**1,568**	**15,809**	74%	**18,388**	73%
(4)(6)(7)	2021-22	22,645	**-1%**	22,390	**5%**	**255**	**16,064**	72%	**16,919**	71%
	2022-23	22,750	**0%**	23,130	**3%**	**(380)**	**15,684**	68%	**16,503**	67%
	2023-24	22,953	**1%**	23,525	**2%**	**(572)**	**15,113**	64%	**15,926**	64%
	2024-25	23,205	**1%**	23,908	**2%**	**(703)**	**14,410**	60%	**15,210**	64%
	2024-26	23,444	**1%**	24,308	**2%**	**(864)**	**13,546**	56%	**13,546**	56%

(1) Beginning FY15, expenses include costs related to the 1:1 technology initiative and the Facility Study
(2) FY17 includes an ERO payment
(3) FY18 reflects potential savings of approximately $60,000 due to two retirees and $650,000 in Building and Life Safety work
(4) Updated tax levy year 2020 with announced 2.3% CPI, and 1.0% for each year thereafter
(5) FY20 reflects potential savings of approximately $80,000 due to one retiree
(6) FY22 reflects an approxomate savings of over $500,000 due to around 12 retirees
(7) FY22 reflects classroom renovation projects at DL and WOC

Other notes

Illinois State Board of Education recommends an Operating Fund balance at a minimum of 25% of expenditures.
The Operating Funds include the Education, Operations/Maintenance, Transportation, IMRF, and Working Cash Funds

DIAMOND LAKE SCHOOL DISTRICT 76
EXPENDITURES
BUDGET WORKSHEET

ACCOUNT NUMBER							DESCRIPTION	PROPOSED 21-22 BUDGET	Prior Budget Draft	ACTUAL 20-21 as of 6-30-2021	ADOPTED 20-21 BUDGET	ACTUAL 19-20 as of 6-30-2020
							(EDUCATION FUND)					
10	E	001	1110	1000	00	0	REG INST SALARIES - DL	790,686		606,006	710,983	611,122
10	E	002	1110	1000	00	0	REG INST SALARIES - WOIS	982,847		1,049,675	997,216	956,142
10	E	003	1110	1000	00	0	REG INST SALARIES - WO	1,311,801		1,650,169	1,661,969	1,638,711
10	E	000	1110	1100	00	0	Extra Duty Stipends	95,000		91,330	35,000	166,332
10	E	001	1110	1100	00	0	Extra Duty Stipend - DL	500		1,651	500	24
10	E	002	1110	1100	00	0	Extra Duty Stipends - WOIS	1,000		1,828	1,000	2,158
10	E	003	1110	1100	00	0	Extra Duty Stipends - WO	2,000		3,074	10,000	10,740
10	E	000	1110	1101	00	0	Attendance Stipend	4,600		9,700	4,500	4,800
10	E	001	1110	1101	00	0	Attendance Stipend - DL	150		1,700	400	1,900
10	E	002	1110	1101	00	0	Attendance Stipend - WOIS	150		900	400	400
10	E	003	1110	1101	00	0	Attendance Stipend - WO	150		600	400	400
10	E	000	1110	1110	00	0	Afterschool Tutoring/Homework Help Stipends	1,000		890	1,500	1,449
10	E	001	1110	1110	00	0	Afterschool Tutoring/Homework Help Stipends - DL	0		0	0	0
10	E	002	1110	1110	00	0	Afterschool Tutoring/Homework Help Stipends - WOIS	0		0	0	0
10	E	003	1110	1110	00	0	Afterschool Tutoring/Homework Help Stipends - WO	0		0	0	0
10	E	000	1110	1120	00	0	Summer Curriculum Work Stipends	250		281	500	117
10	E	001	1110	1120	00	0	Summer Curriculum Work Stipends - DL	250		0	500	0
10	E	002	1110	1120	00	0	Summer Curriculum Work Stipends - WOIS	250		0	500	0
10	E	003	1110	1120	00	0	Summer Curriculum Work Stipends - WO	250		0	500	0
10	E	000	1110	1130	00	0	Missed Plan Period Stipend	1,500		581	1,000	1,186
10	E	001	1110	1130	00	0	Missed Plan Period Stipend - DL	0		0	0	0
10	E	002	1110	1130	00	0	Missed Plan Period Stipend - WOIS	0		0	0	0
10	E	003	1110	1130	00	0	Missed Plan Period Stipend - WO	0		0	0	0
10	E	000	1110	1140	00	0	Before/Afterschool Meeting Stipend	14,000		14,920	15,000	13,672
10	E	001	1110	1140	00	0	Before/Afterschool Meeting Stipend - DL	400		108	500	180
10	E	002	1110	1140	00	0	Before/Afterschool Meeting Stipend - WOIS	400		0	500	143
10	E	003	1110	1140	00	0	Before/Afterschool Meeting Stipend - WO	400		0	500	0
10	E	000	1110	1150	00	0	Club Stipends	0		0	0	0
10	E	002	1110	1150	00	0	Club Stipends- WOIS	0		0	0	0
10	E	003	1110	1150	00	0	Club Stipends - WO	0		0	0	0
10	E	000	1110	1160	00	0	Translating Stipends	250		0	250	0
10	E	001	1110	1160	00	0	Translating Stipends - DL	250		0	250	0
10	E	002	1110	1160	00	0	Translating Stipends - WOIS	250		0	250	0
10	E	003	1110	1160	00	0	Translating Stipends - WO	250		0	250	0
10	E	000	1110	1170	00	0	Homebound Tutoring	3,000		0	3,000	1,351
10	E	000	1110	1200	00	0	SUB TCHRS/TEMP SAL	80,000		41,043	140,000	121,442
10	E	000	1110	1200	00	430000	SUB TCHRS/TEMP SAL - Title 1	54,392		89,278	0	0
10	E	000	1110	1201	00	0	SUB TCHRS - Internal Sub Stipend	8,000		1,953	8,000	12,493
10	E	000	1110	1500	00	0	CLERKS REG EDUCATION			0		0
10	E	000	1110	1210	00	0	Sub Aide Salaries	1,000		495	5,000	3,285
10	E	000	1110	1600	00	0	EARLY RET INCENT-Bonus Stipend	0		0	0	0
10	E	001	1110	1601	00	0	National Board Certification Stipend Dist (1)	0		0	0	0
10	E	000	1110	2110	00	0	TRS BOARD .92%+ .58% SURCHARGE = 1.50%	6,028		8,394	6,055	7,131
10	E	000	1110	2110	00	430000	TRS BOARD .92%+ .58% SURCHARGE = 1.50% Title 1			17		11
10	E	001	1110	2110	00	0	TRS BOARD .92%+ .58% SURCHARGE	7,959		7,728	21,037	8,863
10	E	002	1110	2110	00	0	TRS BOARD .92%+ .58% SURCHARGE	14,617		14,192	29,496	15,399
10	E	003	1110	2110	00	0	TRS BOARD .92%+ .58% SURCHARGE	21,621		20,991	49,372	24,790
10	E	003	1110	2111	00	430000	TRS BOARD .92%+ .58% SURCHARGE - Title 1	5,608		0		0
10	E	000	1110	2160	00	0	TRS Penalty/ERO EMPLOYER PAYMENT					
10	E	000	1110	2200	00	0	BENEFITS-REG INSTR	521,553		506,362	742,019	712,019
10	E	001	1110	2200	00	0	BENEFITS-REG INSTR	71,218		69,144	152,143	113,095
10	E	002	1110	2200	00	0	BENEFITS-REG INSTR	196,508		190,784	304,770	254,416
10	E	003	1110	2200	00	0	BENEFITS-REG INSTR	206,008		200,008	328,161	289,964
10	E	000	1110	2210	00	0	Insurance Flow Through			0	-896,066	-896,066
10	E	000	1110	2220	00	0	INS CO-OP TRUE-UP					
10	E	000	1110	2300	00	0	TUITION REIMBURSE/BOOKS	60,000		62,291	60,000	57,363
10	E	000	1110	3000		00	0	District Contractual Services	20,000		35,308	20,000	16,088
10	E	000	1110	3001		00	0	CONSULTANTS (Lk Cnty Educ Serv Ctr Services/Mawi)	5,000		3,335	5,000	3,335
10	E	002	1110	3001		00	0	Consulants - WOIS					
10	E	003	1110	3001		00	0	Professional Services/Speakers WO					
10	E	000	1110	3004		00	0	Software Subscriptions + LMS	45,437		50,780	13,135	16,661
10	E	001	1110	3004		00	0	Software Subscriptions - DL	13,000		19,438	11,000	0
10	E	002	1110	3004		00	0	Software Subscriptions - WOIS	24,000		30,883	22,000	21,637
10	E	003	1110	3004		00	0	Software Subscriptions - WO	27,100		29,960	17,000	17,707
10	E	000	1110	3100	0	00	0	Technology-Contractual Services (Powerschool/Repairs)	33,326		35,225	49,500	13,190
10	E	000	1110	3101	0	00	0	Technology Professional Services	2,500		67,751	72,881	67,034
10	E	001	1110	3100	0	00	0	Technology Services - DL					
10	E	000	1110	3102	0	00	0	Computer Repairs - Staff	5,000		0	5,000	0
10	E	000	1110	3103	0	00	0	Technology-Contractual Services	0		0	0	0
10	E	000	1110	3111	0	00	0	Purchased Services Apps - 1:1 Initative	0		0	0	0
10	E	000	1110	3141	0	00	0	Mileage Reimb	200		302	200	692
10	E	001	1110	3141	0	00	0	TRAVEL/WORKSHOPS DL Other than grants	100		74	100	0
10	E	002	1110	3141	0	00	0	TRAVEL/WORKSHOPS WOIS Other than grants	100		0	100	876
10	E	003	1110	3141	0	00	0	TRAVEL/WORKSHOPS WO Other than grants	100		58	100	197
10	E	000	1110	3161	0	00	0	STUDENT TESTING EXPENSES (AIMS)	0		0	0	0
10	E	000	1110	3201	0	00	0	Copier Lease Payment	0		0	17,000	0
10	E	000	1110	3203	0	00	0	Chromebook Rental Payment					
10	E	003	1110	3230	0	00	0	West Oak Warranty Services					
10	E	000	1110	3320	0	00	430000	WORKSHOPS District - Title 1	30,000			30,000	
10	E	001	1110	3320	0	00	0	WORKSHOPS DL Other than grants	1,000		0	8,000	1,161
10	E	002	1110	3320	0	00	0	WORKSHOPS WOIS Other than grants	1,000		0	8,000	769
10	E	003	1110	3320	0	00	0	WORKSHOPS WO Other than grants	1,000		823	8,000	992
10	E	000	1110	4100	0	00	0	General Student Supplies/Licenses			10,522		11,218
10	E	000	1110	4100	0	00	430000	Title 1 - Supplies - Homeless Students	5,000		12,869	5,000	9,894
10	E	000	1110	4103	0	00	499800	COVID Expenses			47,366		9,702

DIAMOND LAKE SCHOOL DISTRICT 76
EXPENDITURES
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									PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
10	E	000	1110	4102	0	00	0	Intervention Materials (Reading & Math)			165		0
10	E	001	1110	4100	0	00	0	ELEM GENERAL SUPPLY DL	20,000		15,351	28,000	5,783
10	E	001	1110	4101	0	00	0	ELEM GENERAL SUPPLY DL - First Grade	8,000		6,158	14,000	3,021
10	E	001	1110	4102	0	00	0	ELEM GENERAL SUPPLY DL - Kindergarten	3,000		2,598	4,000	3,499
10	E	002	1110	4100	0	00	0	ELEM GENERAL SUPPLY WOIS	20,000		11,920	12,500	18,508
10	E	002	1110	4100	1	00	0	ELEM GENERAL SUPPLY WOIS Curr Night/Meet & Greet	0		0	0	0
10	E	003	1110	4100	0	00	0	ELEM GENERAL SUPPLY WO 150	10,000		7,660	5,450	4,750
10	E	003	1110	4110	0	00	0	TEACHERS' SUPPLIES	7,000		0	6,000	1,809
10	E	001	1110	4120	0	00	0	ELEM GENERAL SUPPLY DL RTI/Student Support	500		856	3,000	0
10	E	003	1110	4121	0	00	0	CLASSROOM EQUIP/FURNITURE			0		0
10	E	003	1110	4130	0	00	0	COPY PAPER - WO	2,500		1,851	5,200	1,234
10	E	003	1110	4140	0	00	0	SCIENCE SUPPLIES	3,719		853	3,500	8,427
10	E	003	1110	4150	0	00	0	Club Expenses			0		0
10	E	003	1110	4160	0	00	0	BAND	28,068		8,809	10,000	12,325
10	E	003	1110	4170	0	00	0	Foreign Language Supplies	210		1,834	4,000	1,784
10	E	000	1110	4180	0	00	0	CONSUMABLES SUPPLIES			230		0
10	E	001	1110	4180	0	00	0	CONSUMABLES DL	2,000		2,311	3,000	3,759
10	E	002	1110	4180	0	00	0	CONSUMABLES WOIS	3,000		4,164	6,000	8,069
10	E	0	1110	4200	0	00	0	TEXTBOOKS (Social Studies Curriculum Supplies)	1,000		0	13,000	0
10	E	001	1110	4200	0	00	0	TEXTBOOKS - DL	1,000		1,655	1,000	0
10	E	002	1110	4200	0	00	0	TEXTBOOKS - WOIS	1,500		1,998	1,500	557
10	E	003	1110	4200	0	00	0	TEXTBOOKS - WO	3,000		0	3,000	293
10	E	003	1110	4210	0	00	0	READING WO	5,517		3,977	5,555	9,242
10	E	003	1110	4220	0	00	0	REPLACEMENT BOOKS WO	0		198	0	0
10	E	003	1110	4230	0	00	0	Math Supplies - WO	2,250		1,104	2,075	879
10	E	003	1110	4240	0	00	0	Social Studies Licenses WO	100		997	10,900	10,669
10	E	0	1110	4800	0	00	0	Technology Supplies - Memory/Computer Battery	27,917		28,864	25,000	10,054
10	E	0	1110	4801	0	00	0	Technology Supplies/Equipment - 1:1 Initiative			0		0
10	E	001	1110	4800	0	00	0	TECHNOLOGY SUPPLIES-DL	1,500		2,935	8,000	1,167
10	E	002	1110	4800	0	00	0	TECHNOLOGY SUPPLIES-WOIS	1,500		0	7,000	299
10	E	003	1110	4800	0	00	0	TECHNOLOGY SUPPLIES-WO	1,800		2,455	9,000	4,650
10	E	001	1110	4880	0	00	0	COPIER SUPPLIES DL	1,000		1,436	6,500	2,468
10	E	002	1110	4880	0	00	0	COPIER SUPPLIES WOIS	250		0	1,000	0
10	E	003	1110	4880	0	00	0	COPIER SUPPLIES WO	1,000		0	500	0
10	E	001	1110	4910	0	00	0	MUSIC - DL	1,000		102	400	112
10	E	002	1110	4910	0	00	0	MUSIC-WOIS	1,500		510	3,000	972
10	E	003	1110	4910	0	00	0	CHOIR/MUSIC	5,100		4,955	3,000	1,938
10	E	001	1110	4930	0	00	0	ART - DL	1,000		709	1,700	531
10	E	002	1110	4930	0	00	0	ART - WOIS	2,000		1,575	3,000	2,196
10	E	003	1110	4930	0	00	0	ART - WO	3,600		3,335	3,600	1,559
10	E	0	1110	5500	0	00	0	Capital Outlay more than $2000 (E-Rate Projects)	45,500		81,769	85,500	45,919
10	E	001	1110	5500	0	00	0	ED. CAPITAL DL more than $2000	0		0	0	2,509
10	E	002	1110	5500	0	00	0	ED. CAPITAL WOIS more than $2000	0		0	0	0
10	E	003	1110	5500	0	00	0	ED. CAPITAL WO more than $2000	2,000		885	4,000	3,481
10	E	0	1110	7000	0	00	0	CAPITAL EQUIP - New Computers/Equip	20,000		6,337	20,000	49,187
10	E	001	1110	7000	0	00	0	ED. CAPITAL DL	0		0	0	5,898
10	E	002	1110	7000	0	00	0	ED. CAPITAL WOIS	0		0	500	0
10	E	003	1110	7000	0	00	0	ED. CAPITAL WO	2,000		0	2,000	0
10	E	0	1110	7000	0	00	0	Capital Outlay-Equipment					
10	E	0	1110	6200	0	00	0	TAW INTEREST					
10	E	0	1110	6400	0	00	0	Dues					
		*TOTAL							4,920,991		5,201,343	5,014,752	4,553,734
10	E	001	1125	1000	0	00	370500	PRE - K SALARIES TCHR	242,806		222,949	160,413	178,568
10	E	001	1125	1501	0	00	370500	PRE - K SALARIES AIDE - Grant	20,940		21,169	16,942	19,494
10	E	001	1125	1501	0	00	460000	PRE - K SALARIES AIDE	13,789		0	13,789	0
10	E	001	1125	2110	0	00		PRE - K TRS BOARD .92%+ .58% SURCHARGE	7,163		2,890	4,732	2,693
10	E	001	1125	2200	0	00	370500	PRE - K BENEFITS -Grant	34,202		33,206	31,157	40,585
10	E	001	1125	2200	0	00	0	PRE - K BENEFITS Non-Grant	0		0	2,000	0
10	E	001	1125	3000	0	00	370500	PRE - K Purchased Services (Assembly)	0		0	0	0
10	E	001	1125	4100	0	00		PRE - K SUPPLIES	1,500		1,170	3,000	2,259
10	E	001	1125	5500	0	00	370500	PRE - K CAPITAL OUTLAY	0		131	0	303
		*TOTAL							320,400		281,514	232,033	243,902
10	E	0	1200	1000	0	00	0	Adaptive PE Salaries (.04)	0		0	0	0
10	E	0	1200	2110	0	00	0	TRS Employer Share	0		0	0	0
		*TOTAL							0		0	0	0
10	E	0	1212	3000	0	00	0	BD Therapy Services	0			0	
		*TOTAL							0		0	0	0
10	E	0	1205	1000	0	00	0	LD TCHR SALARIES					
10	E	001	1205	1001	0	00	0	LD TCHR SALARIES - DL	183,884		186,747	258,741	177,958
10	E	002	1205	1001	0	00	0	LD TCHR SALARIES - WOIS	190,388		180,361	190,689	170,159
10	E	003	1205	1001	0	00	0	LD TCHR SALARIES - WO	267,287		206,462	239,805	217,729
10	E	0	1205	1003	0	00	0	SUMMER SCH SALARIES	0		0	0	0
10	E	0	1205	1003	0	00	430000	SUMMER SCH SALARIES - Title 1	0		0	0	0
10	E	0	1205	1110	0	00	0	Afterschool Tutoring - Spec Educ	100		0	150	0
10	E	001	1205	1130	0	00	0	Missed Plan Period - Spec Educ - DL	50		0	150	0
10	E	002	1205	1130	0	00	0	Missed Plan Period - Spec Educ - WOIS	100		0	200	0
10	E	003	1205	1130	0	00	0	Missed Plan Period - Spec Educ - WO	100		0	200	0
10	E	001	1205	1140	0	00	0	Before/Afterschool Mtg - Spec Educ - DL	100		0	250	0
10	E	002	1205	1140	0	00	0	Before/Afterschool Mtg - Spec Educ - WOIS	1,000		1,091	1,000	895
10	E	003	1205	1140	0	00	0	Before/Afterschool Mtg - Spec Educ - WO	300		297	500	440
10	E	0	1205	1502	0	00	0	LD CLERK SALARIES	0		14,473	0	18,776
10	E	001	1205	1502	0	00	0	LD CLERK SALARIES - DL	65,316		67,834	89,500	86,897
10	E	002	1205	1502	0	00	0	LD CLERK SALARIES - WOIS	53,903		40,418	123,500	82,074
10	E	003	1205	1502	0	00	0	LD CLERK SALARIES - WO	35,000		2,817	60,000	15,359
10	E	0	1205	1502	0	00	462000	IDEA LD CLERK SALARIES	146,868		150,004	155,222	55,743
10	E	0	1205	2110	0	00	0	TRS BOARD .92%+ .58% SURCHARGE	3		0	4	0

DIAMOND LAKE SCHOOL DISTRICT 76
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									PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
10	E	001	1205	2110	0	00	0	TRS BOARD .92%+ .58% SURCHARGE - DL	5,429		2,578	7,645	2,653
10	E	002	1205	2110	0	00	0	TRS BOARD .92%+ .58% SURCHARGE - WOIS	5,649		2,283	5,661	2,642
10	E	003	1205	2110	0	00	0	TRS BOARD .92%+ .58% SURCHARGE - WO	7,897		2,584	7,095	2,992
10	E	0	1205	2200	0	00	0	BENEFITS-LD SERV	0			0	
10	E	001	1205	2200	0	00	0	BENEFITS-LD SERV - DL	105,059		101,999	72,844	69,375
10	E	002	1205	2200	0	00	0	BENEFITS-LD SERV - WOIS	54,869		53,271	84,865	80,824
10	E	003	1205	2200	0	00	0	BENEFITS-LD SERV - WO	60,598		58,833	75,722	72,117
10	E	0	1205	2200	0	00	462000	BENEFITS-LD SERV	0			0	
10	E	0	1205	3100	0	00		LD Services - Spec Educ Database Annual License	8,000		7,016	8,000	6,889
10	E	0	1205	3100	0	00	462000	Special Education Purchased Service - IDEA	9,500		18,000	9,500	15,191
10	E	0	1205	3130	0	00	0	LD Services-Medicaid Outreach Fee	1,000		0	1,000	0
10	E	0	1205	3230	0	00	0	LD Services-Professional Services/Consultants	1,000		3,433	1,000	19
10	E	0	1205	3320	0	00	0	LD Services - Workshops	0		40	0	0
10	E	0	1205	4100	0	00	0	LD SUPPLIES/Intervention Materials	5,000		4,196	13,000	488
10	E	0	1205	4100	0	00	462000	IDEA Supplies - Chromebooks/Ipads and cases	36,337		36,031	36,337	8,217
10	E	001	1205	4100	0	00	0	SUPPLIES DL	2,000		1,608	3,000	1,959
10	E	002	1205	4100	0	00	0	SUPPLIES WOIS	2,000		16	2,000	0
10	E	003	1205	4100	0	00	0	SUPPLIES WO	2,000		2,184	2,000	362
10	E	0	1205	4104	0	00	0	Summer School Special Education Supplies	4,000		0	8,000	0
10	E	0	1205	4110	0	00	0	Special Education Testing Supplies	0		0	0	0
10	E	0	1205	4110	0	00	462000	IDEA Supplies	2,000		0	3,000	0
10	E	001	1205	4110	0	00	0	SUPPLIES DL - LOP	0		409	0	1,408
10	E	0	1205	7000	0	00	0	Capital Outlay	1,000		0	1,000	0
10	E	002	1205	7000	0	00	0	Capital Outlay less than $2000 - WOIS	2,000		3,805	2,000	0
		*TOTAL							1,259,738		1,148,790	1,463,581	1,091,165
10	E	0	1225	1000	0	00	460000	Spec Educ E.C Salaries Tchr (pd through grant)	0		0	0	0
10	E	0	1225	1000	0	00	0	Spec Educ E.C Salaries Tchr	0		0	0	0
10	E	0	1225	1502	0	00	0	Spec Educ E.C Salaries Aide	16,311		16,150	28,868	28,582
10	E	0	1225	1502	0	00	460000	Spec Educ E.C Salaries Aide (pd through grant)	10,854		13,987	10,854	10,891
10	E	0	1225	2110	0	00		TRS BOARD .92%+ .58% SURCHARGE - DL	0		0	0	0
10	E	0	1225	2130	0	00	460000	Spec Educ Early Childhood TRS Board Contr 9.85%	0		0	0	0
10	E	0	1225	2200	0	00	0	Spec Educ E.C Benefits Tchr/Aide	9,611		8,899	11,144	10,319
10	E	0	1225	3000	0	00	460000	Spec Educ E.C Contractual Services	0		0	0	0
10	E	0	1225	3004	0	00	460000	Spec Educ E.C Software applications	0		0	0	0
10	E	0	1225	4100	0	00		Spec Educ E.C Supplies - Non Grant	500		0	1,000	1,167
10	E	0	1225	4100	0	00	460000	Spec Educ E.C Supplies	0		0	0	312
10	E	0	1225	5000	0	00	460000	Spec Educ E.C Capitalized Equipment	0		0	0	0
10	E	0	1225	7000	0	00	460000	Spec Educ E.C. Capital Outlay	250		0	250	0
		*TOTAL							37,526		39,036	52,116	51,272
10	E	0	1250	1000	0	00	430000	TITLE I Grant Teacher Salaries (pd through grant)	0		0	0	0
10	E	001	1250	1000	0	00	430000	TITLE I Grant Teacher Salaries (pd through grant) - DL	67,068		38,858	63,893	61,288
10	E	002	1250	1000	0	00	430000	TITLE I Grant Teacher Salaries (pd through grant) - WOIS	72,401		39,645	68,973	66,453
10	E	003	1250	1000	0	00	430000	TITLE I Grant Teacher Salaries (pd through grant) - WO	57,723		41,795	81,875	78,550
10	E	001	1250	1110	0	00	430000	TITLE I Grant Afterschool Tutorial	19,718		0	5,000	0
10	E	003	1250	1110	0	00	430000	TITLE I Grant Afterschool Tutorial			0		0
10	E	0	1250	2110	0	00	430000	Title 1 - TRS Employer Portion	0		0	0	0
10	E	001	1250	2110	0	00	0	Title 1 - TRS Employer Portion - DL	2,560		428	2,032	928
10	E	002	1250	2110	0	00	0	Title 1 - TRS Employer Portion - WOIS	2,136		428	2,035	1,002
10	E	003	1250	2110	0	00	0	Title 1 - TRS Employer Portion - WO	1,703		429	2,415	1,190
10	E	0	1250	2111	0	00	430000	TITLE I - TRS 10.31%	0		0	0	0
10	E	001	1250	2111	0	00	430000	TITLE I - TRS 10.31% - DL	8,948		3,961	6,786	6,597
10	E	002	1250	2111	0	00	430000	TITLE I - TRS 10.31% - WOIS	7,465		4,036	6,794	7,121
10	E	003	1250	2111	0	00	430000	TITLE I - TRS 10.31% - WOMS	5,951		4,315	8,065	8,453
10	E	0	1250	2200	0	00	430000	TITLE 1 GRANT-BENEFITS					
10	E	0	1250	2200	0	00	0	Reading Essentials Benefits					
10	E	002	1250	3004	0	00	0	Reading Essentials Software	0		0	0	0
10	E	0	1250	3004	0	00	430000	Title I - Professional Development	0		15,788	5,000	22,275
10	E	0	1250	4100	0	00	499800	Grant Supplies - ESSER	185,000		66,591	0	524
10	E	001	1250	4100	0	00	430000	TITLE I SUPPLIES - Grant - DL	0			0	
10	E	002	1250	4100	0	00	430000	TITLE I SUPPLIES - Grant - WOIS	44,600		2,200	0	2,751
10	E	001	1250	4100	0	00	0	REMEDIAL READING SUPPLIES - DL	100		201	100	1,406
10	E	002	1250	4100	0	00	0	REMEDIAL READING SUPPLIES - WOIS	150		188	500	143
10	E	003	1250	4100	0	00	0	REMEDIAL READING SUPPLIES - WO	350		981	2,000	0
10	E	0	1250	5500	0	00	430000	TITLE I SUPPLIES - Grant - Capital Outlay >$2000	0			0	
10	E	0	1250	7000	0	00	430000	TITLE I SUPPLIES - Grant - Capital Outlay <$2000	0			0	
		*TOTAL							475,872		219,842	255,468	258,679
10	E	0	1255	1000	0	00	499800	Teacher Salaries - ESSER	152,702				
10	E	001	1255	1000	0	00	0	Reading Essentials Teacher Salaries - DL	55,000		109,276	87,372	79,779
10	E	002	1255	1000	0	00	0	Reading Essentials Teacher Salaries - WOIS	147,625		228,063	185,394	174,716
10	E	003	1255	1000	0	00	0	Reading Essentials Teacher Salaries - WO	75,696		125,170	150,441	140,863
10	E	0	1255	2110	0	00	0	TRS Employer Share	15,000				
10	E	001	1255	2110	0	00	0	TRS BOARD .92%+ .58% SURCHARGE - DL	1,623		4,010	2,577	1,208
10	E	002	1255	2110	0	00	0	TRS BOARD .92%+ .58% SURCHARGE - WOIS	4,355		5,997	5,469	2,695
10	E	003	1255	2110	0	00	0	TRS BOARD .92%+ .58% SURCHARGE - WO	2,233		5,944	4,438	2,124
10	E	0	1255	2200	0	00	0	Benefits - Reading Essentials	0			0	
10	E	001	1255	2200	0	00	0	Benefits - Reading Essentials - DL	18,687		17,798	21,670	20,638
10	E	002	1255	2200	0	00	0	Benefits - Reading Essentials - WOIS	9,363		8,917	10,860	10,343
10	E	003	1255	2200	0	00	0	Benefits - Reading Essentials - WO	33,871		32,258	38,821	36,973
10	E	0	1255	4101	0	00	0	Math Support Supplies	0		0	0	0
		*TOTAL							516,154		537,433	507,044	469,339
10	E	0	1500	1001	0	00	0	ATHLETIC EXTRA DUTY STIPENDS	0		4,706	0	11,843
10	E	0	1500	1002	0	00	0	COACHING STIPENDS	0		797	0	48,477
10	E	0	1500	2110	0	00	0	TRS Employer Share	0		71	0	751
10	E	0	1500	3151	0	00	0	REFEREES/OFFICIALS	0		0	0	6,019
10	E	0	1500	3232	0	00	0	Interscholastic PE Maint Service			0		0
10	E	0	1500	4100	0	00	0	Interscholastic PE Equipment	0		0	0	0
10	E	001	1500	4100	0	00	0	PE SUPPLIES - DL	1,000		2,384	1,000	2,320
10	E	002	1500	4100	0	00	0	PE SUPPLIES - WOIS	1,000		692	1,000	150

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									PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
10	E	003	1500	4100	0	00	0	PE SUPPLIES-WO	18,000		1,667	2,500	1,791
10	E	003	1500	4110	0	00	0	Interscholastic PE Equipment	2,000		0	2,000	0
10	E	003	1500	7000	0	00	0	CAPITAL OUTLAY	0		0	0	0
		*TOTAL							22,000		10,316	6,500	71,352
10	E	0	1600	1003	0	00	0	SUMMER SCH SALARIES	105,000		173,467	100,000	104,730
10	E	0	1600	2110	0	00	0	TRS Employer Share	3,056		6,100	2,910	4,494
10	E	0	1600	3230	0	00	0	SUMMER SCH PROF SERVICES	500		0	5,000	0
10	E	0	1600	4100	0	00	0	Summer School Supplies	10,000		1,016	12,000	16,389
10	E	0	1601	1003	0	00	0	Summer School Enrichment Salaries	750		0	3,000	0
10	E	0	1601	2110	0	00	0	TRS Employer Share	22		0	89	0
		*TOTAL							119,328		180,583	122,999	125,613
10	E	0	1650	1000	0	00	0	GIFTED PROG SALARIES					
10	E	001	1650	1000	0	00	0	GIFTED PROG SALARIES - DL	0		9,811	0	30,442
10	E	002	1650	1000	0	00	0	GIFTED PROG SALARIES - WOIS	88,192		0	83,200	0
10	E	003	1650	1000	0	00	0	GIFTED PROG SALARIES - WO			0	60,000	0
10	E	0	1650	2110	0	14	0	TRS Employer Share					
10	E	001	1650	2110	0	14	0	TRS Employer Share - DL	0		0	0	297
10	E	002	1650	2110	0	14	0	TRS Employer Share - WOIS	2,602		0	2,454	-25
10	E	003	1650	2110	0	14	0	TRS Employer Share - WO	0		0	1,770	0
10	E	001	1650	2200	0	00	0	GIFTED PROGRAM-BENEFITS - DL	0		2,371	0	24
10	E	002	1650	2200	0	00	0	GIFTED PROGRAM-BENEFITS - WOIS	18,000		35,595	18,000	30,957
10	E	003	1650	2200	0	00	0	GIFTED PROGRAM-BENEFITS - WO	15,000		0	15,000	0
10	E	0	1650	3161	0	00	0	GIFTED PROG Testing Services	2,000		0	2,000	0
10	E	0	1650	3320	0	00	0	GIFTED PROG Staff Development	0		0	0	0
10	E	0	1650	4100	0	00	0	GIFTED PROG SUPPLIES	500		0	500	0
10	E	001	1650	4100	0	00	0	GIFTED PROG SUPPLIES-DL	150		0	300	217
10	E	002	1650	4100	0	00	0	GIFTED PROG SUPPLIES-WOIS	1,000		0	1,500	3,504
10	E	003	1650	4100	0	00	0	GIFTED PROG SUPPLIES-WO	250		0	250	0
		*TOTAL							127,694		47,777	184,974	65,416
10	E	001	1800	1000	0	00	493200	Title 2 - Class-size Reduction Salary (pd through grant)	0		0	0	0
10	E	0	1800	1000	0	00	440000	Title 4 - Salaries	14,731			15,132	
10	E	0	1800	1000	0	00	330500	BILINGUAL GRANT SALARIES	0		10,862	0	32,586
10	E	0	1800	1000	0	00	0	Language Program Coor Salary	0		0	0	0
10	E	001	1800	1000	0	00	330500	Bilingual Salaries - DL	0		0	0	0
10	E	001	1800	1000	0	00	0	Bilingual Salaries - DL	224,303		253,785	256,470	243,554
10	E	002	1800	1000	0	00	0	Bilingual Salaries - WOIS	508,704		389,521	462,872	353,192
10	E	002	1800	1000	0	00	330500	Bilingual Salaries - WOIS	0		98,675	0	93,202
10	E	003	1800	1000	0	00	0	Bilingual Salaries - WO	124,246		178,288	182,928	172,327
10	E	003	1800	1000	0	00	330500	Bilingual Salaries - WO	0		0	0	0
10	E	0	1800	1100	0	00	490900	Title III Grant - Stipends	4,500		7,032	21,105	21,105
10	E	0	1800	1103	0	00	0	Dual Language Classroom Stipend			0		0
10	E	001	1800	1103	0	00	0	Dual Language Classroom Stipend - DL	17,800		12,768	16,290	10,445
10	E	002	1800	1103	0	00	0	Dual Language Classroom Stipend - WOIS	21,872		30,657	20,016	30,983
10	E	003	1800	1103	0	00	0	Dual Language Classroom Stipend - WO	4,420		0	4,045	0
10	E	0	1800	1508	0	00	330500	BILINGUAL GRANT-TCHR AIDE	0		0	0	0
10	E	000	1800	2110	0	00		TRS Employer Share	0		0	0	0
10	E	001	1800	2110	0	00		TRS Employer Share - DL	6,617		3,454	7,566	3,823
10	E	002	1800	2110	0	00		TRS Employer Share - WOIS	15,007		16,575	13,655	5,715
10	E	003	1800	2110	0	00		TRS Employer Share - WO	3,665		2,243	5,396	2,589
10	E	001	1800	2110	0	00	330500	TRS Employer Share	0		0	0	0
10	E	002	1800	2110	0	00	330500	TRS Employer Share	0		1,359	0	1,426
10	E	003	1800	2110	0	00	330500	TRS Employer Share	0		3,852	0	3,852
10	E	0	1800	2110	0	00	490900	TRS Employer Share	133		0	623	0
10	E	0	1800	2110	0	00	493200	TRS Employer Share	0		963	0	0
10	E	0	1800	2111	0	00	490900	Title 3 Grant-TRS Board Contr 10.66%	3,199		623	3,199	2,495
10	E	0	1800	2111	0	00	493200	Class-Size Reduction Grant-TRS Contr 10.66%	3,635		0	3,635	0
10	E	0	1800	2200	0	00	0	BILINGUAL GRANT - BENEFITS	0		0	0	0
10	E	001	1800	2200	0	00	0	BILINGUAL GRANT - BENEFITS - DL	79,135		76,830	65,972	84,536
10	E	002	1800	2200	0	00	0	BILINGUAL GRANT - BENEFITS - WOIS	94,996		92,229	86,520	105,089
10	E	003	1800	2200	0	00	0	BILINGUAL GRANT - BENEFITS - WO	58,851		57,137	45,423	58,444
10	E	0	1800	3000	0	00	0	Bilingual - Professional Services	750		32	1,500	-950
10	E	0	1800	3004	0	00	0	Bilingual - Professional Services	0		0	300	0
10	E	0	1800	3320	0	00	0	Bilingual Director Workshops	0		50	0	1,200
10	E	0	1800	4100	0	00	0	Bilingual Director Supplies	450		180	1,200	10,687
10	E	001	1800	4100	0	00	0	BILINGUAL SUPPLIES - DL	1,500		1,582	5,000	253
10	E	002	1800	4100	0	00	0	BILINGUAL SUPPLIES -WOIS	2,500		2,003	5,000	2,419
10	E	003	1800	4100	0	00	0	BILINGUAL SUPPLIES - WO	4,950		2,267	6,000	2,900
10	E	0	1800	4100	0	00	490900	Title III Language Acquisition Supplies	2,000		0	2,000	1,810
10	E	0	1800	4100	0	00	440000	Bilingual IEP Literacy Supplies	0		0	0	0
10	E	0	1800	4200	0	00	0	Bilingual Program Dual Lang Balanced Literacy Materials	20,000		0	20,000	0
10	E	003	1800	5000	0	00	490900	Bilingual Capital Outlay +$2000	0		28,824	0	0
10	E	0	1800	6400	0	00	0	Bilingual Director Dues/Fees	500		0	500	0
10	E	003	1800	7000	0	00	0	Bilingual Capital Outlay -$2000	1,000		0	1,000	0
		*TOTAL							1,219,465		1,271,790	1,253,346	1,243,681
10	E	0	1900	3320	0	00	440000	DRUG FREE GRANT Contractual Services - Discontinued	0			0	
10	E	0	1900	4100	0	00	440000	DRUG FREE GRANT SUPPLIES	0			0	
10	E	0	1910	6700	0	00	0	Private Facility Tuition	500		745	500	420
10	E	0	1912	6700	0	00	0	SPECIAL ED TUITION-Private Facility	90,000		70,155	90,000	160,163
		*TOTAL							90,500		70,900	90,500	160,583
10	E	0	2110	1000	0	00	0	SOCIAL WORK SALARIES					
10	E	001	2110	1000	0	00	0	SOCIAL WORK SALARIES - DL	53,629		44,498	55,898	49,296
10	E	002	2110	1000	0	00	0	SOCIAL WORK SALARIES - WOIS	63,836		48,998	26,507	20,830
10	E	003	2110	1000	0	00	0	SOCIAL WORK SALARIES - WO	56,421		61,078	105,526	97,362
10	E	0	2110	2110	00	00	0	TRS Employer Share			0		0
10	E	001	2110	2110	00	00	0	TRS Employer Share - DL	1,582		544	1,649	743
10	E	002	2110	2110	00	00	0	TRS Employer Share - WOIS	1,883		735	782	0
10	E	003	2110	2110	00	00	0	TRS Employer Share - WO	1,664		672	3,113	1,468

DIAMOND LAKE SCHOOL DISTRICT 76
EXPENDITURES
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									PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
10	E	0	2110	2200	0	00	0	BENEFITS-SOCIAL WORKER	0		0	0	736
10	E	001	2110	2200	0	00	0	BENEFITS-SOCIAL WORKER - DL	9,166		8,899	10,835	10,319
10	E	002	2110	2200	0	00	0	BENEFITS-SOCIAL WORKER - WOIS	9,166		8,899	8,454	8,051
10	E	003	2110	2200	0	00	0	BENEFITS-SOCIAL WORKER - WO	9,166		8,899	21,670	20,638
10	E	001	2110	3161	0	00	0	Social Work Assessment Materials	0		0	0	0
10	E	001	2110	4100	0	00	462000	Social Work Curriculum Supplies	0		0	0	38
10	E	001	2110	4100	0	00	0	SOCIAL WORKER SUPPLIES - DL	750		48,145	750	670
10	E	002	2110	4100	0	00	0	SOCIAL WORKER SUPPLIES - WOIS	600		220	600	203
10	E	003	2110	4100	0	00	0	SOCIAL WORKER SUPPLIES - WO	350		324	500	523
10	E	001	2110	5500	0	00	0	SOCIAL WORKER CAPITAL OUTLAY - DL	0		0	0	0
		*TOTAL							208,213		231,910	236,284	210,878
10	E	0	2130	1000	0	00	0	HEALTH SERVICES SALARIES	0			0	
10	E	001	2130	1000	0	00	0	HEALTH SERVICES SALARIES - DL	0		40,515	21,616	20,986
10	E	002	2130	1000	0	00	0	HEALTH SERVICES SALARIES - WOIS	50,000		6,099	37,686	36,589
10	E	003	2130	1000	0	00	0	HEALTH SERVICES SALARIES - WO	63,378		61,233	61,234	59,450
10	E	0	2131	1000	0	00	462000	OCCUPATIONAL THERAPY - SALARY (GRANT)	44,496		32,417	28,496	18,333
10	E	0	2131	1000	0	00	0	Occupational Therapy - Salary	15,000		8,583	15,000	15,000
10	E	0	2130	2110	00	00	0	TRS Employer Share	0		0	0	0
10	E	0	2130	2200	0	00	0	Occupational Therapy/Nurse - Benefits			0		0
10	E	0	2130	3000	0	00	0	OCCUPATIONAL THERAPY PURCH SERV	0		0	0	0
10	E	0	2130	2200	0	00	0	BENEFITS-HEALTH SERV	0		0	10,358	0
10	E	001	2130	2200	0	00	0	BENEFITS-HEALTH SERV - DL	0		8,974	10,358	10,024
10	E	002	2130	2200	0	00	0	BENEFITS-HEALTH SERV - WOIS	10,358		0	10,358	10,024
10	E	003	2130	2200	0	00	0	BENEFITS-HEALTH SERV - WO	3,811		7,742	3,811	10,024
10	E	001	2130	3000	0	00	0	Contractual Services - DL	0		0	0	0
10	E	002	2130	3000	0	00	0	Contractual Services - WOIS	0		0	0	0
10	E	003	2130	3000	0	00	0	Contractual Services - WO	0		0	0	0
10	E	0	2131	3000	0	00	0	Occupation Therapy Purchase Services			0		0
10	E	001	2130	3320	0	00	0	TRAVEL/WORKSHOP HEALTH SERV F.H.	400		495	400	85
10	E	0	2132	3230	0	00	462000	Physical Therapy-Contractual Services (IDEA Grant)	10,000		9,094	10,000	37,912
10	E	002	2130	3320	0	00	0	TRAVEL/WORKSHOP HEALTH SERV D.L.	50		0	200	400
10	E	003	2130	3320	0	00	0	TRAVEL/WORKSHOP HEALTH SERV WO	200		279	200	85
10	E	0	2130	4100	0	00	0	Nurse Supplies - epi-pens	450		0	500	0
10	E	001	2130	4100	0	00	0	HEALTH CLERK SUPPLIES DL	1,000		941	1,500	375
10	E	002	2130	4100	0	00	0	HEALTH CLERK SUPPLIES WOIS	1,000		1,473	1,500	1,865
10	E	003	2130	4100	0	00	0	HEALTH CLERK SUPPLIES WO	1,990		1,455	1,500	1,182
10	E	0	2131	4100	0	00	0	Occupation Therapy Supplies	450		0	500	1,606
10	E	001	2130	7000	0	00	0	HEALTH CLERK Capital Outlay under $2k	0		0	0	0
10	E	002	2130	7000	0	00	0	HEALTH CLERK SUPPLIES Defibrillator	0		0	0	0
10	E	003	2130	7000	0	00	0	HEALTH CLERK SUPPLIES Defibrillator	0		0	0	0
		*TOTAL							202,583		179,300	215,216	223,941
10	E	0	2140	1000	0	00	0	PSYCHOLOGIST SALARY	0		0	75,291	12,198
10	E	0	2140	2110	00	00	0	TRS Employer Share	0		0	2,221	0
10	E	0	2140	2200	0	00	0	BENEFITS-PSYCHOLOGIST	0		1,978	10,835	10,319
10	E	0	2140	3230	0	00	0	PROF SERVICES - PSYCH EVAL	34,000		32,016	5,000	19,045
10	E	0	2140	4100	0	00		PSYCHOLOGICAL SERVICES SUPPLIES	750		0	750	1,413
		*TOTAL							34,750		33,993	94,097	42,976
10	E	0	2150	1000	0	00	0	SPEECH/LANG SALARIES/Summer Speech					
10	E	001	2150	1000	0	00	0	SPEECH/LANG SALARIES/Summer Speech - DL	150,739		208,691	212,630	201,094
10	E	002	2150	1000	0	00	0	SPEECH/LANG SALARIES/Summer Speech - WOIS	22,019		0	15,000	0
10	E	003	2150	1000	0	00	0	SPEECH/LANG SALARIES/Summer Speech - WO	46,781		0	15,000	0
10	E	0	2150	2110	00	00	0	TRS Employer Share	0		0	0	0
10	E	001	2150	2110	00	00	0	TRS Employer Share - DL	4,447		2,667	6,273	3,049
10	E	002	2150	2110	00	00	0	TRS Employer Share - WOIS	650		0	443	0
10	E	003	2150	2110	00	00	0	TRS Employer Share - WO	1,380		0	443	0
10	E	0	2150	2200	0	00	0	BENEFITS SPEECH/LANG SERV	0		0	0	0
10	E	001	2150	2200	0	00	0	BENEFITS SPEECH/LANG SERV - DL	9,344		8,899	10,835	10,319
10	E	002	2150	2200	0	00	0	BENEFITS SPEECH/LANG SERV - WOIS	0		0	5,000	0
10	E	003	2150	2200	0	00	0	BENEFITS SPEECH/LANG SERV - WO	11,309		10,771	12,725	12,119
10	E	0	2150	3000	0	00	0	SPEECH/LANG SERV Contractual	0		0	0	0
10	E	0	2150	3000	0	00	462000	SPEECH/LANG SERV Contractual - IDEA Grant	0		0	0	0
10	E	0	2150	4100	0	00	462000	SPEECH/LANG SERV Supplies - IDEA Grant	0		0	0	0
10	E	001	2150	4100	0	00	0	SPEECH SUPPLIES - DL	200		0	500	2,376
10	E	002	2150	4100	0	00	0	SPEECH SUPPLIES-WOIS	150		0	150	124
10	E	003	2150	4100	0	00	0	SPEECH SUPPLIES-WO	215		104	215	0
		*TOTAL							247,233		231,131	279,212	229,080
10	E	0	2190	1000	0	00	0	Director of Student Services - Salary	0		0	0	0
10	E	0	2190	2110	0	00	0	TRS Employer Share	0		0	0	0
10	E	0	2190	2200	0	00	0	Pupil Services Benefits	0		0	0	0
10	E	0	2190	3400	0	00	0	Pupil Services - Phone Expenses	0		0	0	0
10	E	0	2190	3320	0	00	0	Pupil Services Staff Development	300		0	800	0
10	E	0	2190	4100	0	00	0	Supplies	0		0	2,000	109
10	E	001	2190	4100	0	00	0	Supplies PBIS - DL	1,000		760	1,500	280
10	E	002	2190	4100	0	00	0	Supplies PBIS - WOIS	2,000		109	2,000	322
10	E	003	2190	4100	0	00	0	Supplies PBIS - WO	2,000		1,419	1,500	394
10	E	0	2190	6400	0	00		Dues	250		0	250	0
		*TOTAL							5,550		2,288	8,050	1,106
10	E	0	2210	1000	0	00	0	Curriculum Director - Salary	146,460		146,460	153,783	146,460
10	E	0	2210	1100	0	00	0	Instructional Coach	197,339		0	0	0
10	E	0	2210	1100	0	00	430000	Staff Development Stipends - Title 1	18,130		0	60,000	0
10	E	001	2210	1111	0	00	0	Instructional Specialists - PreK	11,461		11,461	3,932	3,932
10	E	0	2210	1112	0	00	0	Summer Workshop Stipends	25,000		0	15,000	0
10	E	0	2210	1120	0	00	0	Staff Development Stipends (Math/Reading/Spec Educ/SEL Worksh	2,500		1,489	2,500	2,600
10	E	0	2210	1500	0	00	0	Curriculum Secretary	45,441		43,693	44,100	0
10	E	0	2210	1500	1	00	0	Curriculum Secretary-Overtime	1,500		0	1,500	0
10	E	0	2210	2110	0	00	0	TRS Employer Share	4,321		2,224	4,537	2,248
10	E	0	2210	2110	0	00	430000	TRS Employer Share	1,869		432	5,910	241

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									PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
10	E	0	2210	2110	0	00	370500	TRS Employer Share	60		52	60	59
10	E	0	2210	2111	0	00		TRS Employer Share	70		0	70	61
10	E	0	2210	2111	0	00	430000	Federal TRS Employer Share	0		2,728	0	1,668
10	E	0	2210	2200	0	00	0	Curriculum Benefits	30,276		29,394	20,266	19,301
10	E	0	2210	3400	0	00	0	Curr Services - Phone Expenses	1,200		1,200	1,200	1,200
10	E	0	2210	3230	0	00	0	Staff Development - Services (Humanex)	5,000		458	25,000	35,272
10	E	0	2210	3320	0	00	0	Staff Development	50,000		42,455	50,000	0
10	E	0	2210	3321	0	00	0	Staff Development - Trainers - 1:1 Initiative	5,000		12,760	20,000	19,430
10	E	0	2210	3320	0	00	370500	Pre-K Program - Workshop/Staff Development	0		0	0	0
10	E	0	2210	3320	0	00	399900	Staff Development - Hold Harmless	0		0	0	0
10	E	0	2210	3320	0	00	430000	Title I Grant-Staff Development	45,000		0	34,000	0
10	E	0	2210	3320	0	00	462000	IDEA GRANT-STAFF DEV	5,000		0	15,000	0
10	E	0	2210	3320	0	00	460000	IDEA Preschool - Staff Development	250		0	250	0
10	E	0	2210	3320	0	00	490900	Title III Grant - Staff Development	500		0	500	0
10	E	0	2210	3320	0	00	493200	Title 2 Grant - Staff Development	36,295		32,898	28,235	17,878
10	E	0	2210	4100	0	00		Supplies	7,500		9,604	7,500	6,547
10	E	0	2210	4100	0	00	490900	Title 3 Grant-Workshop Supplies	0		0	0	0
10	E	0	2210	4106	0	00		Meeting Expenses	2,000		729	4,000	3,036
10	E	0	2210	7000	0	00		Curr Expenses - Capital Outlay <$2000	0		0	0	0
10	E	0	2210	6400	0	00		Dues	500		414	500	0
10	E	0	2210	8000	0	00		Curr Services - Termination Expenses	0		0	0	0
		*TOTAL							642,671		338,450	497,842	259,934
10	E	0	2220	1000	0	00	0	EDUC MEDIA SALARY / Summer Hours	0		0	0	0
10	E	001	2220	1000	0	00	0	EDUC MEDIA SALARY / Summer Hours - DL	60,000		8,617	56,051	49,444
10	E	002	2220	1000	0	00	0	EDUC MEDIA SALARY / Summer Hours - WOIS	60,000		103,832	106,137	97,953
10	E	003	2220	1000	0	00	0	EDUC MEDIA SALARY / Summer Hours - WO	55,000		105,081	46,350	0
10	E	0	2220	1500	0	00	0	MEDIA CENTER-AIDE SALARY	0		0	0	0
10	E	0	2220	2110	0	00	0	TRS Employer Share	0		0	0	0
10	E	001	2220	2110	0	00	0	TRS Employer Share - DL	1,770		0	1,654	777
10	E	002	2220	2110	0	00	0	TRS Employer Share - WOIS	1,770		1,310	3,131	1,483
10	E	003	2220	2110	0	00	0	TRS Employer Share - WO	1,623		1,576	1,367	0
10	E	0	2220	2200	0	00	0	BENEFITS EDUC MEDIA SERV	0		0	0	0
10	E	001	2220	2200	0	00	0	BENEFITS EDUC MEDIA SERV - DL	10,358		1,720	10,358	10,319
10	E	002	2220	2200	0	00	0	BENEFITS EDUC MEDIA SERV - WOIS	10,358		8,899	10,358	10,319
10	E	003	2220	2200	0	00	0	BENEFITS EDUC MEDIA SERV - WO	10,358		0	10,358	0
10	E	001	2220	3230	0	00	0	Media Center Contractual/Purchased Services - DL	1,103		2,200	1,000	1,093
10	E	002	2220	3230	0	00	0	Media Center Contractual/Purchased Services - WOIS	717		0	3,300	4,840
10	E	003	2220	3230	0	00	0	Media Center Contractual/Purchased Services - WO	717		1,000	800	4,210
10	E	001	2220	4100	0	00	0	SUPPLIES - MEDIA	500		0	1,500	922
10	E	002	2220	4100	0	00	0	MEDIA - WOIS	1,000		0	2,000	1,075
10	E	003	2220	4100	0	00	0	MEDIA SUPPLIES-WO	1,000		658	1,500	1,368
10	E	0	2220	4110	0	00	0	LIBRARY PER-CAPITA GRANT SUPPLIES	0		0	350	0
10	E	001	2220	4110	0	00	0	DL Library Target Grant	0		0	0	0
10	E	001	2220	4300	0	00	0	COLLECTION ENLARGEMENT - DL	500		0	400	0
10	E	002	2220	4300	0	00	0	COLLECTION ENLARGEMENT - WOIS	500		0	0	0
10	E	003	2220	4300	0	00	0	COLLECTION ENLARGEMENT - WO	500		0	2,000	-2,306
10	E	0	2220	4400	0	00	0	LITERATURE TO GO-DIST SHARE	0		0	0	0
10	E	002	2220	5500	0	00	0	MEDIA CAPITAL WOIS	0		0	0	0
10	E	003	2220	5500	0	00	0	MEDIA CAPITAL WO	0		0	0	0
10	E	001	2220	7000	0	00	0	EDUC MEDIA - CAPITAL OUTLAY LESS THAN $2000	0		0	0	0
10	E	002	2220	7000	0	00	0	EDUC MEDIA - CAPITAL OUTLAY LESS THAN $2000	0		0	0	0
10	E	003	2220	7000	0	00	0	EDUC MEDIA - CAPITAL OUTLAY LESS THAN $2000	0		0	0	0
		*TOTAL							217,772		234,893	258,613	181,498
10	E	0	2230	4100	0	00	462000	IDEA Grant - Assessment Supplies	750		0	1,000	0
10	E	0	2230	4100	0	00	462000	IDEA Grant - Testing Equipment - Assessment Supplies	300		0	500	0
10	E	0	2230	4100	0	00	430000	Title I - Assessment Supplies	22,000		0	12,500	0
		*TOTAL							23,050		0	14,000	0
10	E	0	2310	1000	0	00	0	BRD ED SERV TREAS/SEC SALARIES/Taping Meetings	2,000		0	3,500	2,000
10	E	0	2310	2200	0	00	0	BRD ED Benefits	0		0	0	0
10	E	0	2310	3000	0	00	0	BRD ED PURCHASED SERV	20,000		22,999	20,000	16,401
10	E	0	2310	3110	0	00	0	Superintendent Search Services	0		0	0	0
10	E	0	2310	3121	0	00	0	Enrollment Projection	0		0	0	0
10	E	0	2310	3170	0	00	0	AUDIT SERVICES	16,000		18,425	16,000	10,000
10	E	0	2310	3180	0	00	0	LEGAL SERVICES	60,000		51,989	75,000	59,476
10	E	0	2310	3191	0	00	0	CRIMINAL BACKGROUND	2,000		1,239	12,000	1,481
10	E	0	2310	3320	0	00	0	Board Staff Development/Workshops	3,500		1,700	3,500	5,806
10	E	0	2310	3500	0	00	0	PUBLICATIONS/ADVERTISING	6,000		100	6,000	449
10	E	0	2365	3800	0	00	0	UNEMPLOYMENT	35,000		7,513	45,000	639
10	E	0	2365	3810	0	00	0	INS-WORKERS COMP	28,141		28,141	46,736	0
10	E	0	2365	3820	0	00	0	TORT LIAB INSURANCE-CLIC+Student Ins	13,375		12,159	26,887	35,902
10	E	0	2310	4100	0	00	0	BRD ED SERVICES GENERAL	20,000		12,920	20,000	18,566
10	E	0	2310	4400	0	00	0	NEWS LETTERS	4,000		0	4,000	0
		*TOTAL							210,016		157,184	278,623	150,719
10	E	0	2321	1000	0	00	0	OFFICE OF SUPT SERVICES	234,374		227,548	238,033	227,240
10	E	0	2321	1011	0	00	0	DISTRICT SECRETARY	49,441		46,683	48,000	59,410
10	E	0	2321	1012	1	00	0	DIST SECY-OVERTIME/TEMP SAL	1,000		0	1,000	0
10	E	0	2321	2110	0	00	0	TRS Employer Share	11,528		13,528	9,004	11,004
10	E	0	2321	2112	0	00	0	TRS Board Paid TRS	20,883		19,888	25,260	24,057
10	E	0	2321	2200	0	00	0	OFFICE OF SUPT SERVICE BENEFITS	39,612		38,458	9,983	9,973
10	E	0	2321	3141	0	00	0	OFFICE OF SUPT Travel Allowance	2,400		2,432	2,400	2,400
10	E	0	2321	3180	0	00	0	OFFICE OF SUPT Legal Services	0		0	0	0
10	E	0	2321	3320	0	00	0	OFFICE OF SUPT Professional Development	10,000		2,644	10,000	12,588
10	E	0	2321	3401	0	00	0	POSTAGE/MAILING	3,500		2,605	3,500	3,865
10	E	0	2321	4100	0	00	0	OFFICE OF SUPT SUPPLIES	8,000		12,528	8,000	9,806
10	E	0	2321	4110	0	00	0	OFFICE OF SUPT TRAVEL/MOVING EXPENSES	0		501	0	0
10	E	0	2321	6400	0	00	0	OFFICE OF SUPT DUES/FEES	4,000		2,606	4,000	4,233
10	E	0	2321	7000	0	00	0	CAP OUTLAY	0		0	0	0
10	E	0	2321	8000	0	00	0	OFFICE OF SUPT Termination Expenses	0		0	0	0

DIAMOND LAKE SCHOOL DISTRICT 76
EXPENDITURES
BUDGET WORKSHEET

									PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
		*TOTAL							384,737		369,422	359,180	364,576
10	E	0	2190	1000	0	00	0	Student Services - Salary					
10	E	0	2330	1000	0	00	0	Director of Student Services - Salary	120,000		139,013	70,000	68,584
10	E	0	2330	1011	0	00		Spec Educ Secretary Salary	0		0	0	0
10	E	0	2330	1012	0	00		Spec Educ Secretary - Overtime	300		0	300	0
10	E	0	2330	2110	0	00		TRS Employer Share	3,540		2,085	2,065	1,029
10	E	0	2330	2200	0	00	0	Director of Student Services - Benefits	11,000		3,562	11,000	4,275
10	E	0	2330	3141	0	00	0	Director of Student Services - Travel Expenses	1,200		1,200	1,200	0
10	E	0	2330	3320	0	00	0	Director of Student Services - Workshops/Staff Dev	1,500		0	1,500	0
10	E	0	2330	4100	0	00	0	Director of Student Services - Supplies	1,000		1,114	1,000	0
10	E	0	2330	5500	0	00	0	Director of Student Services - Capital Outlay	0		0	0	0
10	E	0	2330	6400	0	00	0	Director of Student Services - Dues	400		589	400	0
10	E	0	2330	7000	0	00	0	Director of Student Services - Capital Outlay	0		0	0	0
		*TOTAL							138,940		147,563	87,465	73,888
10	E	0	2410	1000	0	00	0	PRINCIPAL SALARIES					
10	E	01	2410	1000	0	00	0	PRINCIPAL SALARIES - DL	130,000		57,803	125,587	59,803
10	E	02	2410	1000	0	00	0	PRINCIPAL SALARIES - WOIS	129,725		128,008	126,808	124,315
10	E	03	2410	1000	0	00	0	PRINCIPAL SALARIES - WO	218,666		230,402	218,750	262,504
10	E	0	2410	1011	0	00	0	PRINC SECY SALARIES	0		0	0	0
10	E	01	2410	1011	0	00	0	PRINC SECY SALARIES - DL	57,472		55,798	66,950	73,772
10	E	02	2410	1011	0	00	0	PRINC SECY SALARIES - WOIS	66,230		64,301	55,620	40,700
10	E	03	2410	1011	0	00	0	PRINC SECY SALARIES - WO	44,580		43,282	66,950	64,820
10	E	0	2410	1012	1	00	0	PRINC SECY-OVERTIME/TEMP	0		0	0	0
10	E	01	2410	1012	1	00	0	PRINC SECY-OVERTIME/TEMP - DL	1,000		126	1,000	1,096
10	E	02	2410	1012	1	00	0	PRINC SECY-OVERTIME/TEMP - WOIS	2,000		1,708	2,000	2,970
10	E	03	2410	1012	1	00	0	PRINC SECY-OVERTIME/TEMP - WO	1,000		0	1,000	0
10	E	0	2410	1250	0	00	0	ASST PRINC SALARY	0		0	0	0
10	E	0	2410	2110	0	00	0	TRS Employer Share	0		0	0	0
10	E	01	2410	2110	0	00	0	TRS Employer Share - DL	3,835		867	3,705	897
10	E	02	2410	2110	0	00	0	TRS Employer Share - WOIS	3,827		1,902	3,741	1,847
10	E	03	2410	2110	0	00	0	TRS Employer Share - WO	6,451		3,252	6,453	3,955
10	E	0	2410	2200	0	00	0	BENEFIT PRINC SERV	0		0	0	0
10	E	0	2410	2200	0	00	0	BENEFIT PRINC SERV - DL	19,085		18,529	26,186	25,423
10	E	0	2410	2200	0	00	0	BENEFIT PRINC SERV - WOIS	23,370		22,690	30,258	29,376
10	E	0	2410	2200	0	00	0	BENEFIT PRINC SERV - WO	42,798		41,552	57,020	55,359
10	E	001	2410	3000	0	00	0	Purchase Services - DL	0		0	0	0
10	E	002	2410	3000	0	00	0	Purchase Services - WOIS	0		0	0	0
10	E	003	2410	3000	0	00	0	Purchase Services - WO	0		0	0	0
10	E	003	2410	3141	0	00	0	Mileage Reimb - WO	0		0	0	0
10	E	002	2410	3230	0	00	0	CONTRACTUAL SERV - WOIS	0		0	0	0
10	E	001	2410	3320	0	00	0	WORKSHOP/TRAVEL - DL	1,000		1,200	1,800	1,200
10	E	002	2410	3320	0	00	0	WORKSHOP/TRAVEL - WOIS	800		788	800	308
10	E	003	2410	3320	0	00	0	WORKSHOP/TRAVEL WO	1,250		2,848	1,250	2,599
10	E	001	2410	4100	0	00	0	PRINCIPAL GEN SUPPLY DL	3,000		2,836	2,500	3,295
10	E	002	2410	4100	0	00	0	PRINCIPAL GEN SUPPLY WOIS	3,000		883	1,500	1,913
10	E	003	2410	4100	0	00	0	PRINCIPAL GEN SUPPLY WO	3,000		2,744	3,000	5,068
10	E	003	2410	4119	0	00	0	Graduation Supplies - WO	1,500		1,482	750	367
10	E	001	2410	5500	0	00	0	OFFICE OF PRINC DL	0		0	0	0
10	E	002	2410	5500	0	00	0	OFFICE OF PRINC WOIS	0		0	0	0
10	E	003	2410	5500	0	00	0	OFFICE OF PRINC Capital Outlay WO	0		0	0	0
10	E	001	2410	6400	0	00	0	OFFICE PRIN. Dues DL	500		0	400	50
10	E	002	2410	6400	0	00	0	OFFICE PRIN. Dues WOIS	500		634	400	399
10	E	003	2410	6400	0	00	0	OFFICE PRIN. Dues WO	1,000		699	600	399
10	E	001	2410	7000	0	00	0	OFFICE OF PRINC DL Less than $2000	0		0	0	0
10	E	002	2410	7000	0	00	0	OFFICE OF PRINC WOIS Less than $2000	250		0	1,000	0
10	E	003	2410	7000	0	00	0	OFFICE OF PRINC Capital Outlay WO Less $2000	250		0	500	0
10	E	003	2410	8000	0	00	0	Termination Expenses	0		0	0	0
		*TOTAL							766,090		684,334	806,527	762,436
10	E	0	2510	1000	0	00	0	Director of Business and Operations	108,112		105,441	105,441	105,441
10	E	0	2510	2110	0	00	0	TRS Employer Share	0		0	0	0
10	E	0	2510	2160		00	0	TRS Penalty/ERO EMPLOYER PAYMENT	0		0	0	0
10	E	0	2510	2200	0	00	0	BUSINESS MGR Benefits	19,191		18,277	30,816	8,093
10	E	0	2510	3000	0	00	0	BUS SERV-Professional Services	5,000		0	0	0
10	E	0	2510	3320	0	00	0	BUS SERV-WORKSHOP/TRAVEL	1,000		299	1,000	2,247
10	E	0	2510	3400	0	00	0	BUS SERV-Phone Expenses	1,200		1,200	1,200	1,200
10	E	0	2510	4100	0	00	0	SUPPLIES	500		397	500	446
10	E	0	2510	7000	0	00	0	BUSINESS SERV CAPITAL OUTLAY	1,500		0	1,500	0
10	E	0	2510	6400	0	00	0	DUES	600		880	600	870
		*TOTAL							137,103		126,494	141,057	118,296
10	E	0	2520	1000	0	00	0	FISCAL SERV SALARIES	115,034		112,779	115,000	117,402
10	E	0	2520	1012		00	0	FISCAL SERV OVERTIME/TEMP	500		0	500	367
10	E	0	2520	2200	0	00	0	FISCAL SERVICES EMPLOYEE BENEFITS	15,871		15,408	20,545	19,947
10	E	0	2520	3141	0	00	0	Mileage Reimb	100		0	100	81
10	E	0	2520	3230	0	00	0	PROFESSIONAL SERVICES	1,500		3,728	1,500	2,796
10	E	0	2520	3320	0	00	0	TRAVEL/WORKSHOP	1,000		570	1,000	4,271
10	E	0	2520	4100	0	00	0	BOOKKEEPER SUPPLIES	500		546	500	856
10	E	0	2520	4110	0	00	0	DISTRICT OFFICE SUPPLIES	7,000		3,896	7,000	6,288
10	E	0	2520	7000	0	00	0	BOOKKEEPER Capital Outlay	2,500		1,519	2,500	3,673
		*TOTAL							144,005		138,446	148,645	155,682
10	E	0	2524	3110	0	00	0	Financial System Annual Costs/Services- Skyward	15,000		13,460	15,000	13,780
		*TOTAL							15,000		13,460	15,000	13,780
10	E	0	2540	3231	0	00	0	EQUIPMENT MAINT SERVICE - Copiers	21,000		21,288	21,000	18,467
		*TOTAL							21,000		21,288	21,000	18,467
10	E	1	2550	3310	0	00	370500	Pre-K Transportation	0		0	0	0
10	E	0	2550	3400	0	00	490900	Title 3 Grant-Afterschool Rdg Transportation	0		0	0	0

DIAMOND LAKE SCHOOL DISTRICT 76
EXPENDITURES
BUDGET WORKSHEET

									PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
		*TOTAL							0		0	0	0
10	E	0	2560	1000	0	00	0	FOOD SERV SALARIES	0		2,299	0	4,105
10	E	001	2560	1000	0	00	0	FOOD SERV SALARIES - DL	0		0	0	0
10	E	002	2560	1000	0	00	0	FOOD SERV SALARIES - WOIS	0		5,285	0	1,119
10	E	003	2560	1000	0	00	0	FOOD SERV SALARIES - WO	86,000		41,000	45,000	43,795
10	E	0	2560	1012	1	00	0	FOOD SERV SALARIES OVERTIME	1,200		607	1,200	1,399
10	E	0	2560	2110	0	00	0	TRS Employer Share	0		24	0	62
10	E	001	2560	2110	0	00	0	TRS Employer Share - DL	0		0	0	0
10	E	002	2560	2110	0	00	0	TRS Employer Share - WOIS	0		0	0	0
10	E	003	2560	2110	0	00	0	TRS Employer Share - WO	0		56	0	122
10	E	0	2560	2200	0	00	0	FOOD SERV EMPLOYEE BENEFITS	0		0	0	0
10	E	001	2560	2200	0	00	0	FOOD SERV EMPLOYEE BENEFITS - DL	0		0	0	0
10	E	002	2560	2200	0	00	0	FOOD SERV EMPLOYEE BENEFITS - WOIS	0		664	0	7,739
10	E	003	2560	2200	0	00	0	FOOD SERV EMPLOYEE BENEFITS - WO	10,358		5,978	10,358	7,739
10	E	0	2560	3150	0	00	0	PROFESSIONAL SERVICES	1,000		1,643	1,000	2,073
10	E	0	2560	3320	0	00	0	LUNCH PROG WORKSHOP/TRAVEL	0		0	0	443
10	E	001	2560	3320	0	00	0	LUNCH PROG WORKSHOP/TRAVEL - DL	0		0	0	0
10	E	002	2560	3320	0	00	0	LUNCH PROG WORKSHOP/TRAVEL - WOIS	0		0	0	0
10	E	003	2560	3320	0	00	0	LUNCH PROG WORKSHOP/TRAVEL - WO	1,000		0	1,000	0
10	E	0	2560	4100	0	00	0	FOOD SERVICES GENERAL SUPPLY	355,000		382,042	350,000	367,181
10	E	001	2560	4100	0	00	0	FOOD SERVICES GENERAL SUPPLY - DL	0		0	0	0
10	E	001	2560	4100	02	00	0	LUNCH PROGRAM SUPPLIES-DL	150		0	150	0
10	E	002	2560	4100	0	00	0	LUNCH PROGRAM SUPPLIES-WOIS	100		0	100	0
10	E	003	2560	4100	0	00	0	LUNCH PROGRAM SUPPLIES-WO	200		0	200	31
10	E	0	2560	4115	00	00	0	Milk Supplies	0		0	0	2,417
10	E	001	2560	4115	00	00	0	Milk Supplies - DL	0		0	0	0
10	E	002	2560	4115	00	00	0	Milk Supplies - WOIS	0		0	0	0
10	E	003	2560	4115	00	00	0	Milk Supplies - WO	0		0	0	0
10	E	001	2560	4116	01	00	370500	PRE-K SNACK SUPPLIES	0		0	0	0
10	E	0	2560	5500	00	00	336000	Lunch Program Capital Outlay	3,000		3,456	10,000	0
		*TOTAL							458,008		443,054	419,008	438,225
10	E	0	2610	1000	0	00	0	Instructional Tech Coordinator	119,936		117,239	117,028	117,028
10	E	0	2630	1102	0	00	0	Technology Staff Salaries	116,200		118,467	115,000	104,674
10	E	0	2610	2110	0	00	0	Instructional Tech Coordinator - TRS Board Share	14,392		13,354	14,043	1,755
10	E	0	2610	2200	0	00	0	Instructional Tech Coordinator - Benefits	14,248		13,833	18,454	17,916
10	E	0	2610	3004	0	00	0	Powerschool Annual Fees	24,550		0	25,000	25,410
10	E	0	2610	3230	0	00	0	Website/Public Relations Services	1,600		982	10,000	7,923
10	E	0	2610	3320	0	00	0	Professional Development - IT Coor & Powerschool Training	5,500		5,386	6,000	2,040
10	E	0	2610	3400	0	00	0	Instructional Tech Coordinator - Phone Expenses	2,880		2,880	2,880	2,880
10	E	0	2610	4100	0	00	0	Instructional Tech Coordinator - Supplies	1,000		679	2,000	1,178
10	E	0	2610	6400	0	00	0	Instructional Tech Coordinator - Dues	540		340	825	635
10	E	0	2610	7000	0	00	0	Instructional Tech Coordinator - Capital Outlay	0		2,239	0	0
10	E	0	2620	3160	0	00	0	Technology Systems Assessment	0		0	0	0
		*TOTAL							300,846		275,399	311,230	281,439
10	E	0	2900	3003	0	00	430000	Title 1 Supplemental Services	500		369	1,000	
		*TOTAL							500		369	1,000	0
10	E	1	3000	1000	0	00	0	Family Resource Coordinator - Non grant	0		0	0	0
10	E	0	3000	1000	0	00	0	Family Resource Coordinator	62,355		10,090	61,000	0
10	E	0	3000	1000	0	00	490900	Title III Grant - Family Resource Coordinator	0		50,449	0	0
10	E	0	3000	1100	0	00	0	Community Outreach - Professional Services	0		0	0	0
10	E	0	3000	2110	0	00	0	TRS Board Share	13,000		0	13,000	0
10	E	0	3000	2110	0	00	490900	Federal TRS Board Share	0		0	0	0
10	E	0	3000	2200	0	00	0	Family Resource Insurance Benefits	9,500		6,848	9,500	0
10	E	0	3000	3141	0	00	0	Family Coordinator Mileage Expense	0		0	0	0
10	E	0	3000	3320	0	00	490900	Title III Language Acquisition Workshops	0		0	0	0
10	E	0	3000	3320	0	00	0	Family Resource Coor Workshops	15,000		0	15,000	0
10	E	0	3000	4100	0	00	430000	Parent Nights Supplies	5,000		1,324	5,000	0
10	E	0	3000	4100	0	00	0	Community Outreach Supplies	500		575	500	0
10	E	0	3000	5500	0	00	0	Family Coordinator Capital Outlay	0		0	0	0
10	E	0	3000	6400	0	00	0	Family Coordinator Dues/Fees	0		0	0	0
		*TOTAL							105,355		69,286	104,000	0
10	E	0	4120	3000	0	00	0	CONTRACTUAL SERVICES	500		400	500	400
10	E	0	4220	6700	0	00	0	SEDOL TUITION	605,000		708,696	575,000	575,544
		*TOTAL							605,500		709,096	575,500	575,944
10	E	0	6000	6000		00	0	Contingency/Social Studies Curriculum	50,000		0	100,000	0
10	E	0	7170	000		00	0	Repay Working Cash Loan					
10	E	0	8430	0	0	00	0	Technology Lease Payments Transfer to Debt Serv-Principal	113,150		0	110,682	0
10	E	0	8530	0	0	00	0	Technology Lease Payments Transfer to Debt Serv-Int	0		0	961	0
10	E	0	8430	0000	0	00	0	Technology Lease Payments - 1:1 Initiative	0		0	0	0
10	E	0	8910	0	0	00	0	ISBE Tech Loan Payments Transfer to Debt Serv Fund	0		0	0	0
		*TOTAL							113,150		0	111,642	0
	E							TRS On Behalf Payments	5,312,000		5,312,000	5,312,000	5,312,000
		*TOTAL							19,453,739		18,728,685	19,578,505	17,749,601

DIAMOND LAKE SCHOOL DISTRICT 76

BUDGET WORKSHEET
(OPERATIONS, BLDG., AND MAINTENANCE)

ACCOUNT NUMBER	DESCRIPTION	PROPOSED 21-22 BUDGET	ACTUAL 20-21 as of 6-30-2021	ADOPTED 20-21 BUDGET	ACTUAL 19-20 as of 6-30-2020
	DISTRICT WIDE				

DIAMOND LAKE SCHOOL DISTRICT 76
EXPENDITURES
BUDGET WORKSHEET

								PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
							OPERATION AND MAINTENANCE OF PLANT SERV.					
							SALARIES					
20		0	2540	1000	00	00 0	O/M SALARIES	176,300		185,082	174,000	162,407
20		0	2540	1010	00	00 0	O+M STIPENDS-Bldg Use	500		0	1,500	7,211
20		0	2540	1012	00	00 0	O & M OVERTIME	1,500		1,214	1,500	1,290
20		0	2540	1202	00	00 0	SUMMER WORK SALARIES	2,000		0	2,000	0
		*TOTAL					SALARIES	180,300		186,297	179,000	170,908
							EMPLOYEE BENEFITS					
20		0	2540	2200	00	00 0	BENEFIT-O/M	30,395		29,510	35,179	34,155
		*TOTAL					EMPLOYEE BENEFITS	30,395		29,510	35,179	34,155
							PURCHASED SERVICES					
20		0	2540	3200	00	00 0	Bank Fees	1,500		2,034	1,300	1,412
20		0	2540	3141	00	00 0	Travel/Mileage Reimbursement	1,500		1,797	600	1,589
20		0	2540	3100	00	00	Architectural Services	0		0	0	0
20		0	2540	3190	00	00 392500	Architectural Services - Maintenance Grant	0		0	0	0
20		0	2540	3202	00	00 0	SNOW REMOVAL/GRASS CUTTING	50,000		48,875	60,000	80,608
20		0	2540	3210	00	00 0	DISPOSAL	23,000		15,764	23,000	29,876
20		0	2540	3220	00	00 0	CLEANING SERVICES	280,000		339,500	260,000	285,425
20		0	2540	3230	00	00 0	Purchased Services	0		12,333	0	20,887
20		0	2540	3232	00	00 0	OPERATION MAINT GEN MAINT	120,000		36,119	110,000	105,667
20		0	2540	3320	00	00 0	Staff Development/Training	1,000		753	1,000	1,510
20		0	2540	3400	00	00 0	TELEPHONE / INTERNET	35,000		13,816	55,000	30,346
20		0	2540	3700	00	00 0	WATER/SEWER SERVICES	12,000		-1,755	12,000	10,335
20		0	2365	3820	00	00 0	BUILDING LIABILITY INS-CLIC	11,115		0	26,887	11,017
		*TOTAL					PURCHASED SERVICES	535,115		469,236	549,787	578,672
							SUPPLIES AND MATERIALS					
20		0	2540	4100	00	00 0	GENERAL SUPPLIES & WO PA Sound System	120,000		88,462	110,000	76,628
20		0	2540	4640	00	00 0	Gasoline Supplies	7,000		5,118	7,000	3,277
20		0	2540	4650	00	00 0	NATURAL GAS	40,000		21,768	50,000	39,328
20		0	2540	4660	00	00 0	ELECTRICITY	210,000		162,548	220,000	200,432
		*TOTAL					SUPPLIES AND MATERIALS	377,000		277,897	387,000	319,666
							CAPITAL OUTLAY					
20		0	2540	5500	00	00 0	CAP OUTLAY	0		0	0	0
20		0	2540	5500	00	00 0	OPER/MAINT Capital Outlay	0		0	0	0
20		0	2540	5750	00	00 0	OPER/MAINT Capital Outlay - Facility Maint Plan Work	0		14,073	165,085	101,087
		*TOTAL					CAPITAL OUTLAY	0		14,073	165,085	101,087
							CAPITAL OUTLAY LESS THAN $2000					
20		0	2540	7000	00	00 0	CAP OUTLAY	25,000		8,207	30,000	6,122
		**TOTAL					TOTAL CAPITAL OUTLAY LESS THAN $2000	25,000		8,207	30,000	6,122
							OTHER OBJECTS					
20		0	4120	6001	00	00 0	SEDOL OPER/MAINT ASSESSMENTS	30,000		21,511	30,000	16,562
		*TOTAL					OTHER OBJECTS	30,000		21,511	30,000	16,562
		**TOTAL					OPERATION AND MAINTENANCE OF PLANT	1,177,810		1,006,730	1,376,051	1,227,172
							PROVISION FOR CONTINGENCIES					
							OTHER OBJECTS					
20		0	6000	600	00	00 0	PROVISION FOR CONTINGENCIES	50,000		0	30,000	0
		*TOTAL					PROVISION FOR CONTINGENCIES	50,000		0	30,000	0
20	E	0	8400	0	0	00 0	Technology Lease Payments Transfer to Debt Serv-Principal	0		0	0	0
20	E	0	8710	0	0	00 0	Transfer to Pay Interest on Revenue Bonds	0		0	234,915	0
		*TOTAL						0		0	234,915	0
		***TOTAL					DISTRICT WIDE	1,227,810		1,006,730	1,640,966	1,227,172
		****TOTAL					OPERATIONS, BLDG., AND MAINTENANCE	1,227,810		1,006,730	1,640,966	1,227,172

DIAMOND LAKE SCHOOL DISTRICT 76

BUDGET WORKSHEET
(DEBT SERVICE FUND)

ACCOUNT NUMBER						DESCRIPTION	PROPOSED 21-22 BUDGET	ACTUAL 20-21 as of 6-30-2021	ADOPTED 20-21 BUDGET	ACTUAL 19-20 as of 6-30-2020
						DISTRICT WIDE				
						BONDS				
						CAPITAL OUTLAY				
30	0	5400	6000	00	00 0	BONDS BANK CHARGE DISTR	4,000	3,150	4,500	2,650
*TOTAL						TOTAL OTHER	4,000	3,150	4,500	2,650
						OTHER OBJECTS				
30	0	5200	6200	00	00 0	INTEREST ON BONDS	450,934	474,925	474,924	436,256
30	0	5200	612	00	00 0	SEDOL BLDG BONDS - Interest	0	0	0	0
30	0	5250	600	00	00 0	Working Cash Loan - Interest	0	0	0	0
30	0	5270	620	00	00 0	UNICOM Payment - Interest	0	0	0	0
30	0	5280	6200	00	00 0	Tech Loan - Interest	0	0	0	0
*TOTAL						OTHER OBJECTS	450,934	474,925	474,924	436,256
**TOTAL						BONDS	450,934	474,925	474,924	436,256
						DEBT SERVICES - BOND PRINCIPAL RETIRED				
						OTHER OBJECTS				
30	0	5300	6100	00	00 0	DEBT SERV BND PRNPL RET	825,000	800,000	800,000	435,000
30	0	5300	612	00	00 0	SEDOL BLDG BONDS - Principal	0	0	0	0

DIAMOND LAKE SCHOOL DISTRICT 76
EXPENDITURES
BUDGET WORKSHEET

								PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
30	0	5370	6200	00	00	0	Tech Loan Interest Payment	0		3,732	5,621	5,621
30	0	5370	6100	00	00	0	Tech Loan - Principal	113,150		132,672	130,782	130,782
30	0	5380	6100	00	00	0	Tech Loan Principal 1:1 Initiative	0		0	0	0
30	0	5400	610	00	00	0	Working Cash Loan Repayment	0		0	0	0
	*TOTAL						OTHER OBJECTS	938,150		936,404	936,404	571,404
	**TOTAL						DEBT SERVICES - BOND PRINCIPAL	938,150		936,404	936,404	571,404
							Transfer of Interest 8140					
30	0	8140	000	00	00	0	PRMT TRANSF OF INTEREST	100		0	100	0
	*TOTAL						TRANSFER OF INTEREST	100		0	100	0
	**TOTAL						Transfer 8140	100		0	100	0
	***TOTAL						DISTRICT WIDE	1,393,184		1,414,479	1,415,928	1,010,310
	****TOTAL						BOND AND INTEREST	1,393,184		1,414,479	1,415,928	1,010,310

DIAMOND LAKE SCHOOL DISTRICT 76

BUDGET WORKSHEET
(TRANSPORTATION)

ACCOUNT NUMBER							DESCRIPTION	PROPOSED 21-22 BUDGET		ACTUAL 20-21 as of 6-30-2021	ADOPTED 20-21 BUDGET	ACTUAL 19-20 as of 6-30-2020
							DISTRICT WIDE					
							PUPIL TRANSPORTATION SERVICES					
							SALARIES					
40	0	2550	1000	0	00	0	TRANSPORTATION SALARY	11,836		11,716	11,836	11,716
	*TOTAL						SALARIES	11,836		11,716	11,836	11,716
							EMPLOYEE BENEFITS					
40	0	2550	2100	0	00	0	TRS Employer Share	0		1,334	0	0
40	0	2550	2200	0	00	0	TRANSPORTATION SALARY BENEFIT	800		591	800	788
	*TOTAL						EMPLOYEE BENEFITS	800		1,925	800	788
							PURCHASED SERVICES					
40	0	2550	3000	0	00	0	Purchased Services - Bank Fees	500		1,017	500	706
40	0	2550	3101	0	00	0	SPORTS ACTIVITY	1,000		0	1,000	17,292
40	0	2550	3300	0	00	0	SPECIAL EDUCATION SERVICE	530,000		534,656	515,000	443,289
40	0	2550	3310	0	00	0	REGULAR TRANSPORTATION	675,000		540,530	420,000	641,302
40	0	2550	3311	1	00	0	REGULAR/PreK Non Reimb Trans and Reg Summer School	0		0	0	0
40	0	2550	3311	0	00	370500	Pre-K Grant Transportation - non reimbursable	0		0	0	0
40	0	2550	3390	0	00	0	FIELD TRIPS	0		0	0	0
40	1	2550	3390	0	00	0	FIELD TRIPS Fairhaven	0		0	0	169
40	2	2550	3390	0	00	0	FIELD TRIPS Diamond Lake	0		0	0	0
40	3	2550	3390	0	00	0	FIELD TRIPS West Oak	0		169	0	13,530
40	0	2550	3402	0	00	0	AFTER SCHOOL BUS	10,000		0	10,000	25,750
40	0	2550	3402	0	00	430000	Summer Boost Program Transp	0		0	0	0
40	0	2550	3402	0	00	490900	AFTER SCHOOL BUS DL Reading	0		0	0	0
	*TOTAL						PURCHASED SERVICES	1,216,500		1,076,373	946,500	1,142,038
							SUPPLIES AND MATERIALS					
40	0	2550	4640	0	00	0	GASOLINE (20,000 gallons)	30,000		24,506	30,000	46,199
	*TOTAL						SUPPLIES AND MATERIALS	30,000		24,506	30,000	46,199
							OTHER OBJECTS					
40	0	8140	6000	0	00	0	Contingency	8,000		0	8,000	0
	*TOTAL						OTHER OBJECTS	8,000		0	8,000	0
	**TOTAL						PUPIL TRANSPORTATION SERVICES	1,267,136		1,114,519	997,136	1,200,740
	***TOTAL						DISTRICT WIDE	1,267,136		1,114,519	997,136	1,200,740

DIAMOND LAKE SCHOOL DISTRICT 76

BUDGET WORKSHEET
(IMRF RETIREMENT)

ACCOUNT NUMBER							DESCRIPTION	PROPOSED 21-22 BUDGET		ACTUAL 20-21 as of 6-30-2021	ADOPTED 20-21 BUDGET	ACTUAL 19-20 as of 6-30-2020
							DISTRICT WIDE					
							ELEMENTARY					
							EMPLOYEE BENEFITS					
50	0	1110	213	0	00	0	ELEMENTARY EMPLOYEE - Social Security	2,266		2,221	1,597	2,221
50	1	1110	213	0	00	0	ELEMENTARY EMPLOYEE - Social Security - DL	6		6	309	6
50	2	1110	213	0	00	0	ELEMENTARY EMPLOYEE - Social Security - WOIS	55		54	309	54
50	3	1110	213	0	00	0	ELEMENTARY EMPLOYEE - Social Security - WO	0		0	412	0
50	0	1110	214	0	00	0	ELEMENTARY EMPLOYEE - Medicare	6,034		5,916	3,657	5,916
50	1	1110	214	0	00	0	ELEMENTARY EMPLOYEE - Medicare - DL	6,871		6,736	4,172	6,736
50	2	1110	214	0	00	0	ELEMENTARY EMPLOYEE - Medicare - WOIS	12,684		12,435	9,322	12,435
50	3	1110	214	0	00	0	ELEMENTARY EMPLOYEE - Medicare - WO	43,414		22,955	22,712	22,955
	*TOTAL						EMPLOYEE BENEFITS	71,330		50,323	42,488	50,323
	**TOTAL						ELEMENTARY	71,330		50,323	42,488	50,323
							Pre-K					
							EMPLOYEE BENEFITS					
50	0	1125	213	0	00	3705	Pre-K - Social Security	771		756	1,700	756
50	1	1125	214	0	00	3705	Pre-K - Medicare	4,771		4,677	2,112	4,677
	*TOTAL						EMPLOYEE BENEFITS	5,541		5,433	3,811	5,433
	**TOTAL						Pre-K	5,541		5,433	3,811	5,433
							ADAPTIVE PE 1200					

DIAMOND LAKE SCHOOL DISTRICT 76
EXPENDITURES
BUDGET WORKSHEET

								PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
							EMPLOYEE BENEFITS					
50	0	1200	213	0	00	0	Adaptive PE - Social Security	0		0	0	0
50	0	1200	214	0	00	0	Adaptive PE - Medicare	50		0	50	0
	*TOTAL						EMPLOYEE BENEFITS	50		0	50	0
	**TOTAL						OT 1204	50		0	50	0
							LD 1205					
							EMPLOYEE BENEFITS					
50	0	1205	213	0	00	0	LEARNING DISABLED (LD) - Social Security	1,250		1,225	361	1,225
50	0	1205	213	0	00	4620	LEARNING DISABLED (LD) - Social Security - IDEA	2,803		2,749	1,082	2,749
50	1	1205	213	0	00	0	LEARNING DISABLED (LD) - Social Security - DL	1,781		1,746	3,554	1,746
50	2	1205	213	0	00	0	LEARNING DISABLED (LD) - Social Security - WOIS	5,394		5,288	4,481	5,288
50	3	1205	213	0	00	0	LEARNING DISABLED (LD) - Social Security - WO	2,110		2,069	3,657	2,069
50	0	1205	214	0	00	0	LEARNING DISABLED (LD) - Medicare	295		290	464	290
50	0	1205	214	0	00	4620	LEARNING DISABLED (LD) - Medicare - IDEA	651		639	309	639
50	1	1205	214	0	00	0	LEARNING DISABLED (LD) - Medicare - DL	2,231		2,188	2,627	2,188
50	2	1205	214	0	00	0	LEARNING DISABLED (LD) - Medicare - WOIS	3,398		3,331	3,657	3,331
50	3	1205	214	0	00	0	LEARNING DISABLED (LD) - Medicare - WO	4,710		4,618	5,202	4,618
	*TOTAL						EMPLOYEE BENEFITS	24,624		24,142	25,390	24,142
	**TOTAL						LD 1205	24,624		24,142	25,390	24,142
							E/C AT RISK					
							EMPLOYEE BENEFITS					
50	0	1225	213	0	00	0	EARLY CHILDHOOD (EC) - Social Security	1,411		1,384	206	1,384
50	0	1225	213	0	00	4600	EARLY CHILDHOOD (EC) - Social Security - IDEA EC	428		419	567	419
50	0	1225	213	0	00	0	EARLY CHILDHOOD (EC) - Medicare	330		324	1,597	324
50	0	1225	214	0	00	4600	EARLY CHILDHOOD (EC) - Medicare - IDEA EC	100		98	1,082	98
	*TOTAL						EMPLOYEE BENEFITS	2,269		2,224	3,451	2,224
	**TOTAL						E/C AT RISK	2,269		2,224	3,451	2,224
							TITLE I					
							EMPLOYEE BENEFITS					
50	0	1250	214	0	00	430000	TITLE I - Medicare			0		0
50	1	1250	214	0	00	430000	TITLE I - Medicare - DL	611		599	412	599
50	2	1250	214	0	00	430000	TITLE I - Medicare - WOIS	678		664	361	664
50	3	1250	214	0	00	430000	TITLE I - Medicare - WO	686		673	155	673
	*TOTAL						EMPLOYEE BENEFITS	1,975		1,936	927	1,936
	**TOTAL						TITLE I	1,975		1,936	927	1,936
							Reading Improv 1255					
							EMPLOYEE BENEFITS					
50	0	1255	214	0	00	0	READING ESSENTIALS - Medicare			0		0
50	1	1255	214	0	00	0	READING ESSENTIALS - Medicare - DL	1,358		1,332	2,833	1,332
50	2	1255	214	0	00	0	READING ESSENTIALS - Medicare - WOIS	2,741		2,687	3,039	2,687
50	3	1255	214	0	00	0	READING ESSENTIALS - Medicare - WO	2,043		2,003	2,112	2,003
	*TOTAL						EMPLOYEE BENEFITS	6,142		6,022	7,983	6,022
	**TOTAL						Reading Improv 1255	6,142		6,022	7,983	6,022
							INTERSCHOLASTIC PROGRAMS					
							EMPLOYEE BENEFITS					
50	0	1500	213	0	00	0	INTERSCHOLASTIC PROGRAMS - Social Security	1,114		1,092	567	1,092
50	0	1500	214	0	00	0	INTERSCHOLASTIC PROGRAMS - Medicare	883		866	876	866
	*TOTAL						EMPLOYEE BENEFITS	1,997		1,958	1,442	1,958
	**TOTAL						INTERSCHOLASTIC PROGRAMS	1,997		1,958	1,442	1,958
							SUMMER SCHOOL PROGRAMS					
							EMPLOYEE BENEFITS					
50	0	1600	213	0	00	0	SUMMER SCHOOL PROGRAMS - Social Security	541		530	155	530
50	0	1600	214	0	00	0	SUMMER SCHOOL PROGRAMS - Medicare	1,304		1,279	979	1,279
50	0	1601	214	0	00	0	SUMMER ENRICHMENT PROGRAMS - Medicare			54		54
	*TOTAL						EMPLOYEE BENEFITS	1,845		1,862	1,133	1,862
	**TOTAL						SUMMER SCHOOL PROGRAMS	1,845		1,862	1,133	1,862
							GIFTED PROGRAM					
							EMPLOYEE BENEFITS					
50	0	1650	214	0	00	0	GIFTED PROGRAMS - Medicare			0		0
50	1	1650	214	0	00	0	GIFTED PROGRAMS - Medicare - DL	1,369		1,343	1,538	1,343
50	2	1650	214	0	00	0	GIFTED PROGRAMS - Medicare - WOIS	0		0	1,432	0
50	3	1650	214	0	00	0	GIFTED PROGRAMS - Medicare - WO	0		0	1,326	0
	*TOTAL						EMPLOYEE BENEFITS	1,369		1,343	4,297	1,343
	**TOTAL						GIFTED PROGRAM	1,369		1,343	4,297	1,343
							BILINGUAL PROGRAM					
							EMPLOYEE BENEFITS					
50	0	1800	213	0	00	0	BILINGUAL PROGRAMS - Social Security			0		0
50	0	1800	214	0	00	0	BILINGUAL PROGRAMS - Medicare	0		0	1,597	0
50	0	1800	214	0	00	3305	BILINGUAL PROGRAMS - Medicare - Bilingual	0		0	567	0
50	0	1800	214	0	00	4909	BILINGUAL PROGRAMS - Medicare - Title 3	68		67	155	67
50	0	1800	214	0	00	4932	BILINGUAL PROGRAMS - Medicare - Title 2	0		0	155	0
50	1	1800	214	0	00	0	BILINGUAL PROGRAMS - Medicare - DL	3,462		3,394	4,378	3,394
50	2	1800	214	0	00	0	BILINGUAL PROGRAMS - Medicare - WOIS	5,747		5,634	6,232	5,634
50	3	1800	214	0	00	0	BILINGUAL PROGRAMS - Medicare - WO	2,345		2,299	2,627	2,299
50	1	1800	214	0	00	330500	BILINGUAL PROGRAMS - Medicare - DL	0			2,730	
50	2	1800	214	0	00	330500	BILINGUAL PROGRAMS - Medicare - WOIS	1,230		1,206	1,597	1,206
50	3	1800	214	0	00	330500	BILINGUAL PROGRAMS - Medicare - WO	0		0	1,082	0
	*TOTAL						EMPLOYEE BENEFITS	12,852		12,600	21,115	12,600
	**TOTAL						BILINGUAL PROGRAM	12,852		12,600	21,115	12,600
							ATTENDANCE AND SOCIAL WORK SERVICES					
							EMPLOYEE BENEFITS					
50	0	2110	213	0	00	0	ATTENDANCE/SOC WRK SERV - Fica	0		0	0	0

DIAMOND LAKE SCHOOL DISTRICT 76
EXPENDITURES
BUDGET WORKSHEET

								PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
50	0	2110	214	0	00	0	ATTENDANCE/SOC WRK SERV - Medicare	62		61		61
50	1	2110	214	0	00	0	ATTENDANCE/SOC WRK SERV - Medicare - DL	698		685	824	685
50	2	2110	214	0	00	0	ATTENDANCE/SOC WRK SERV - Medicare - WOIS	1,618		1,586	1,494	1,586
50	3	2110	214	0	00	0	ATTENDANCE/SOC WRK SERV - Medicare - WO	1,287		1,261	876	1,261
	*TOTAL						EMPLOYEE BENEFITS	3,665		3,593	3,193	3,593
	**TOTAL						ATTENDANCE AND SOCIAL WORK SERVICES	3,665		3,593	3,193	3,593
							HEALTH SERVICES					
							EMPLOYEE BENEFITS					
50	0	2130	213	0	13	0	HEALTH SERVICES EMPLOYEE - Social Security					
50	1	2130	213	0	13	0	HEALTH SERVICES EMPLOYEE - Social Security - DL	1,071		1,050	1,597	1,050
50	2	2130	213	0	13	0	HEALTH SERVICES EMPLOYEE - Social Security - WOIS	1,937		1,899	2,318	1,899
50	0	2130	214	0	00	0	HEALTH SERVICES EMPLOYEE - Medicare	2,891		2,834	0	2,834
50	1	2130	214	0	00	0	HEALTH SERVICES EMPLOYEE - Medicare - DL	250		246	567	246
50	2	2130	214	0	00	0	HEALTH SERVICES EMPLOYEE - Medicare - WOIS	453		444	567	444
50	3	2130	214	0	00	0	HEALTH SERVICES EMPLOYEE - Medicare - WO	816		800	979	800
	*TOTAL						EMPLOYEE BENEFITS	7,418		7,273	6,026	7,273
	**TOTAL						HEALTH SERVICES	7,418		7,273	6,026	7,273
							OCCUPATIONAL THERAPY					
							EMPLOYEE BENEFITS					
50	0	2131	213	0	00	0	OCCUPATIONAL THERAPY EMPLOYEE - Social Security	0			0	
50	0	2131	213	0	00	4620	OCCPATIONAL THERAPY EMPLOYEE - Social Security - IDEA	0		0	0	0
50	0	2131	214	0	00	0	OCCUPATIONAL THERAPY EMPLOYEE - Medicare	0			0	
50	0	2131	214	0	00	4620	OCCUPATIONAL THERAPY EMPLOYEE - Medicare - IDEA	0		0	0	0
	*TOTAL						EMPLOYEE BENEFITS	0		0	0	0
	**TOTAL						OCCUPATIONAL THERAPY SERVICES	0		0	0	0
							PSYCHOLOGICAL SERVICES					
							EMPLOYEE BENEFITS					
50	0	2140	214	0	00	0	PSYCHOLOGICAL SERVICES - Medicare	1,074		1,053	1,185	1,053
	*TOTAL						EMPLOYEE BENEFITS	1,074		1,053	1,185	1,053
	**TOTAL						PSYCHOLOGICAL SERVICES	1,074		1,053	1,185	1,053
							SPEECH PATHOLOGY AND AUDIOLOGY					
							EMPLOYEE BENEFITS					
50	0	2150	214	0	00	0	SPEECH SERVICES - Medicare					
50	1	2150	214	0	00	0	SPEECH SERVICES - Medicare - DL	2,584		2,533	2,112	2,533
50	2	2150	214	0	00	0	SPEECH SERVICES - Medicare - WOIS	0		0	876	0
50	3	2150	214	0	00	0	SPEECH SERVICES - Medicare - WO	0		0	876	0
	*TOTAL						EMPLOYEE BENEFITS	2,584		2,533	3,863	2,533
	**TOTAL						SPEECH PATHOLOGY AND AUDIOLOGY	2,584		2,533	3,863	2,533
							Pupil Services/Special Education					
							EMPLOYEE BENEFITS					
50	0	2190	2130	0	00	0	Pupil Services/Special Education - Medicare	0			0	
50	0	2190	2140	0	00	0	Pupil Services/Special Education - Medicare	1,648		1,349	1,648	1,349
	*TOTAL						EMPLOYEE BENEFITS	1,648		1,349	1,648	1,349
	**TOTAL						Pupil Services/Special Education	1,648		1,349	1,648	1,349
							IMPROVEMENT OF INSTRUCTION SERVICES					
							EMPLOYEE BENEFITS					
50	0	2210	213	0	00	0	Staff Development/Curriculum - Social Security	0		0	2,884	0
50	0	2210	214	0	00	0	Staff Development/Curriculum - Medicare	2,791		2,736	3,296	2,736
50	0	2210	214	0	00	0	Title 1 Staff Development/Curriculum - Medicare	58		57		57
50	0	2210	214	0	00	3705	Staff Development/Curriculum - Medicare - Pre-K	0		0	103	0
	*TOTAL						EMPLOYEE BENEFITS	2,849		2,793	6,283	2,793
	**TOTAL						IMPROVEMENT OF INSTRUCTION SERVICES	2,849		2,793	6,283	2,793
							EDUCATION MEDIA SERVICES					
							EMPLOYEE BENEFITS					
50	0	2220	213	0	00	0	EDUCATIONAL MEDIA SERV - Social Security	0		0	0	0
50	0	2220	214	0	00	0	EDUCATIONAL MEDIA SERV - Medicare					
50	1	2220	214	0	00	0	EDUCATIONAL MEDIA SERV - Medicare - DL	455		446	618	446
50	2	2220	214	0	00	0	EDUCATIONAL MEDIA SERV - Medicare - WOIS	0		0	824	0
50	3	2220	214	0	00	0	EDUCATIONAL MEDIA SERV - Medicare - WO	1,336		1,310	1,339	1,310
	*TOTAL						EMPLOYEE BENEFITS	1,791		1,756	2,781	1,756
	**TOTAL						EDUCATION MEDIA SERVICES	1,791		1,756	2,781	1,756
							BOARD OF EDUCATION SERVICES					
							EMPLOYEE BENEFITS					
50	0	2310	213	0	00	0	Board Secy - Social Security	126		124	206	124
50	0	2310	214	0	00	0	Board Secy/Treasurer - Medicare	30		29	103	29
	*TOTAL						EMPLOYEE BENEFITS	156		153	309	153
	**TOTAL						BOARD OF EDUCATION SERVICES	156		153	309	153
							OFFICE OF THE SUPERINTENDENT SERVICES					
							EMPLOYEE BENEFITS					
50	0	2321	213	0	00	0	OFFICE OF SUPT SERVICES - Social Security	3,648		3,576	4,500	3,576
50	0	2321	214	0	00	0	OFFICE OF SUPT SERVICES - Medicare	3,979		3,901	4,500	3,901
	*TOTAL						EMPLOYEE BENEFITS	7,627		7,477	9,000	7,477
	**TOTAL						OFFICE OF THE SUPERINTENDENT	7,627		7,477	9,000	7,477
							OFFICE OF SPECIAL AREAS ADMINISTRATION					
							EMPLOYEE BENEFITS					
50	0	2330	213	0	00	0	OFFICE OF SPEC AREAS ADM - Social Security	0		0	1,800	0
50	0	2330	214	0	00	0	OFFICE OF SPEC AREAS ADM - Medicare	899		882	1,300	882
	*TOTAL						EMPLOYEE BENEFITS	899		882	3,100	882
	**TOTAL						OFFICE OF THE SUPERINTENDENT	899		882	3,100	882
							OFFICE OF THE PRINCIPAL SERVICES					
							EMPLOYEE BENEFITS					

DIAMOND LAKE SCHOOL DISTRICT 76
EXPENDITURES
BUDGET WORKSHEET

								PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
50	0	2410	213	0	00	0	OFFICE OF PRINCIPAL SERV - Social Security					
50	1	2410	213	0	00	0	OFFICE OF PRINCIPAL SERV - Social Security - DL	4,610		4,520	3,399	4,520
50	2	2410	213	0	00	0	OFFICE OF PRINCIPAL SERV - Social Security - WOIS	5,474		5,367	3,708	5,367
50	3	2410	213	0	00	0	OFFICE OF PRINCIPAL SERV - Social Security - WO	4,136		4,055	7,416	4,055
50	0	2410	214	0	00	0	OFFICE OF PRINCIPAL SERV - Medicare	0				
50	1	2410	214	0	00	0	OFFICE OF PRINCIPAL SERV - Medicare - DL	1,877		1,840	2,000	1,840
50	2	2410	214	0	00	0	OFFICE OF PRINCIPAL SERV - Medicare - WOIS	2,900		2,843	2,575	2,843
50	3	2410	214	0	00	0	OFFICE OF PRINCIPAL SERV - Medicare - WO	2,953		2,896	4,900	2,896
	*TOTAL						EMPLOYEE BENEFITS	21,950		21,520	23,998	21,520
	**TOTAL						OFFICE OF THE PRINCIPAL SERVICES	21,950		21,520	23,998	21,520
							DIRECTION OF BUSINESS SUPPORT SERVICES					
							EMPLOYEE BENEFITS					
50	0	2510	214	0	00	0	BUSINESS MGR BENEFIT - Medicare	8,257		8,095	5,000	8,095
	*TOTAL						EMPLOYEE BENEFITS	8,257		8,095	5,000	8,095
	**TOTAL						DIRECTION OF BUSINESS SUPPORT	8,257		8,095	5,000	8,095
							FISCAL SERVICES					
							EMPLOYEE BENEFITS					
50	0	2520	213	0	00	0	FISCAL SERVICES - Social Security	6,267		6,144	7,000	6,144
50	0	2520	214	0	00	0	FISCAL SERVICES - Medicare	1,466		1,437	1,500	1,437
	*TOTAL						EMPLOYEE BENEFITS	7,733		7,581	8,500	7,581
	**TOTAL						FISCAL SERVICES	7,733		7,581	8,500	7,581
							OPERATION AND MAINTENANCE OF PLANT SERV.					
							EMPLOYEE BENEFITS					
50	0	2540	213	0	00	0	OPERATION MAINT. - Social Security	6,216		6,094	6,000	6,094
50	0	2540	214	0	00	0	OPERATION MAINT. - Medicare	1,660		1,628	2,000	1,628
	*TOTAL						EMPLOYEE BENEFITS	7,877		7,722	8,000	7,722
	**TOTAL						OPERATION AND MAINTENANCE OF PLANT	7,877		7,722	8,000	7,722
							PUPIL TRANSPORTATION SERVICES					
							EMPLOYEE BENEFITS					
50	0	2550	213	0	00	0	DIR TRANSPORTATION - Fica	735		721	0	721
50	0	2550	214	0	00	0	DIR TRANSPORTATION - Medicare	172		169	200	169
	*TOTAL						EMPLOYEE BENEFITS	907		889	200	889
	**TOTAL						PUPIL TRANSPORTATION SERVICES	907		889	200	889
							FOOD SERVICES					
							EMPLOYEE BENEFITS					
50	0	2560	213	0	00	0	FOOD SERVICES - Social Security					
50	1	2560	213	0	00	0	FOOD SERVICES - Social Security - DL	85		83	1,000	83
50	2	2560	213	0	00	0	FOOD SERVICES - Social Security - WOIS	996		976	1,500	976
50	3	2560	213	0	00	0	FOOD SERVICES - Social Security - WO	1,940		1,902	2,000	1,902
50	0	2560	214	0	00	0	FOOD SERVICES - Medicare	134		131		131
50	1	2560	214	0	00	0	FOOD SERVICES - Medicare - DL	20		19	450	19
50	2	2560	214	0	00	0	FOOD SERVICES - Medicare - WOIS	233		229	450	229
50	3	2560	214	0	00	0	FOOD SERVICES - Medicare - WO	567		556	750	556
	*TOTAL						EMPLOYEE BENEFITS	3,974		3,896	6,150	3,896
	**TOTAL						FOOD SERVICES	3,974		3,896	6,150	3,896
							Family Resource Center					
							EMPLOYEE BENEFITS					
50	0	3000	213	0	00	0	Family Resource Center - Social Security	6,427		6,301	0	6,301
50	0	3000	213	0	00	4909	Family Resource Center - Social Security - Title 3	0			0	
50	0	3000	214	0	00	0	Family Resource Center - Medicare	3,033		2,973	0	2,973
50	0	3000	214	0	00	4909	Family Resource Center - Medicare - Title 3	0		0	0	0
	*TOTAL						EMPLOYEE BENEFITS	9,459		9,274	0	9,274
	**TOTAL						FAMILY RESOURCE CENTER	9,459		9,274	0	9,274
	***TOTAL						DISTRICT WIDE	219,863		195,682	201,319	195,682
	****TOTAL						MUNICIPAL RETIREMENT	219,863		195,682	201,319	195,682
51	0	1110	212	0	00	0	ELEMENTARY EMPLOYEE - I.M.R.F.	2,539		2,489	2,900	2,489
51	1	1125	212	0	00	3705	Pre-K - I.M.R.F.	4,994		4,896	3,800	4,896
51	0	1205	212	0	00	0	LEARNING DISABLED (LD) - I.M.R.F.			2,730		2,730
51	1	1205	212	0	00	4620	LEARNING DISABLED (LD) - I.M.R.F. - IDEA	6,180		6,058	4,500	6,058
51	1	1205	212	0	00	0	LEARNING DISABLED (LD) - I.M.R.F. - DL	45		44	10,000	44
51	2	1205	212	0	00	0	LEARNING DISABLED (LD) - I.M.R.F. - WOIS	8,637		8,467	8,000	8,467
51	3	1205	212	0	00	0	LEARNING DISABLED (LD) - I.M.R.F. - WO	33,027		12,771	10,000	12,771
	*TOTAL						EMPLOYEE BENEFITS	47,888		30,071	32,500	30,071
51	0	1225	212	0	00	0	EARLY CHILDHOOD (EC) - I.M.R.F.	3,430		3,363	3,500	3,363
51	0	1225	212	0	00	4600	EARLY CHILDHOOD (EC) - I.M.R.F. - IDEA EC	1,456		1,428	1,500	1,428
	*TOTAL						EMPLOYEE BENEFITS	4,887		4,791	5,000	4,791
51	0	1500	212	0	00	0	INTERSCHOLASTIC PROGRAMS - I.M.R.F.	405		397	1,000	397
51	0	1600	212	0	00	0	SUMMER SCHOOL PROGRAMS - I.M.R.F.	1,241		1,217	200	1,217
51	0	1800	212	0	00	0	BILINGUAL PROGRAMS - I.M.R.F.	0		0	0	0
51	0	2130	212	0	13	0	HEALTH SERVICES EMPLOYEE - I.M.R.F.					
51	1	2130	212	0	13	0	HEALTH SERVICES EMPLOYEE - I.M.R.F. - DL	2,377		2,330	5,000	2,330
51	2	2130	212	0	13	0	HEALTH SERVICES EMPLOYEE - I.M.R.F. - WOIS	4,303		4,219	5,000	4,219

DIAMOND LAKE SCHOOL DISTRICT 76
EXPENDITURES
BUDGET WORKSHEET

								PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
	*TOTAL						EMPLOYEE BENEFITS	6,680		6,518	10,000	6,518
51	0	2131	212	0	13	0	HEALTH SERVICES EMPLOYEE - I.M.R.F.	0			1,300	
51	0	2131	212	0	13	4620	HEALTH SERVICES EMPLOYEE - I.M.R.F. - IDEA	0		0	0	0
	*TOTAL						EMPLOYEE BENEFITS	0		0	1,300	0
51	0	2190	2120	0	00	0	Pupil Services/Special Education - Medicare	0		0	0	0
51	0	2210	212	0	00	0	Staff Development/Curriculum Benefit - I.M.R.F.	0		0	7,500	0
51	0	2220	212	0	00	0	EDUCATIONAL MEDIA SERV - I.M.R.F.	0		0	0	0
51	0	2310	212	0	00	0	Board Secy - I.M.R.F.	280		274	1,000	274
51	0	2321	212	0	00	0	OFFICE OF SUPT SERVICES - I.M.R.F.	8,137		7,977	9,000	7,977
51	0	2330	212	0	00	0	OFFICE OF Spec Areas Adm - I.M.R.F.	0		0	0	0
51	0	2410	212	0	00	0	OFFICE OF PRINCIPAL SERV - I.M.R.F.					
51	1	2410	212	0	00	0	OFFICE OF PRINCIPAL SERV - I.M.R.F. - DL	10,434		10,230	9,500	10,230
51	2	2410	212	0	00	0	OFFICE OF PRINCIPAL SERV - I.M.R.F. - WOIS	12,362		12,120	10,000	12,120
51	3	2410	212	0	00	0	OFFICE OF PRINCIPAL SERV - I.M.R.F. - WO	9,237		9,056	10,000	9,056
	*TOTAL						EMPLOYEE BENEFITS	32,033		31,405	29,500	31,405
51	0	2520	212	0	00	0	FISCAL SERVICES - I.M.R.F.	23,181		22,726	7,500	22,726
51	0	2540	212	0	00	0	OPERATION MAINT. - I.M.R.F.	16,242		15,924	13,000	15,924
51	0	2560	212	0	00	0	FOOD SERVICES - I.M.R.F.					
51	1	2560	212	0	00	0	FOOD SERVICES - I.M.R.F. - DL	194		190	2,000	190
51	2	2560	212	0	00	0	FOOD SERVICES - I.M.R.F. -- WOIS	2,222		2,178	3,000	2,178
51	3	2560	212	0	00	0	FOOD SERVICES - I.M.R.F. - WO	4,331		4,247	6,000	4,247
	*TOTAL						EMPLOYEE BENEFITS	6,747		6,615	11,000	6,615
51	0	3000	212	0	00	0	Family Resource Center - I.M.R.F.	14,356		14,075	0	14,075
51	0	3000	212	0	00	4909	Family Resource Center - I.M.R.F. - Title 3	0		0	0	0
	*TOTAL						EMPLOYEE BENEFITS	14,356		14,075	0	14,075
51	0	4120	212	0	0	0	SEDOL IMRF	20,810		20,402	22,500	20,402
	***TOTAL						DISTRICT WIDE	190,419		169,776	157,700	169,776
	****TOTAL						MUNICIPAL RETIREMENT	190,419		169,776	157,700	169,776

DIAMOND LAKE SCHOOL DISTRICT 76

BUDGET WORKSHEET
(CAPITAL PROJECTS FUND)

ACCOUNT NUMBER							DESCRIPTION	PROPOSED 21-22 BUDGET	ACTUAL 20-21 as of 6-30-2021	ADOPTED 20-21 BUDGET	ACTUAL 19-20 as of 6-30-2020
							DISTRICT WIDE				
							FACILITIES ACQUISITION & CONSTRUC. SERV.				
							SALARIES				
60	0	2530	150	0	00	0	SITE/CONST - SALARIES	0	0	0	0
	*TOTAL						SALARIES	0	0	0	0
							PURCHASED SERVICES				
60	0	2530	300	0	00	0	CONSTRUCTION PROF SERVICES - Bank Fees	500	0	500	1,417
60	0	2530	310	0	00	0	PROF SERVICES - ARCHITECTURAL SERV	0	0	0	0
60	0	2530	311	0	00	0	PROF SERVICES CONSTRUCTION MNGR	0	0	0	0
	*TOTAL						PURCHASED SERVICES	500	0	500	1,417
							SUPPLIES AND MATERIALS				
60	0	2530	410	0	00	0	CONSTRUCTION - SUPPLIES/Tech	0	0	0	0
	*TOTAL						SUPPLIES AND MATERIALS	0	0	0	0
							CAPITAL OUTLAY				

DIAMOND LAKE SCHOOL DISTRICT 76
EXPENDITURES
BUDGET WORKSHEET

								PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20
60	0	2530	575	0	00	0	NEW CONSTRUCTION	1,300,000		1,648,150	1,600,000	6,088,424
60	0	2530	575	0	00	499800	NEW CONSTRUCTION - ESSER	803,785		0	0	0
	*TOTAL						CAPITAL OUTLAY	2,103,785		1,648,150	1,600,000	6,088,424
	**TOTAL						FACILITIES ACQUISITION & CONSTRUC.	2,103,785		1,648,150	1,600,000	6,088,424
60	0	8100	720	0	00	0	Funds to be Transferred to O/M Fund	0		0	0	0
60	0	8100	720	0	00	0	Funds to be Transferred to W/C Fund	0		0	0	0
60	0	8100	0	0	00	0	TRANSFER TO OTHER FUNDS	0		0	0	0
	*TOTAL						Total Transfer	0		0	0	0
	**TOTAL						Transfer 8100	0		0	0	0
	***TOTAL											
	***TOTAL						CAPITAL PROJECTS FUND	2,104,285		1,648,150	1,600,500	6,089,841
	****TOTAL											

DIAMOND LAKE SCHOOL DISTRICT 76

BUDGET WORKSHEET
(WORKING CASH)

ACCOUNT NUMBER							DESCRIPTION	PROPOSED 21-22 BUDGET	ACTUAL 20-21 as of 6-30-2021	ADOPTED 20-21 BUDGET	ACTUAL 19-20 as of 6-30-2020
							DISTRICT WIDE				
							Transfer 8100				
							TRANSFERS				
							FUNDS TO BE Loaned to Educ Fund				
70	0	8180	710	0	00	0	Working Cash Abolishment	0	0	0	0
70	0	8110	0	0	00	0	TRANSFERS	0	0	0	0
	*TOTAL						Transfer 8100	0	0	0	0
	**TOTAL										
							Transfer 8180				
							TRANSFERS				
70	0	8120	700	0	00	0	TRANSFER of Interest to O/M Fund	0	0	0	0
							TRANSFERS	0	0	0	0
	*TOTAL						Transfer 8180	0	0	0	0
	**TOTAL						DISTRICT WIDE	0	0	0	0
	***TOTAL						WORKING CASH	0	0	0	0
	****TOTAL										

DIAMOND LAKE SCHOOL DISTRICT 76

BUDGET WORKSHEET
(TORT IMMUNITY/JUDGMENT FUND)

ACCOUNT NUMBER							DESCRIPTION	PROPOSED 21-22 BUDGET	ACTUAL 20-21 as of 6-30-2021	PROPOSED 20-21 BUDGET	ACTUAL 19-20 as of 6-30-2020
							DISTRICT WIDE				
80	0	2310	318	0	00	0	Legal Services	0	0	0	0
80	0	2365	3820	0	00	0	Liability Insurance Premium	47,500	46,736	60,000	41,104
	*TOTAL							47,500	46,736	60,000	41,104
							DISTRICT WIDE	47,500	46,736	60,000	41,104
	***TOTAL						TORT IMMUNITY/JUDGEMENT FUND	47,500	46,736	60,000	41,104
	****TOTAL										

DIAMOND LAKE SCHOOL DISTRRICT 76

BUDGET WORKSHEET
(LIFE SAFETY)

							DESCRIPTION	PROPOSED 21-22 BUDGET	ACTUAL 20-21 as of 6-30-2021	PROPOSED 20-21 BUDGET	ACTUAL 19-20 as of 6-30-2020
							DISTRICT WIDE				
90	0	2540	3000	0	00	0	Purchased Services - Bank Fees	500	0	500	0
90	0	2540	3100	0	00	0	Life Safety-Architectural Services	0	0	10,000	0
90	0	2540	575	0	00	0	Life Safety - CAPITAL OUTLAY +$2000	400,000	65,738	80,000	0
90	0	2540	700	0	00	0	Life Safety - CAPITAL OUTLAY -$2000	0	0	0	0
	*TOTAL						Capital Outlay	400,500	65,738	90,500	0
	***TOTAL						DISTRICT WIDE	400,500	65,738	90,500	0
	****TOTAL						LIFE SAFETY FUND	400,500	65,738	90,500	0

DIAMOND LAKE SCHOOL DISTRICT 76
EXPENDITURES
BUDGET WORKSHEET

					PROPOSED 21-22	Prior Budget Draft	ACTUAL 20-21	ADOPTED 20-21	ACTUAL 19-20

DIAMOND LAKE SCHOOL DISTRICT 76

BUDGET WORKSHEET
(ACTIVITY FUNDS)

ACCOUNT NUMBER				DESCRIPTION	PROPOSED 21-22 BUDGET		ACTUAL 20-21 as of 6-30-2021	PROPOSED 20-21 BUDGET	ACTUAL 19-20 as of 6-30-2020
				FAIRHAVEN ACTIVITY FUND - District					
11	1	1110	4191	DL Activity - Fundraisers/Donation	200		0	200	0
11	1	1110	4210	DL Activity - Reading	0		0	0	0
11	1	1110	4900	DL Activity - PTSA	0		0	0	87
11	1	1110	4910	DL Activity - Music	1,000		1,224	1,000	0
11	1	1110	4930	DL Activity - Art	0		0	0	0
11	1	1110	4960	DL Activity - Programs/Activities	2,800		896	2,800	1,741
11	1	1110	4970	DL Activity - Field Trips	1,000		0	1,000	0
11	1	1110	5500	DL Activity - Tech Donations	0		0	0	0
11	1	1500	4100	DL Activity - PE Dept	0		0	0	0
11	1	1500	4117	DL Activity - Staff Beverage	0		0	0	0
11	1	1500	4118	DL Activity - Staff Retirement Contr	0		0	0	0
11	1	1500	4119	DL Activity - Staff Social Club	0		0	0	0
11	1	2220	4100	DL Activity - Library	250		0	250	0
11	1	2220	4190	DL Activity - Box Tops/Birthday Books	550		0	550	0
				Total	5,800		2,120	5,800	1,828
				DIAMOND LAKE ACTIVITY FUND - District					
12	2	1110	4190	WOIS Activity - Box Tops	100		0	100	105
12	2	1110	4192	WOIS Activity - Student Council	1,000		0	1,000	496
12	2	1110	4900	WOIS Activity - Mini Grants	0		0	0	0
12	2	1110	4910	WOIS Activity - Choir	250		0	250	0
12	2	1110	4920	WOIS Activity - Pencils	0		0	0	0
12	2	1110	4930	WOIS Activity - Art	0		0	0	0
12	2	1110	4940	WOIS Activity - Yearbook	2,000		0	2,000	260
12	2	1110	4960	WOIS Activity - Activities/Programs	4,000		464	4,000	3,260
12	2	1110	7000	WOIS Activity - Capital Outlay	0		0	0	0
12	2	1110		WOIS Activity - Gardening Club	0		0	0	0
12	2	1110		WOIS Activity - Cartridges	0		0	0	0
12	2	1500	4111	WOIS Activity - Field Day	0		0	0	0
12	2	1500	4118	WOIS Activity - Charity/Donations	250		0	250	0
12	2	1800	4114	WOIS Activity - Biodiversity	0		0	0	0
12	2	2220	4100	WOIS Activity- Library	0		0	0	0
				Total	7,600		464	7,600	4,121
				WEST OAK ACTIVITY FUND - District					
13	3	1110	4141	WO Activity - NJHS	735		618	735	1,103
13	3	1110	4150	WO Activity - Sewing Club	50		0	50	0
13	3	1110	4162	WO Activity - Band Boosters	0		5,325	0	12,330
13	3	1110	4170	WO Activity - Courtyard	0		0	0	0
13	3	1110	4181	WO Activity - Fifth Grade	0		0	0	0
13	3	1110	4182	WO Activity - 6th Grade	0		0	0	0
13	3	1110	4184	WO Activity - 8th Grade	0		0	0	962
13	3	1110	4800	WO Activity - Technology	0		0	0	0
13	3	1110	4900	WO Activity - PTO Donations	1,000		0	1,000	50
13	3	1110	4910	WO Activity - Choir	0		0	0	920
13	3	1110	4921	WO Activity - Drama	0		0	0	0
13	3	1110	4930	WO Activity - Art	0		0	0	0
13	3	1110	4940	WO Activity - Yearbook	4,000		3,342	4,000	3,683
13	3	1110	4960	WO Activity - Program/Assemblies	10,000		3,993	10,000	9,282
13	3	1110	5500	WO Activity - Tech Donations	0		0	0	0
13	3	1110	7000	WO Activity - Capital Outlay	0		0	0	0
13	3	1500	4110	WO Activity - Patriot MidWOISe School	0		0	0	0
13	3	1500	4112	WO Activity - Cheerleading	0		0	0	0
13	3	1500	4113	WO Activity - Poms	0		0	0	0
13	3	1500	4125	WO Activity - Sports/Interscholastics	0		0	0	0
13	3	2220	4100	WO Activity - Library	1,000		0	1,000	0
13	3	2220	4110	WO Activity - Gottstein Library	0		0	0	0
				Total	16,785		13,277	16,785	28,331
				WEST OAK ACTIVITY FUND					
14	3	1000	4000	WO Bldg Activity - Misc Activity	0		0	0	0
				Total	0		0	0	0
				Total All Funds	**26,334,621**		**24,406,357**	**25,772,739**	**27,718,506**

DIAMOND LAKE SCHOOL DISTRICT 76

REVENUES

BUDGET WORKSHEET

ACCOUNT NUMBER				DESCRIPTION	21-22 BUDGET	Prior Budget Draft	20-21 ACTUAL	20-21 BUDGET	19-20 ACTUAL
				EDUCATIONAL FUND			As of 6-30-2021		As of 6-30-2020
				REVENUE FROM LOCAL SOURCES					
10	13	111000	0	TAXES CURRENT LEVY	4,900,027		5,049,162	4,929,471	5,030,796
10	13	111000	1	FIRST PRIOR YEAR LEVY	4,900,027		5,049,162	4,929,471	3,517,800
10	13	111000	3	OTHER PRIOR YR LEVIES					
10	13	114000	0	SPEC EDUCATION CURRENT LEVY	305,952		317,139	301,805	324,568
10	13	114000	1	SPEC EDUCATION LEVY 1ST PR YR	305,952		317,139	301,805	226,955
10	13	114000	3	OTHER PRIOR YR LEVIES	0			0	
10	13	131100	0	OUT OF DISTRICT TUITION	0		0	0	0
10	13	132100	0	OUT OF DISTRICT TUITION-Summer	0		0	0	0
10	13	151000	0	INTEREST	12,000		22,085	60,000	209,484
10	13	161100	0	SALES TO PUPILS LUNCH	0		76	5,000	32,579
10	13	161100	1	PUPILS MILK SALES	500		522	500	616
10	13	161200	0	PUPILS Breakfast Sales	0		0	0	12
10	13	171000	0	ADMISSIONS	0		0	0	0
10	13	179000	0	BAND FEES	3,000		0	3,000	2,832
10	13	179100	0	ATHLETIC FEES	0		1,154	0	2,591
10	13	181100	0	TEXTBOOKS RENTAL	22,000		18,107	25,000	25,936
10	13	181100	1	Registration Supply Fees	8,000		2,770	10,000	7,525
10	13	181200	0	SUMMER SCHOOL FEES	500		0	500	(300)
10	13	181200	1	Summer School Enrichment Fees	2,000		2,215	500	485
10	13	192000	0	CONTRIBUTIONS	0		0	0	0
10	13	195000	0	REFUND OF PRIOR YEARS	0		0	500	0
10	13	199000	0	EMPLOYEE COMPUTER BUY REIMB	1,500		160	2,500	0
10	13	199300	0	TECHNOLOGY FEES	7,500		5,302	7,500	5,901
10	13	199900	0	Other Revenue /Donations	6,000		0	40,000	3,450
10	13	199900	1	EDUCATION OTHER CLUB FEES	1,000		0	1,000	652
10	13	199900	2	REINSURANCE REIMBURSEMENT	0		0	0	0
10	13	199900	3	Reimburse Prior Year Ins Advance	0		0	0	0
10	13	199900	4	Flex Reimb-Medical/Dependent Care	8,000		11,385	6,000	(5,946)
10	13	199900	5	Project Produce Grant	0		0	1,500	0
10	13	199900	6	Target Grant-FH	0		0	0	0
		*TOTAL		REVENUE FROM LOCAL SOURCES	10,483,958		10,796,378	10,626,051	9,385,935
				REVENUE FROM INTERMEDIATE SOURCES					
10	13	220000	0	FLOW THRU FEDERAL-Ed Tech Grant	0		0	0	0
		*TOTAL		REVENUE FROM INTERMEDIATE SOURCES	0		0	0	0
				REVENUE FROM STATE SOURCES					
10	13	300100	0	Evidence Based Funding (formally GSA)	1,955,742		1,939,485	1,936,378	1,939,570
10	13	310000	0	State Aid Transition Funds			0		0
10	13	310000	0	PRIVATE FACILITY	30,000		23,686	30,000	32,593
10	13	310500	0	EXTRAORDINARY PUPIL	0		0	0	0
10	13	311000	0	SPECIAL ED PERSONNEL	0		0	0	8,859
10	13	314500	0	SPEC SUMMER DISTRICT WIDE	0		0	0	0
10	13	330500	0	English Learner Grant (formally Bilingual TBE)	0		0	0	0
10	13	336000	0	FREE L & B DISTRICT WIDE	2,000		1,804	2,000	3,922
10	13	336500	0	Breakfast Incentive	0		0	0	0
10	13	365100	0	National Board Certification Stipend	0		0	0	0
10	13	370500	0	PRE-K AT RISK DISTRICT	213,065		219,680	203,065	204,491
10	13	380000	0	STATE LIBRARY PER CAPITA GRANT	850		1,500	750	0
10	13	390000	0	State Technology Loan Program	0		0	0	0
10	13	399900	0	Other State Programs	45,000		48,630	30,000	133,020
		*TOTAL		REVENUE FROM STATE SOURCES	2,246,657		2,234,785	2,202,193	2,322,455
				REVENUE FROM FEDERAL SOURCES					
10	13	426000	0	Food Service Equipment Grant	0		0	0	62,772
10	13	421000	0	FEDERAL LUNCH	0		0	175,000	186,137
10	13	421500	0	FEDERAL SPEC MILK PROGRAM	0		0	2,000	957
10	13	422000	0	Federal Breakfast Reimb	0		0	80,000	100,765
10	13	422500	0	Summer Food Service Program	345,000		319,721	0	17,956
10	13	430000	0	TITLE I GRANT	228,851		330,944	241,761	235,475
10	13	440000	0	Title 4 Grant	15,731		19,596	16,708	32,419
10	13	460000	0	IDEA GRANT Early Childhood	13,927		10,603	13,789	10,519
10	13	462000	0	IDEA GRANT	257,707		268,247	255,155	225,545
10	13	462500	0	IDEA - Room and Board	0		3,742	0	46,667
10	9	488000	0	Education Jobs Fund - ENDED	0		0	0	0
10	13	490500	0	Immigrant Education Program Grant	0		0	0	0
10	13	490900	0	TITLE 3 LANGUAGE ACQUISITION	39,592		54,340	39,200	41,060
10	13	493200	0	Title 2 Grant	41,295		44,484	31,174	43,241
10	13	499100	0	Medicaid - Adm Outreach	10,000		172	15,000	3,330
10	13	499200	0	Medicaid Fee for Service	95,000		93,225	95,000	111,989
10	0	499800	0	Other Federal Programs	345,000		224,651	237,047	0
		*TOTAL		REVENUE FROM FEDERAL SOURCES	1,392,102		1,369,725	1,201,834	1,118,834
10	13	717000	0	LOAN FROM WORKING CASH					

DIAMOND LAKE SCHOOL DISTRICT 76
REVENUES
BUDGET WORKSHEET

ACCOUNT NUMBER	DESCRIPTION	21-22 BUDGET	Prior Budget Draft	20-21 ACTUAL	20-21 BUDGET	19-20 ACTUAL
	TRS - On Behalf	5,312,000		5,312,000	5,312,000	5,312,000
**TOTAL	EDUCATIONAL FUND	19,434,717		19,712,887	19,342,078	18,139,223
	DIAMOND LAKE ACTIVITY FUND					
11 13 172000 1	DL Activity - Art			0		0
11 13 172000 2	DL Activity - Reading	0		0	200	0
11 13 172000 3	DL Activity - Fundraisers/Donation	2,000		800	2,500	495
11 13 172000 4	DL Activity - Music	250		0	250	158
11 13 172000 5	DL Activity - PE Dept	0		0	500	0
11 13 172000 6	DL Activity - Box Tops/Birthday Books	100		58	200	1
11 13 172000 8	DL Activity - Library	750		78	500	1,075
11 13 172001 2	DL Activity - PTSA	0		0	0	0
11 13 172001 6	DL Activity - Programs/Activities	2,000		991	2,000	2,006
11 13 172001 7	DL Activity - Staff Beverage	0		0	0	0
11 13 172001 8	DL Activity - Staff Retirement Contr					
11 13 172001 9	DL Activity - Staff Social Club			0		0
11 13 172002 0	DL Activity - Field Trips	500		0	1,500	348
11 13 172002 1	DL Activity - Tech Donations	0		0	0	0
	Total	5,600		1,927	7,650	4,083
	WEST OAK INTERMEDIATE ACTIVITY FUND					
12 13 172000 1	WOIS Activity - Art	0		0	0	0
12 13 172000 2	WOIS Activity - Assembly	0		0	0	0
12 13 172000 3	WOIS Activity - Charity/Donations	2,500		600	3,000	700
12 13 172000 4	WOIS Activity - Choir	600		0	1,000	947
12 13 172000 5	WOIS Activity - Gardening Club	0		0	0	0
12 13 172000 6	WOIS Activity - Box Tops	100		36	200	212
12 13 172000 7	WOIS Activity - Cartridges	0		0	0	0
12 13 172000 8	WOIS Activity- Library	500		0	500	0
12 13 172000 9	WOIS Activity - Pop Machine	0		0	0	0
12 13 172001 1	WOIS Activity - Student Council	750		0	2,000	958
12 13 172001 2	WOIS Activity - Mini Grants	0		0	0	0
12 13 172001 3	WOIS Activity - Biodiversity	0		0	0	0
12 13 172001 5	WOIS Activity - Pencils	0		0	0	0
12 13 172001 6	WOIS Activity - Activities/Programs	2,500		90	4,000	4,407
12 13 172001 7	WOIS Activity - Yearbook	1,000		0	1,000	779
12 13 172002 0	WOIS Activity - Field Day	200		0	1,500	3,276
	Total	8,150		726	13,200	11,279
	WEST OAK ACTIVITY FUND-District					
13 13 172000 1	WOMS Activity - Art	0		0	0	0
13 13 172000 2	WOMS Activity - Band Boosters	8,000		2,798	8,000	14,726
13 13 172000 3	WOMS Activity - Cheerleading	0		0	0	0
13 13 172000 4	WOMS Activity - Choir	0		0	0	1,164
13 13 172000 5	WOMS Activity - Courtyard	0		0	0	0
13 13 172000 6	WOMS Activity - Drama	0		0	0	0
13 13 172000 7	WOMS Activity - Fifth Grade	0		0	500	0
13 13 172000 8	WOMS Activity - Library	1,000		0	1,000	0
13 13 172000 9	WOMS Activity - Gottstein Library	0		0	0	0
13 13 172001 0	WOMS Activity - Patriot Middle School	0		0	0	0
13 13 172001 1	WOMS Activity - BPAC Team	0		0	0	0
13 13 172001 2	WOMS Activity - PTO Donations	4,500		0	4,500	3,021
13 13 172001 3	WOMS Activity - Sewing Club	0		0	0	90
13 13 172001 4	WOMS Activity - Team WO	0		0	0	0
13 13 172001 5	WOMS Activity - Technology	0		0	0	0
13 13 172001 6	WOMS Activity - Program/Assemblies	7,000		3,527	8,000	4,452
13 13 172001 7	WOMS Activity - Yearbook	2,000		1,520	2,000	1,180
13 13 172001 8	WOMS Activity - Tech Donations	0		0	0	0
13 13 172001 9	WOMS Activity - Sports/Interscholastics	0		0	0	1,792
13 13 172002 0	WOMS Activity - Poms	0		0	0	0
13 13 172002 1	WOMS Activity - 6th Grade	0		0	0	0
13 13 172002 2	WOMS Activity - NJHS	750		0	2,000	721
13 13 172002 3	WOMS Activity - Hero Fund	0		0	0	0
	Toal	23,250		7,845	26,000	27,146
	WEST OAK ACTIVITY FUND					
14 13 172000 0	WO Bldg Activity - Revenue	0		0	0	0
	Total	0		0	0	0
**TOTAL	EDUCATIONAL FUND	19,471,717		19,723,385	19,388,928	18,181,731

DIAMOND LAKE SCHOOL DISTRICT 76

REVENUES

BUDGET WORKSHEET

ACCOUNT NUMBER				DESCRIPTION	21-22 BUDGET	Prior Budget Draft	20-21 ACTUAL	20-21 BUDGET	19-20 ACTUAL
				OPERATIONS, BLDG. & MAINTENANCE FUND					
				REVENUE FROM LOCAL SOURCES					
20	13	111100	0	CURRENT YEAR LEVY	611,906		654,804	563,370	741,811
20	13	111100	1	FIRST PRIOR YEAR	611,906		654,804	563,370	518,714
20	13	111100	3	Other Prior Years Levy	0			0	
20	13	123000	0	CORP PERS PROP TAX	145,000		167,760	130,000	132,261
20	13	151000	0	INTEREST ON INVESTMENTS	5,000		3,842	15,000	35,990
20	13	190000	0	OTHER REV LOCAL SOURCES	0		0	0	0
20	13	191000	0	RENTALS DISTRICT WIDE	50,000		75,000	50,000	55,331
20	13	193100	0	Sale of Assets	0		0	0	0
20	13	195000	0	Refund Prior Year Expenses (e-rate)	0		0	0	0
20	13	199900	0	OTHER DISTRICT WIDE	0		0	0	0
		*TOTAL		REVENUE FROM LOCAL SOURCES	1,423,812		1,556,210	1,321,740	1,484,108
				REVENUE FROM STATE SOURCES					
20	13	392500	0	MAINTENANCE GRANT	0		0	0	0
		*TOTAL		REVENUE FROM STATE SOURCES	0		0	0	0
				OTHER FINANCING SOURCES					
20	13	712000	0	PERMANENT TRANSFER FROM W/C	(345,000)		(340,000)	1,500	
20	13	714000	0	PERMANENT TRANSFER INTEREST	(29,714)		(32,757)		
20	13	715000	0	PERM TRANSF FR0M S&C					
		*TOTAL		OTHER FINANCING SOURCES	(374,714)		(372,757)	1,800	0
		**TOTAL		OPERATIONS, BLDG. & MAINTENANCE	1,049,098		1,183,453	1,323,540	1,484,108
				DEBT SERVICE FUND					
				REVENUE FROM LOCAL SOURCES					
30	13	111200	0	CURRENT YEAR LEVY	440,112		461,069	441,627	476,823
30	13	111200	1	FIRST PRIOR YEAR	440,112		461,069	441,627	333,420
30	13	111200	3	OTHER PRIOR YEARS					
30	13	151000	0	INTEREST ON INVESTMENTS	1,500		1,019	8,000	11,105
30	13	199900	0	OTHER INCOME			0		0
		*TOTAL		REVENUE FROM LOCAL SOURCES	881,723		923,157	891,254	821,347
				Other Funding Sources					
30	13	740000	0	Transfers from other funds-Educ-Princ	113,150		0	110,682	0
30	13	750000	0	Transfers from other funds-Educ-Interest	0			961	
30	13	740000	0	Transfers from other funds-Oper/Maint-Princ	345,000		340,000	0	
30	13	760000	0	Transfers from other funds-Oper/Maint-Int	29,714		32,757	234,915	
30	13	799000	0	Transfers from other funds-ISBE Tech Loan	0		0	0	0
		*TOTAL		TRANSFER FROM OTHER FUNDS	487,864		372,757	346,557	0
		**TOTAL		BOND AND INTEREST FUND	1,369,587		1,295,914	1,237,811	821,347
				TRANSPORTATION FUND					
				REVENUE FROM LOCAL SOURCES					
40	13	111300	0	CURRENT YEAR LEVY	458,929		402,723	362,166	324,568
40	13	111300	1	FIRST PRIOR YEAR	458,929		402,723	362,166	226,955
40	13	111300	3	Other Prior Years Levy					
40	13	151000	0	INTEREST ON INVESTMENTS	2,000		2,590	14,000	32,017
40	13	199900	0	OTHER DISTRICT WIDE					
		*TOTAL		REVENUE FROM LOCAL SOURCES	919,857		808,037	738,332	583,540
				REVENUE FROM STATE SOURCES					
40	14	350000	0	REGULAR TRANSPORTATION	323,622		420,076	455,419	439,104
40	13	350000	0	REGULAR TRANSPORTATION					
40	14	351000	0	TRANS-SPECIAL EDUCATION	337,396		333,347	362,303	343,978
40	13	351000	0	TRANS-SPECIAL EDUCATION					
40	14	370500	0	TRANS-Early Childhood Grant	0			0	
40	13	430000	0	TRANS-Title 1 Grant-Reading/Summer Boost	0		0	0	0
40	13	490900	0	TRANS-Title 3 Grant-Reading/	0		0	0	0
40	13	714000	0	TRANS-Interest Transferred from other Funds	0		0	0	0
		*TOTAL		REVENUE FROM STATE SOURCES	661,018		753,423	817,722	783,082
		**TOTAL		TRANSPORTATION FUND	1,580,875		1,561,460	1,556,054	1,366,622
				MUNICIPAL RETIREMENT FUND					
				REVENUE FROM LOCAL SOURCES					
51	13	111400	0	IMRF CURRENT YEAR LEVY	105,577		101,637	80,483	104,326
51	13	111400	1	IMRF FIRST PRIOR YEAR	105,577		101,637	80,483	72,950
51	13	111400	3	IMRF Other Prior Years Levy	0			0	
51	13	114000	5	SPEC ED LEVY SEDOL Current Year	8,882		9,165	8,195	9,697
51	13	114000	6	SPEC ED LEVY SEDOL 1st Prior Year	8,882		9,165	8,195	6,781
50	13	115000	7	SOCIAL SECURITY/MEDICARE LEVY	105,577		101,637	80,483	104,326
50	13	115000	8	SOCIAL SECURITY/MEDICAR 1ST PR YR	105,577		101,637	80,483	72,950
50	13	111400	9	Social Security/Medicae Other Prior Yrs					
51	13	111401	0	SEDOL IMRF Other Prior Years Levy					
50	13	123000	0	PERS PROP REPL TAX	35,000			35,000	
50	13	151000	0	INTEREST ON INVEST	1,500		1,025	6,000	11,572

DIAMOND LAKE SCHOOL DISTRICT 76
REVENUES
BUDGET WORKSHEET

ACCOUNT NUMBER				DESCRIPTION	21-22 BUDGET	Prior Budget Draft	20-21 ACTUAL	20-21 BUDGET	19-20 ACTUAL
51	13	151000	0	INTEREST ON INVEST	1,500		415	2,000	3,329
		*TOTAL		REVENUE FROM LOCAL SOURCES	478,072		426,316	381,322	385,931
				OTHER FINANCING SOURCES					
51	13	714000	0	TRANS OF INT FROM Working Cash	0		0	0	0
		*TOTAL		OTHER FINANCING SOURCES	0		0	0	0
		**TOTAL		MUNICIPAL RETIREMENT FUND	478,072		426,316	381,322	385,931
				CAPITAL PROJECTS					
				REVENUE FROM LOCAL SOURCES					
60	13	151000	0	INTEREST ON INVESTMENTS	1,500		301	8,000	10,238
60	13	192000	0	DEVELOPMENT CONTRIBUTIONS	0		0	18,000	0
60	13	199000	0	OTHER DISTRICT WIDE	803,785			0	
		*TOTAL		REVENUE FROM LOCAL SOURCES	805,285		301	26,000	10,238
60	13	7210	0	PRINCIPAL ON BONDS SOLD	0		0	0	3,618,500
60	13	7220	0	PREMIUM ON BONDS SOLD	0			0	
		**TOTAL		SITE AND CONSTRUCTION FUND	805,285		301	26,000	3,628,738
				WORKING CASH FUND					
				REVENUE FROM LOCAL SOURCES					
70	13	111500	0	CURRENT YEAR LEVY	30,596		36,215	30,181	46,367
70	13	111500	1	FIRST PRIOR YEAR	30,596		36,215	30,181	32,422
70	13	111500	3	Other Prior Years Levy	0			0	
70	13	151000	0	INTEREST ON INVESTMENTS	3,500		3,954	6,500	14,090
70	13	715000	0	Repayment of Loan from Educ Fund	0		0	0	0
70	13	721000	0	Proceeds from Sale of Bond	0		0	0	0
		*TOTAL		REVENUE FROM LOCAL SOURCES	64,691		76,385	66,861	92,879
		**TOTAL		WORKING CASH FUND	64,691		76,385	66,861	92,879
				TORT FUND					
				REVENUE FROM LOCAL SOURCES					
80	13	112000	0	CURRENT YEAR LEVY	22,946		32,633	30,181	46,367
80	13	112000	1	FIRST PRIOR YEAR	22,946		32,633	30,181	32,422
80	13	112000	3	Other Prior Years Levy	0			0	
80	13	151000	0	INTEREST ON INVESTMENTS	200		15	500	382
		*TOTAL		REVENUE FROM LOCAL SOURCES	46,092		65,280	60,861	79,172
		**TOTAL		TORT FUND	46,092		65,280	60,861	79,172
				LIFE SAFETY FUND					
				REVENUE FROM LOCAL SOURCES					
90	13	111800	0	CURRENT YEAR LEVY	441		702	404	9,274
90	13	111800	1	FIRST PRIOR YEAR	441		702	404	6,485
90	13	111800	3	Other Prior Years Levy	0			0	
90	13	151000	0	INTEREST ON INVESTMENTS	200		15	500	(5,816)
		*TOTAL		REVENUE FROM LOCAL SOURCES	1,082		1,418	1,307	9,943
		**TOTAL		LIFE SAFETY FUND	1,082		1,418	1,307	9,943
				Total All Funds	24,866,499		24,333,913	24,042,684	26,050,472

Diamond Lake School District 76

Long Term Financial Forecast

July 20, 2021

Introduction

This report presents unaudited revenues and expenditures for fiscal year 2020-21 and projections of the financial performance for the next several years (2021-22 to 2025-26). The assumptions used in this forecast are estimates based on historical trends and current financial information available at the time this report was compiled.

This forecast is designed to outline in broad terms the general financial direction of the District.

The assumptions used in preparing the multi-year forecast are conservative in nature. Taking such an approach allows for flexibility when unexpected situations arise.

As with any financial projection, estimates tend to be less accurate the further out they are forecasted. The projections will be reviewed and revised on a periodic basis for material changes.

Assumptions at a Glance (9/15/2020)

Fiscal Year Ending	**19-20**	**20-21**	**21-22**	**22-23**	**23-24**	**24-25**	**25-26**
CPI	2.1%	1.9%	2.3%	1.0%	1.0%	1.0%	1.0%
Revenue:							
New Construction	.48%	.79%	.25%	.33%	.33%	.33%	.33%
Existing EAVs	1.3%	3.9%	-0.4%	1.0%	1.0%	1.0%	1.0%
Fiscal Year	**19-20**	**20-21**	**21-22**	**22-23**	**23-24**	**24-25**	**25-26**
Enrollment	858	848	838	837	818	821	821
Revenue:							
General State Funding	0%	0%	0%	0%	0%	0%	0%
Federal Funding	0%	0%	0%	0%	0%	0%	0%
Expenses:							
Compensation							
Salaries	3.25%	3.25%	4.75%	4.0%	4.0%	3.0%	3.0%
Benefits (medical)	8%	8%	8%	8%	6%	6%	6%
Purchased Services							
Education	2%	3%	3%	3%	3%	3%	3%
O & M	2%	2%	2%	2%	2%	2%	2%
Transportation	16%	3%	3%	10%	3%	3%	3%
Supplies and Materials							
Education	0%	0%	0%	0%	0%	0%	0%
O & M	2%	2%	2%	2%	2%	2%	2%
Transportation	10%	10%	10%	10%	10%	10%	10%
Capital Outlay							
Education	$97k	$86k	$51k	$50k	$50k	$50k	$50k
O & M	$101k	$15k	$0k	$150k	$153k	$156k	$159k
Capital Projects	$6.09MM	$1.6MM	$2.1MM	$600k	$200k	$0k	$0k
Debt							
Other Objects/Tuition							
Education	7%	7%	7%	7%	7%	7%	7%
O & M	2%	2%	2%	2%	2%	2%	2%
Contingency	151,000	108,000	108,000	120,000	120,000	120,000	120,000

Contract Expiration Timeline

Teacher's Contracts……..expires 8/2024

Custodial Services……..expires 6/30/2022

Transportation Services…….expires 6/30/2022 (Spec Educ. Transp)

Transportation Services…….expires 6/30/2022 (Regular Transp.)

Food Service Contracts……expires 7/2022

Auditor Contract……..expires 6/30/2022

Administration Contracts……expires 6/30/2022

Superintendent's Contract…….expires 6/30/2025

Rules of Thumb

Revenue	
Change in CPI	A 1% change in CPI equals approximately $120,000 change in revenue
New Construction	A $100,000 change in new construction equates to approximately $4,500 change in revenue
Increases to EAV (Equalized Assessed Valuation)	A $100,000 change in EAV results in approximately $1,800 change in revenue
Expenses	
Salaries	A 1% change in compensation can impact the budget by approximately $92,000
Employee Benefits	A 1% change in the cost of benefits can impact the budget by approximately $16,000

Identification of Budget Risks and Opportunities

Risk	Description of Risk
1. Changes to the Consumer Price Index (CPI) and EAV	• Changes to the CPI are a major factor in determining the amount of property taxes that can be levied in any one year. The CPI is calculated on an annual basis. • A 1% change in the CPI is equivalent to a $120,000 change in revenue. • Can we count on EAV to continue increasing after the pandemic? • Can we expect new construction revenue to pick back up where it left off?
2. Compensation	• Compensation is the largest expense of the district, representing 67% of the District's total operating budget. A 1% change in compensation can impact the budget by approximately $95,000.
3. Employee Benefits	• Employee benefit costs represent approximately 14% of the District's total operating budget. A 1% change in the cost of benefits can impact the budget by approximately $18,000. • Pension Reform? – Cost shift of TRS expenditures to districts.
4. Pandemic	• The recent pandemic has created the most uncertain environment in education in recent memory. What will the long term implications be? o Will State and Federal funding remain intact? Currently EFB funding will remain flat o Property tax payments were slightly delayed but will there be future issues from taxpayers not being able to make their loan obligations?

5. Additional students placed in SEDOL or private facilities	• The average cost per student in SEDOL/private facility is $38,000. This is more than three times the District's expenditure per pupil.
6. New State Funding Formula	• State funding represents 17% of our total revenues. With the passing of Senate Bill 1947, there exists some uncertainty with the future of the state payments. The assumption is payments will be made on time and our current funding levels will not decrease, but we are not sure at this time how the adequacy formula will impact our long term state revenue.
7. Legislative Changes	• Unknown federal and state legislative changes surrounding pension costs, transportation funding, property tax freezes and no State budget.
8. Elementary and Secondary Schools Emergency Relief Grant (ESSER)	• ESSER grant greatly assisted with being able to put pieces in place to address learning delays and unforeseen expenditures. Will staff hired via the grant need to remain employed indefinitely or more short term?

Opportunities	**Description of Opportunity**
1. Student Enrollment	• Explore the opportunities to share services with other school districts in the areas of staffing and other areas. This includes preschool, special education services, and occupational therapy/physical therapy.
2. Shared Services	• D76 has approved to lease Fairhaven Elementary School to SEDOL for a 3 year agreement. This represents an additional $50k in revenue per year for the district. • Explore the opportunities to share services with other school districts in the areas of contractual services. • The district was using Fremont #79 for mid-day pre-k routes, but is now sharing routes with Mundelein #75 for all other special education bussing. Future possible

	opportunities include shared cab services with Mundelein #75. A joint contract for transportation services is currently in service with collaboration with Mundelein High School and Mundelein #75. • Shared custodial contract with Mundelein High School and Mundelein #75 was explored but the lack of cost savings and logistics made it not economically viable. • Shared buildings and grounds department with Mundelein #75 is still being researched and evaluated.
3. SEDOL/Bi-Lingual Programs	• Evaluate SEDOL/Bi-Lingual programs to determine cost effectiveness, including bringing more special education programs and services in-house. More in house evaluations is being tested this year.
4. Contracts	• Evaluate purchased service contracts, including identifying multi-district contract opportunities. The district recently brought the technology department mostly in house which reduced the cost from outsourcing and increased our flexibility with the department.

General Assumptions

- CPI – Inflation, as measured by the government's Consumer Price Index (CPI) is the **primary revenue driver** in a tax-capped district. For the four fiscal years (2009-10 to 2012-13), the district was subject to a tax referendum, which held the operating tax rate fixed, therefore not subject to the CPI. Starting in fiscal year 2013-14, the district again became subject to the CPI, allowing for increases in tax revenue. The published CPI for FY20 is 2.1%, for FY21 it is 1.9%, however, for FY22 it rose to 2.3% leading to some more economic optimism. It is projected at 1.0% for all future years.

- Enrollment – An enrollment study was performed through Rolf Campbell which indicated that enrollment is expected to decrease slightly in future years.

Revenue Assumptions:

Property tax:

- CPI – As noted above, the CPI of 1.0% is held constant throughout the forecasted years starting with fiscal year 2022-23, however for the 2021-22 fiscal year, for which the CPI is 2.3%. *A 1% change in the CPI results in approximately $121,000 change in revenue.*

- New Construction EAVs (Equalized Assessed Valuation – representing 1/3 the fair market value) – for the 2019 levy year, new construction came in at an increase of .79% over the prior year. We are anticipating 0.25% increase for the 2020 levy year. For the 2021-2025 levy years, a small increase is assumed. *A $100,000 change in new construction results in approximately $4,500 change in revenue.*

- Existing EAVs – 2019 levy year is forecasted at 3.9% increase from prior year and -0.4% for the 2020 levy year. For districts subject to the tax cap formula, the change in property tax revenue from one year to the next is limited by the CPI. When property values go down the operating tax rates go up or when property values go up, the operating tax rates go down. This part of the formula results in districts receiving the additional revenue generated by the CPI increase only. *A $100,000 change in EAV results in approximately a $1,800 change of revenue*.
- Current proposed legislation has property tax levels frozen for 2 years.

State Funding:

- State Funding –
    - The Education Fund, comprised of special education personnel and pupil reimbursement, is projected to be flat (1% increase) throughout the forecasted years based on the funding projected for the 2021-22 fiscal year.

    - The Transportation Fund, comprised of regular and special education transportation, is projected to be flat beginning in fiscal year 2021-22 from the prior year due to ISBE's estimates that the regular transportation reimbursement will be reimbursed at a 76% level which is the same as the current year. The 80% funding level for special education transportation is anticipated to remain the same.

- Evidence Based Funding – the new evidence based funding formula is based on the new law enacted which comprehensively changes the way that school districts receive the bulk of state funds. EBF looks at the districts resources and

analyzes the relationship between equity, adequacy, and student outcomes. The district is currently in the tier 2 funding group.

Federal Funding:

- Federal funding, which includes federal NCLB grants (No Child Left Behind - Title 1, Title 2, Title 3, and Title 4) and Medicaid reimbursements, is projected to remain flat throughout the forecasted years.

Expense Assumptions:

All expense increases are based on the projected fiscal year 2021-22 budgeted amounts.

Salaries and Benefits:

- New teacher's contract is tied to CPI. Salary increases after this contract expires are projected at 3% for purposes of planning.

- Medical benefits are projected to increase by 8% per year throughout the forecasted period.

Purchased Services:

- The Education Fund, comprised of SEDOL special education contractual services and liability insurance costs, is projected to increase 2% per year throughout the forecasted period.
- The Operations and Maintenance Fund, comprised of building repairs, maintenance and custodial services, is projected to increase 2% per year throughout the forecasted period.
- The Transportation Fund, comprised of student transportation services, is projected to increase 2.5% per year throughout the forecasted period. The district currently on a three year contract.

Supplies and Materials:

- The Education Fund, comprised of classroom supplies, books, consumable supplies (paper, etc.), is projected to increase zero (0%) per year throughout the forecasted period. Curriculum/Instructional supplies are primarily budgeted to be funded with Title 1 for new curricular materials.

- The Operations and Maintenance Fund, comprised of custodial supplies and electric and gas, is projected to increase 2% per year throughout the forecasted period.

- The Transportation Fund, a majority of which is diesel fuel costs, is projected to increase 10% per year throughout the forecasted period.

Capital Outlay:

- The Education Fund, comprised of capital outlay for new or replacement technology equipment, is projected at $51k per year for FY22 and $50K throughout the forecasted period.

- The Operations and Maintenance Fund, comprised of capital equipment purchases. The district will finish off its major construction projects comprising most of the 5-year facility plan during the FY22 year. Improvements include classroom renovations, classroom unit ventilator installation at DLS and chiller plant replacement at WOC.

Debt:

- Debt retirement is modeled according to the currently scheduled commitments, at payments ranging from $800,000 - $900,000 per year. Previous debt was scheduled to be retired in June of 2019. After that, the referendum will have debt payments at around $870,000 per year until 2035. Also include in debt service payments are teacher MacBooks which will cost roughly $35,000 per year for 4 years. Last, the district also entered into a 3 year lease for student Chromebooks at a cost of around $88,000 per year.

Other Objects:

- The Education Fund, comprised of primarily special education tuition, is projected to increase by 7% per year throughout the forecasted period. This expense changes significantly from year to year based on the number of students enrolled in special education private facilities or in SEDOL programs.

- The Operations and Maintenance Fund, comprised of the SEDOL special education building assessment, is projected to increase by 2% per year throughout the forecasted period.

- Contingencies, comprised of un-forecasted expenses for all funds, totaling $120,000, are budgeted for all the years forecasted.

Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

BOARD OF EDUCATION
BUSINESS MEETING
Tuesday, June 22, 2021

AGENDA ITEM V-D
Personnel: Approve Resolution for Personnel Items: *Action*
The resolution is being submitted for approval at the Business Meeting on Tuesday, June 22, 2021.

BE IT RESOLVED, the Diamond Lake 76 Board of Education accepts and approves the Personnel Items as depicted on the Agenda:

Resignation(s):

Employee	School	Position	Effective Date
Stafseth, Casey	DLS	Administrative Associate	7.15.2021
Murray, Cristina	DLS	Certified School Nurse	6.4.2021
Miszczyszyn, Amanda	WOMS	Special Education Teacher	7.14.2021
Bhardwaj, Deepika	DLS	Learning Associate	7.19.2021

Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

Fall Planning Update
2021-22

Actualización de Planes del Otoño 2021-22

July 20, 2021 | 20 de julio 2021

Guidance Changes | Cambio en Guias

- Vaccinated individuals do not need to wear masks
- Unvaccinated individuals should mask
- Masks are not needed when outdoors
- All individuals must wear masks while riding a bus
- 3 feet of social distancing when possible
- Students who have not been vaccinated and under a quarantine order must be provided with remote learning

- Las personas vacunadas no necesitan usar máscaras
- Las personas no vacunadas deben usar máscara
- Las máscaras no son necesarias cuando están al aire libre
- Todas las personas deben usar máscaras mientras viajan en un autobús
- 3 pies de distancia social cuando sea posible
- Los estudiantes que no han sido vacunados y bajo una orden de cuarentena deben recibir aprendizaje remoto

Quarantine Changes | Cambios de Cuarentena

- Vaccinated students/staff will not need to quarantine if identified as a close contact
- **Unvaccinated** students:
  - who wear a mask, are tested for COVID, and follow other mitigation procedures will not need to quarantine if identified as a close contact - pending LCHD guidance
  - who do not follow guidelines will need to quarantine for 10 days if identified as a close contact

(LCHD:Lake County Health Department)

- Los estudiantes/personal vacunados no necesitarán ponerse en cuarentena si se identifican como un contacto cercano
- Estudiantes **no vacunados**:
  - que usan una máscara, se someten a pruebas de COVID y siguen otros procedimientos de mitigación no necesitarán ponerse en cuarentena si se identifican como un contacto cercano, en espera de la orientación del LCHD
  - que no siguen las guías tendrán que ponerse en cuarentena durante 10 días si se identifica como un contacto cercano

(LCHD: Departamento de Salud del Condado Lake)

Mitigation Efforts in D76 | Esfuerzos de Mitigación en D76

- Promote vaccination clinics when ages 5-11 are authorized
- Require masks for unvaccinated individuals
- Improved ventilation
- Physical distancing
- Cleaning and disinfecting surfaces
- Handwashing
- Contact tracing
- Testing for unvaccinated individuals if needed

- Promover clínicas de vacunación cuando se autoricen las edades de 5 a 11 años
- Requerir máscaras para personas no vacunadas
- Mejor ventilación
- Distanciamiento físico
- Limpieza y desinfección de superficies
- Lavado de manos
- Rastreo de contactos
- Pruebas para personas no vacunadas si es necesario

Moving Forward | Hacia Adelante

- Communicate plans to community on 7.23.21
- Modify district procedures to include new guidance
- Identify vaccine status of individuals to aid in procedures and contact tracing
- Continue to work with Lake County Health Department on updates/information
- Stay Updated: *Guidance subject to change depending on local circumstances including vaccine levels and community spread of COVID-19*

- Comunicar los planes a la comunidad el 23 de julio 2021
- Modificar los procedimientos del distrito para incluir nuevas guías
- Identificar el estado de las vacunas de las personas para ayudar en los procedimientos y el rastreo de contactos
- Continuar trabajando con el Departamento de Salud del Condado Lake en actualizaciones/ información
- Manténgase Actualizado: *La guía está sujeta a cambios dependiendo de las circunstancias locales incluidos los niveles de vacunas y la propagación comunitaria de COVID-19*

July 6, 2021

Via Email

Mike Piersante, Senior Account Executive
mpiersante@genesistechnologies.com
847.897.7257

RE: RESPONSE TO FOIA REQUEST

Dear Mr. Piersante,

Thank you for writing Diamond Lake School District 76 with your request for information Pursuant with 5ILCS140/1 et seq,. This email responds to your Freedom of Information Act (FOIA) request dated 6/30/2021 for the most recent copier/MFP contracts, including the pricing and proposal/contracts of the current vendor.

Please find your request attached to this email.

Sincerely,

Bhavna Sharma-Lewis, Ph.D.
Superintendent of Schools

Embrace
Empower
Excel
Each Child
Each Day

Lisa Bischoff <lbischoff@dist76.org>

Fwd: FOIA Request Diamond Lake District 76 Copiers & MFPs

bsharmalewis@dist76.org <bsharmalewis@dist76.org> Wed, Jun 30, 2021 at 5:18 PM
To: Lisa Bischoff <lbischoff@dist76.org>, Peggy Bertsos <pbertsos@dist76.org>

FYI- please see below all day respond as needed. Thanks!

Optimizing Excellence in District 76,

Bhavna Sharma-Lewis
Superintendent of Schools

Begin forwarded message:

From: Mike Piersante <mpiersante@genesistechnologies.com>
Date: June 30, 2021 at 2:40:18 PM CDT
To: bsharmalewis@dist76.org
Subject: FOIA Request Diamond Lake District 76 Copiers & MFPs

Hi Bhavna

On behalf of Genesis Technologies, I am submitting a FOIA request regarding the most recent copier/MFP contracts. Genesis is requesting that the Diamond Lake District 76 share the pricing and proposal/contracts of the current vendor. Please let me know if there is any paperwork that needs to be filled out to officially submit this request.

Thanks,

Mike

--

Mike Piersante
Senior Account Executive

GENESIS TECHNOLOGIES

TECHNOLOGY DRIVEN DOCUMENT SOLUTIONS.
123 N. Wacker, Suite 890 | Chicago | IL | 60606
P: 847.897.7257 | **M:** 330.540.0004
E: mpiersante@genesistechnologies.com
genesistechnologies.com

4509 Prime Parkway McHenry, IL 60050
Phone: (815) 759-6000 Fax: (815) 759-6005
Chicage,IL (312) 580-3500
Lincolnshire,IL (847) 478-3020
Naperville, IL (630) 717-3750
Rosemont, IIL (224) 563-3441

Order Type	Lease Type	Lease Term
Lease	$1	60

SHIP TO:
Name: Diamond Lake SD 76
Address: 500 Acorn Lane
City: Mundelein
State: IL **ZIP:** 60060
Phone: 847-566-9221

IT Contact: Eric Rogers, 847-566-9221
Email:
Meter Contact: Eric Rogers 847-566-9221

BILL TO:
Name: Diamond Lake SD 76
Address: 500 Acorn Lane
City: Mundelein
State: IL **ZIP:** 60060
Phone: 847-566-9221

A/P Contact: ,
Email:
Meter Email:

Quantity	Product	Unit Price	Extended
4	X3A82A :Base Engine E82540z, E82550z, E82560z		
4	X3A74A : Speed Option for E82560z		
4	Y1G18A: High Volume Finisher for E876 Series		
4	X3D03A : USB Universal Card Reader	**Sub-Total**	
4	Y1G21A: High Capacity 2000 Sheet for E876 Series	**Maintenance**	Separate (See below)
2	X3A82A :Base Engine E82540z, E82550z, E82560z	**Less Trade-In**	
2	X3D03A : USB Universal Card Reader	**Network**	Included
2	X3A68A : Speed Option for E82540z	**Freight**	Included
2	Y1G16A: Cabinet for E876 Series	**Tax (.075)**	Not applicable
2	Y1G00A: Inner Finisher for E778 & E876 Series	**Total Investment**	Lease
3	X3A76A: Base Engine for E87640z/E87650z/E87660z	**LEASE Payment (p/mo)**	$2,063.49
	(Continued on Attached Schedule)	**Security Deposit**	

IMAGETEC LP to issue a check in an amount not to exceed $16,357.16 for remaining payments on existing Toshiba/US Bank lease obligations. It is the sole responsibility of Diamond lake SD 76 to issue all remaining payments for said lease obligations.

PICK-UP INFORMATION

pick-ups SEE BILL OF SALE

MAINTENANCE AGREEMENT

Service Term	Covered Equipment (includes supplies, excluding paper and staples)			Beginning Meter(s)		Toner Yield	
(Months)	Equipment	Serial	ID Tag #	Black	Color	Black	Color
12	X3A74A : Speed Option for E82560z					69,000	
12	X3A68A : Speed Option for E82540z					69,000	

Maintenance Base/Overage Rates

Meter Type	Copy Allowance	Base Allowance Charge	Base Billed Period	Excess Charge	Excess Billed Period	Auto Meter Collection Fee	Toners Inc. in contract
B\W	855,000	$3,762.00	Quarterly	0.0048	Annual	Included	
Color	18,800	$564.00	Quarterly	0.0330	Annual	Included	
Comments:							

Orders are considered final upon the approval of a Partner of Imagetec L.P. Title of all Equipment and Accessories remains in Imagetec L.P.'s name until payment in full has been received. Terms of payment for each shipment are net 10 days from date of invoice. A late payment fee of 1.5% per month or the maximum rate permitted by law whichever is less, shall be charged on all overdue amounts from the date of the invoice until paid. Customer agrees to pay Imagetec L.P. for all costs and expenses, including attorney fees, incurred by Imagetec L.P. in enforcing its rights hereunder. No returns are permitted without advance written authorization by Imagetec L.P. By signing this Agreement, Customer acknowledges reading, receiving and agreeing to the completed information set forth above, the Terms and Conditions set forth on the reverse side of this document, and all attached Schedules, all of which collectively comprise this Agreement.

Imagetec L.P.
BY: _____ Date: 6/26/18
Sales Representative: Lee Pietrowski

Customer ("Buyer" "You")
BY: Eric Rogers Date: 6/26/18
Name: Eric Rogers Title: Dir. of Finance/operation

General Terms and Conditions

1. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, proposals, and communications, oral or written, concerning the subject matter of the Agreement. Customer acknowledges and agrees that no promise, representation or warranty of any kind has been made by Imagetec L.P. except as specifically set forth in this Agreement. No amendment or waiver of any provision of this Agreement shall be binding on Imagetec, L.P. unless such amendment or waiver is in writing and signed by the general partner of Imagetec L.P.

2. Delivery to the place of shipment specified herein shall constitute delivery to the Customer. Imagetec L.P. reserves the right to make delivery in installments. All such installments shall be separately invoiced and paid for when due, without regard to subsequent deliveries. Imagetec L.P. shall not be liable for failure or delays in delivery occasioned by causes beyond Imagetec L.P.'s control. Delay in delivery of any installment shall not relieve Customer of its obligation to accept remaining installments.

3. It is mutually understood and agreed that the sole warranty on the Equipment and Accessories which are the subject of this Agreement is the warranty of the respective manufacturer(s), and that Imagetec, L.P. makes no warranty, either express or implied, with respect to any of the Equipment or Accessories. IMAGETEC L.P. HEREBY SPECIFICALLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR USE, OR FITNESS FOR A PARTICULAR PURPOSE. IMAGETEC L.P. SHALL NOT BE RESPONSIBLE FOR DIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES.

4. Imagetec L.P. will provide technical support for thirty (30) calendar days from the date of installation. After this initial 30-day period, all requested technical support will be billed to Customer at Imagetec L.P.'s then-current labor rates, in 15-minute increments for phone support, with a one-hour minimum charge for on-site service calls.

Terms and Conditions of Equipment Maintenance Agreement (if applicable)

5. If this Agreement includes an equipment maintenance agreement ("EMA"), the EMA will be governed by the Terms and Conditions set forth in paragraphs 5 through 27 and the applicable provisions on the front side of this document. The EMA covers the labor and material necessary for lubrication, cleaning, adjustment and repair of the Equipment and the replacement of parts necessitated by normal use of the Equipment as listed on the front of this document including the controller, memory, printing systems, drivers, harnesses, wiring, hard drives, CD ROM drives, floppy disk drives, CD read/writers, mouse, monitors, keyboard, network harnesses that are directly attached to and purchased/leased as part of the initially installed basic copier system, except as hereinafter provided and subject to the Exclusions and Additional Exclusions set forth in paragraphs 6 and 7 below. The serviceability of parts will solely be determined by Imagetec L.P. Replaced parts will be disposed of by Imagetec L.P.

6. Exclusions: This EMA will not apply to and does not cover:

A. Any Equipment lost or damaged for any reason, including accident, abuse, misuse or other-than-normal use, theft, neglect, acts of third parties, fire, water, casualty, or any other force or circumstances.

B. Replacement or repair of any network devices not directly attached to and purchased/leased as part of the initially installed basic copier system, including print controllers (internal or external), memory, printing systems, storage devices, (internal or external), drivers, harnesses, wiring, hard drives, mouse, monitors, keyboards, network harnessing or cards.

C. Service required after the initial installation, and/or after the Customer installs software, software updates or any changes to the operating systems, or related to network problems, that is not specifically for the adjustment, repair or replacement of items covered in paragraph 5 of this EMA.

D. Replacement of doors, covers, hinges, operation panels, stands, wheels, casters, work tables, exit trays, document lids, ADF covers, paper cassettes, sheet by-pass or instruction manuals.

E. Circuit board failure, unless an Imagetec L.P.-approved surge protection device was installed and continuously in use from and after the initial installation the affected Equipment.

F. Color calibration from Customer computers for color devices. Excluded items will be repaired, serviced, calibrated or replaced, as applicable, by Imagetec, L.P. at Customer's request at Imagetec L.P.'s then-current labor and material rates.

7. Additional Exclusions: Additional excluded services include but are not limited to: (a) optional retrofits; (b) service associated with relocation of equipment; (c) installation of accessories, attachments or devices not included in the original installation; (d) performance of normal operator functions as described in the manufacturer's operator manual; (e) increase in required service time resulting from Customer's neglect, unique application or use beyond manufacturer's specifications of machine capability; (f) computer hardware/software conditions including, but not limited to a software virus resulting in Imagetec L.P. equipment malfunctioning. Services excluded under this paragraph 7 will be charged to Customer in accordance with Imagetec L.P.'s then-current labor and material rates.

8. This EMA is only available for equipment having a valid manufacturer's serial number, UL certification and an Imagetec L.P. identification tag.

9. Equipment purchased from Imagetec L.P. for which an Imagetec, L.P. EMA expired within the prior twelve-month period is eligible for coverage under this EMA, subject to a chargeable inspection at Imagetec L.P.'s then-current labor and material rates and acceptance of the equipment condition by Imagetec L.P. Equipment purchased from Imagetec, L.P. that has not been covered by an Imagetec L.P. EMA in the previous twelve (12) month period is eligible for coverage under this EMA subject to inspection and chargeable refurbishing of the Equipment (if deemed necessary by Imagetec) at Imagetec L.P.'s then-current labor and material rates. In the event any equipment is added to this EMA under this paragraph 9, the Maintenance Base/Overage Charge shown on the front side of this document will be amended accordingly.

10. Imagetec L.P. may terminate this EMA in the event the Equipment is modified, damaged, altered or serviced by personnel other than Imagetec L.P. employees, or if parts, accessories or components not authorized by Imagetec L.P. are fitted to the Equipment.

11. Customer agrees to furnish a key contact who will assume all duties covered and described in the manufacturer's operator manual. If training has been purchased, Imagetec L.P. will train the initial key contact at the time of initial installation and thereafter Customer shall ensure that a trained key contact is available. If additional training is required after the installation, Imagetec L.P. is available upon request to train additional key contacts at Imagetec L.P.'s then-current labor rates.

12. Imagetec L.P. shall not be liable for failure or delays in delivery of replacement parts or supplies or delays in service calls occasioned by causes beyond the control of Imagetec L.P. or its suppliers. Service calls under this EMA will be made under normal business hours of 8:00 A.M. to 5:00 P.M. CST Monday through Friday, excluding Imagetec L.P. observed holidays, at the installation address shown on the front side of this document. Travel and labor time for service calls after normal hours, on weekends and on holidays, if and when available, will be charged portal to portal at overtime rates in effect at the time the service call is made. Imagetec L.P. shall have free access to Equipment during the business hours stated above to perform service thereon. Imagetec L.P. reserves the right to cancel this EMA or have Equipment brought to an Imagetec L.P. facility for service when service access is so restrictive as to diminish overall efficiency of Imagetec L.P.'s service staff.

13. In the event Imagetec L.P. is unable to obtain, repair or replacement parts due to the discontinuation of such parts by the manufacturer and is unable to effect repairs to the Equipment, Imagetec L.P. will credit the unused portion of EMA charges to Customer's account. Any such credit must be used toward future charges by Imagetec L.P.

14. Customer is required to submit monthly meter readings to Imagetec L.P. Customer may submit Customer's meter readings through the web at www.imagetec.com or by fax at (815) 759-6005. For networked devices, Imagetec L.P. will provide software to automatically report meter readings for a fee of $1.00 per machine per month. If Customer fails to provide meter readings in a timely fashion, Imagetec L.P., at its discretion, will estimate all necessary meter readings. If Customer disputes invoices generated from Imagetec L.P.'s estimated meter reading and rebilling is required, Customer will be assessed an administrative fee of $10.00 for each invoice affected. Customer authorizes Imagetec L.P. to use remote access for meters and diagnostics throughout the term of this EMA.

15. Customer acknowledges that it is Customer's responsibility to maintain a current backup of Customer's program and data files to restore any loss of data. Under no circumstances shall Imagetec L.P. be held responsible for any loss of data.

16. For EMAs which are supply-inclusive, Imagetec L.P. agrees to provide sufficient toner quantity for Customer's usage according to the manufacturer's published expected usage which is based on 6% coverage black & white and 28% coverage full color. In addition to the charges set forth on the front of this document, Customer shall pay shipping and handling charges for all toner provided by Imagetec L.P. at the rate of .0005 per copy for black and white toner and .002 per copy for color toner. In the event that Customer's actual toner usage exceeds the manufacturer's published expected usage, Imagetec L.P. reserves the right to remedy this variance, at its option, by either adjusting the charges) payable under this EMA to cover Customer's excess toner usage or by invoicing Customer for Customer's excess toner usage from time to time.

17. If this EMA includes the copy drum, Imagetec L.P. will determine when drum replacement is necessary due to normal wear and tear. Drums will not be replaced at Customer's request, or for scratches, marks, or other notable defects caused by Customer neglect, abuse, or misuse. If drum replacement is required due to Customer neglect, abuse or misuse, Customer will pay a prorated charge based on the published drum yield and the then current drum retail price, plus labor charges for replacement at Imagetec L.P.'s then-current labor rates. If this EMA does not include the copy drum, the drum will be replaced as requested by Customer at Imagetec L.P.'s then-current labor and material rates.

18. Expenses incurred for supplies damaged or misused by Customer or consumed in the course of service performed on the Equipment by Customer are non-recoverable and replenishment of such supplies shall be at Customer's expense.

19. If Imagetec L.P. determines that any Equipment covered by this EMA is not supplied with a "clean" power source (without spikes, sags, noise, etc.), then Customer must provide, at its expense, all changes and installations needed to correct the problem with the incoming power source. This could include items such as dedicated power lines, U.L. approved power (line) suppressors, line regulators, etc. Imagetec L.P. disclaims all responsibility for costs incurred to repair or replace any Equipment or components, including circuit boards, when damage to such was caused by an insufficient or faulty power source.

20. When in its sole discretion Imagetec L.P. determines that a shop reconditioning is necessary to keep any of the Equipment in working condition, Imagetec L.P. will submit to Customer an estimate of needed repairs and the cost thereof, which will be in addition to charges payable under this EMA. If Customer does not authorize such reconditioning, Imagetec L.P. may discontinue service of such Equipment under this EMA, refunding the unused portion of the maintenance charge, or may refuse to renew this EMA upon the expiration of the then-current term. In any such event, Imagetec L.P. service will be available on a "Per Call" basis at Imagetec L.P.'s then-current labor and material rates.

21. Customer will pay for all costs associated with any Equipment relocation requested by Customer at Imagetec L.P.'s then-current labor and material rates. These costs will include applicable installation and removal charges and special rigging charges. Imagetec L.P. shall be under no obligation to provide service for any Equipment that is relocated outside its geographical service area, and on request Imagetec L.P. will assist Customer in obtaining service from other qualified service providers outside Imagetec L.P.'s geographical service area.

22. This EMA shall be considered in force upon receipt by Imagetec L.P. of the initial EMA charge (per billing period) set forth on the reverse side hereof and shall continue for the term of this EMA from the EMA effective date shown on the reverse side of this document. The term of this EMA will automatically renew for successive additional one-year terms unless either party gives notice of non-renewal at least 30 days prior to the scheduled expiration of the then-current term. Each renewal term shall be subject to a price adjustment in accordance with Imagetec L.P.'s then-current rates. In addition, Imagetec L.P. may elect to change the base charge and/or number of copies / prints included in the base charge at the time of EMA renewal to more accurately reflect Customer's average copy volume for the billing period specified. In addition, if Imagetec L.P. determines at any time that Customer's copy usage has increased materially, either in application or volume, above the quantities set forth on the reverse side of this document, Imagetec L.P. shall have the right to notify Customer of early termination of this EMA, in which event Imagetec L.P. shall re-quote pricing, terms and conditions of a new EMA, which Customer may reject, and in the case of such rejection the term of this EMA shall end on the early termination date selected by Imagetec L.P. Imagetec L.P. has no obligation to provide supplies, on a supply-inclusive EMA, beyond the manufacturer's expected usage or beyond the term of this EMA. In the event of non-renewal of this EMA, all supplies delivered to Customer in excess of the manufacturer's expected usage projected to the date of EMA expiration are the property of Imagetec L.P. In the event Customer has received supplies in excess of the foregoing, Customer shall either return the excess supplies to Imagetec L.P. or pay the then current published price to purchase the excess supplies from Imagetec L.P.

23. The initial monthly/quarterly/semi-annual/annual charge for maintenance under this EMA shall be the amount set forth on the reverse side hereof. The monthly/quarterly/semi-annual/annual maintenance charge with respect to any renewal term will be the charge in effect at the time of renewal. Customer agrees to pay the total of all charges for maintenance during the initial term and any renewal term upon receipt of each Imagetec L.P. invoice for such charges. Customer agrees that alterations, attachments or specification changes may require an increase in maintenance charges at any time during the term of this EMA and agrees to pay such charges promptly when due.. The billing period for the base charge noted on the reverse of this document determines the invoicing cycle Customer will receive. There is a $10.00 per month billing processing fee for a monthly base billing period. The billing period for the base charges and copy/print allowances represents the invoicing for all copies/prints made in excess of the allowance. At the conclusion of each copy/print allowance billing period, Customer's meter reading(s) will be taken and excess copies/prints will be invoiced for the applicable billing cycle. The charge for excess copies/prints will be calculated using the excess copy/print charge set forth on the reverse of this document. If Customer does not exceed the copies/prints allowed in the billing period, the meter reading(s) taken as of the end of such billing period will become the beginning meter reading(s) for the new copy/print allowance billing period. No credits will be given when the copy/print count is below the copy/print allowance for any billing period.

24. If Customer does not pay all charges for maintenance or parts as provided hereunder when due, or if Customer's account becomes delinquent: Imagetec L.P. may (a) refuse to service the Equipment or (b) elect to furnish service on a C.O.D. "Per Call" basis at Imagetec L.P.'s then-current labor and material rates. Customer agrees to pay all costs incurred by Imagetec L.P. to collect delinquent amounts from Customer, including reasonable attorneys' fees and expense incurred by Imagetec L.P.

25. Products sold by Imagetec L.P. are designed to give excellent performance with Imagetec L.P. authorized supplies, including paper, developer, toner, ink and masters. Although it is not a condition of this EMA that Customer use only Imagetec L.P. supplies, if Customer uses supplies other than supplies approved by Imagetec L.P., and if such supplies are defective or not acceptable for use on Imagetec L.P.-serviced machines, and cause abnormally frequent service calls or service problems, then Imagetec L.P. may, at its option, terminate this EMA. In such event, Customer will be offered service on a "Per Call" basis at Imagetec L.P.'s then-current labor and material rates.

26. This EMA shall be governed by and construed to the laws of the State of Illinois applicable to agreements wholly negotiated, executed and performed in such State. It constitutes the entire agreement between the parties and may not be modified except in writing signed by duly authorized Partner of Imagetec L.P. and the customer.

27. This EMA is non-transferable by Customer and non-refundable.

EQUIPMENT SCHEDULE

Quantity	Product	Unit Price	Extended
3	X3D03A : USB Universal Card Reader		
3	CC487A: Fax Option		
3	Y1G10A: Hole Punch 2/3 for External Finisher for E876 Series		
3	X3A92A: Speed Option for E87660z		
3	Y1G07A: Booklet Finisher for E876 Series		
3	Y1G21A: High Capacity 2000 Sheet for E876 Series		
1	Paper Cut MF - 1500 users		
9	HP ESA License - 9 of them		
1	Five Year Assurance Support		
1	IT Services - Use for Sales invoices - $ quoted by IT Dept.		

MAINTENANCE AGREEMENT

Service Term	Covered Equipment (includes supplies, excluding paper and staples)			Beginning Meter(s)		Toner Yield	
(Months)	Equipment	Serial	ID Tag #	Black	Color	Black	Color
12	X3A92A: Speed Option for E87660z					54,500	52,000

Imagetec L.P.

BY: _____ Date: 6/26/18

Sales Representative: Lee Pietrowski

Customer ("Buyer" "You")

BY: Eric Rogers Date: 6/26/18

Name: Eric Rogers Title: Dir. of Finance & Operations

July 6, 2021

Via Email

Zoe Yalcin, Data Acquisition Specialist
zyalcin@smartprocure.com
954-420-9900

RE: RESPONSE TO FOIA REQUEST

Dear Zoe,

Thank you for writing Diamond Lake School District 76 with your request for information Pursuant with 5ILCS140/1 et seq,. This email responds to your Freedom of Information Act (FOIA) request dated 7/4/2021 for:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

Please find your request attached to this email.

Sincerely,

Bhavna Sharma-Lewis, Ph.D.
Superintendent of Schools

Embrace Empower Excel
Each Child Each Day

Lisa Bischoff <lbischoff@dist76.org>

Fwd: SmartProcure FOIA Request to Diamond Lake School District 76 For PO/Vendor Information

Bhavna Sharma-Lewis <bsharmalewis@dist76.org> Sun, Jul 4, 2021 at 12:57 PM
To: Lisa Bischoff <lbischoff@dist76.org>, Peggy Bertsos <pbertsos@dist76.org>

FYI

Embrace · Empower · Excel~
Each Child · Each Day,

Bhavna Sharma-Lewis, Ph.D
Superintendent of Schools
Diamond Lake School District 76

Email:bsharmalewis@dist76.org
Office: 847-566-9221
Web: Superintendent of Schools

---------- Forwarded message ---------
From: **Zoe Yalcin** <zyalcin@smartprocure.com>
Date: Sun, Jul 4, 2021 at 10:23 AM
Subject: SmartProcure FOIA Request to Diamond Lake School District 76 For PO/Vendor Information
To: <bsharmalewis@dist76.org>

Dear Dr. Bhavna Sharma-Lewis,

SmartProcure is submitting a commercial FOIA request to the Diamond Lake School District 76 for any and all purchasing records from 03/11/2021 (mm/dd/yyyy) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email or click on the button below to upload the information. There is no file size limitation:

Click Here To Upload

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Zoe Yalcin
Data Acquisition Specialist

SmartProcure

Direct: 561-609-6762
Email: zyalcin@smartprocure.com

This e-mail may contain confidential material. If you were not an intended recipient, please notify the sender and delete all copies. Please note that we monitor all e-mail messages to and from our network.

P.O. NUMBER	BATCH #	VENDOR KEY	VENDOR NAME	PO DESCRIPTION	PROJ/GRANT	CONTRACT #	STATUS	ENT DATE	DUE DATE	LQ	PO AMOUNT
4002100781	32	ACADEMY 000	Academy Engraving Co	WO Engraving student choir awards			HISTORY	06/03/2021	06/02/2021	F	80.00
3002100129	32	ACCO BRA000	ACCO Brands Corporation	WOM Lamination film			HISTORY	04/01/2021	03/31/2021	F	62.38
5002100249	32	ACE HARD000	Ace Hardware	BG Supplies 03/24/2021; includes covid expense acrylic			HISTORY	03/31/2021	03/31/2021	F	886.67
5002100266	32	ACE HARD000	Ace Hardware	BG Supplies 04/08/2021; acrylics covid expense			HISTORY	04/12/2021	04/08/2021	F	1,079.60
5002100286	32	ACE HARD000	Ace Hardware	BG WOIS window screen repair 04/16/2021			HISTORY	04/23/2021	04/23/2021	F	55.98
5002100290	32	ACE HARD000	Ace Hardware	BG Supplies 04/28/2021			HISTORY	05/03/2021	04/28/2021	F	46.98
5002100296	32	ACE HARD000	Ace Hardware	BG Supplies 05/03/2021			HISTORY	05/05/2021	05/05/2021	F	7.59
5002100315	32	ACE HARD000	Ace Hardware	BG Supplies 5/27/2021			HISTORY	05/28/2021	05/27/2021	F	74.95
5002100320	32	ACE HARD000	Ace Hardware	BG Supplies 06/01/2021			HISTORY	06/03/2021	06/02/2021	F	6.99
5002100346	32	ACE HARD000	Ace Hardware	BG Supplies 06/17/2021			HISTORY	06/22/2021	06/21/2021	F	15.98
4002100641	32	ADAMSCAT000	Adamsick, Catherine B.	Reimb adv. reading 5th grade supplies			HISTORY	04/12/2021	04/08/2021	F	20.97
5002100328	32	ALARM DE000	Alarm Detection Systems, Inc.	Alarm Services 07/2021 - 09/2021			HISTORY	06/08/2021	06/08/2021	F	2,225.58
4002100713	32	ALBERTSO000	Albertsons / Safeway	Purchase 05/03/2021; Teacher appreciation supplies			HISTORY	05/07/2021	05/06/2021	F	150.92
4002100770	32	ALBERTSO000	Albertsons / Safeway	LLI Training expense 05-28-2021			HISTORY	05/28/2021	05/28/2021	F	18.99
4002100754	32	ALEXIAN 000	Alexian Brothers Behavioral Hea	Hospital Tutoring 11/2020 & 12/2020			HISTORY	05/28/2021	05/27/2021	F	1,000.00
4002200019	32	AMALGAMA001	Amalgamated Bank of Chicago	G.O. School Building Bonds Series 2017 & 2018			HISTORY	05/28/2021	05/28/2021	F	195,753.13
4002200019	32	AMALGAMA001	Amalgamated Bank of Chicago	G.O. School Building Bonds Series 2017			REV HIST	05/28/2021	05/28/2021	L	127,378.13
4002200029	32	AMALGAMA001	Amalgamated Bank of Chicago	funds due for bond issue obligation debt certificated			HISTORY	06/03/2021	06/03/2021	F	29,714.00
1002100145	32	AMAZON 000	Amazon	DLS PBIS bubble party supplies			HISTORY	03/11/2021	03/11/2021	F	362.74
1002100146	32	AMAZON 000	Amazon	DLS Supplies for students; Covid expenses			HISTORY	03/19/2021	03/19/2021	F	84.11
1002100149	32	AMAZON 000	Amazon	DLS Returning students school supplies; covid expense			HISTORY	04/01/2021	04/01/2021	F	354.19
1002100150	32	AMAZON 000	Amazon	DLS principal supplies			HISTORY	04/06/2021	04/05/2021	F	114.89
1002100151	32	AMAZON 000	Amazon	DLS Supplies			HISTORY	04/07/2021	04/06/2021	F	44.97
1002100154	32	AMAZON 000	Amazon	DLS Nurse supplies			HISTORY	04/14/2021	04/14/2021	F	12.99
1002100162	32	AMAZON 000	Amazon	DLS Office Supplies			HISTORY	05/07/2021	05/05/2021	F	210.86

P.O. NUMBER	BATCH #	VENDOR KEY	VENDOR NAME	PO DESCRIPTION	PROJ/GRANT	CONTRACT #	STATUS	ENT DATE	DUE DATE	LQ	PO AMOUNT
1002100163	32	AMAZON	000 Amazon	DLS Nurse supplies			HISTORY	05/07/2021	05/06/2021	F	47.88
1002100164	32	AMAZON	000 Amazon	DLS K screening material			HISTORY	05/07/2021	05/06/2021	F	55.96
1002100166	32	AMAZON	000 Amazon	DLS Gift for WOIS council			HISTORY	05/10/2021	05/10/2021	F	63.98
1002100167	32	AMAZON	000 Amazon	DLS supplies for retirement party			HISTORY	05/11/2021	05/11/2021	F	91.91
1002100168	32	AMAZON	000 Amazon	additional freeze pops for end of year			HISTORY	05/19/2021	05/19/2021	F	29.31
1002100169	32	AMAZON	000 Amazon	DLS Bubbles for last day			HISTORY	05/26/2021	05/25/2021	F	57.98
2002200002	32	AMAZON	000 Amazon	WOIS - Summer School Supplies			HISTORY	06/07/2021	06/04/2021	F	13.80
2002200003	32	AMAZON	000 Amazon	WOIS Supplies			HISTORY	06/07/2021	06/07/2021	F	69.99
3002100128	32	AMAZON	000 Amazon	WOM Books			HISTORY	03/11/2021	03/11/2021	F	146.17
3002100141	32	AMAZON	000 Amazon	WOM summer reading			HISTORY	04/16/2021	04/15/2021	F	19.78
3002100144	32	AMAZON	000 Amazon	WOC Nurse supplies cups			HISTORY	04/23/2021	04/23/2021	F	102.66
3002100150	32	AMAZON	000 Amazon	WOM Graduation masks			HISTORY	05/13/2021	05/12/2021	F	39.98
4002100599	32	AMAZON	000 Amazon	Lost Chromebook replacement			HISTORY	03/17/2021	03/17/2021	F	166.98
4002100607	32	AMAZON	000 Amazon	Tech Supply			HISTORY	03/30/2021	03/29/2021	F	286.16
4002100625	32	AMAZON	000 Amazon	DLS / WO Moving Supplies ordered 3 different orders			HISTORY	04/06/2021	04/06/2021	F	428.68
4002100642	32	AMAZON	000 Amazon	Tech supply			HISTORY	04/12/2021	04/09/2021	F	547.60
4002100646	32	AMAZON	000 Amazon	Business Supplies			HISTORY	04/12/2021	04/12/2021	F	25.88
4002100669	32	AMAZON	000 Amazon	Community Outreach supplies			HISTORY	04/22/2021	04/22/2021	F	368.78
4002100671	32	AMAZON	000 Amazon	Tech supply			HISTORY	04/23/2021	04/22/2021	F	39.96
4002100675	32	AMAZON	000 Amazon	Curriculum Books			HISTORY	04/26/2021	04/26/2021	F	228.76
4002100677	32	AMAZON	000 Amazon	DLT supplies; books			HISTORY	05/03/2021	04/30/2021	F	109.90
4002100694	32	AMAZON	000 Amazon	Curriculum Supplies			HISTORY	05/05/2021	05/04/2021	F	105.94
4002100706	32	AMAZON	000 Amazon	DLS Moving supplies			HISTORY	05/06/2021	05/06/2021	F	76.00
4002100718	32	AMAZON	000 Amazon	Tech Supply			HISTORY	05/11/2021	05/04/2021	F	50.55
4002100733	32	AMAZON	000 Amazon	Tech supply			HISTORY	05/19/2021	05/19/2021	F	365.10
4002100773	32	AMAZON	000 Amazon	Business office supplies			HISTORY	05/28/2021	05/28/2021	F	19.99
4002100798	40	AMAZON	000 Amazon	community outreach supplies			HISTORY	06/10/2021	06/09/2021	F	101.97
4002100832	32	AMAZON	000 Amazon	Amazon Prime Membership			HISTORY	06/25/2021	06/25/2021	F	249.00
4012100034	32	AMAZON	000 Amazon	gift bags for Admin Professional Day/office			HISTORY	03/31/2021	03/31/2021	F	183.67
4012100036	32	AMAZON	000 Amazon	bags for teacher appreciation gifts			HISTORY	04/06/2021	04/06/2021	F	35.96
4012100037	32	AMAZON	000 Amazon	DLT supplies; books			HISTORY	04/08/2021	04/08/2021	F	127.92
4012100040	32	AMAZON	000 Amazon	Supt supplies			HISTORY	04/20/2021	04/19/2021	F	25.43
4012100041	32	AMAZON	000 Amazon	Supt Supplies			HISTORY	04/21/2021	04/21/2021	F	51.19
4012100042	32	AMAZON	000 Amazon	DO coffee supplies			HISTORY	05/03/2021	04/29/2021	F	204.21

P.O. NUMBER	BATCH #	VENDOR KEY	VENDOR NAME	PO DESCRIPTION	PROJ/GRANT	CONTRACT #	STATUS	ENT DATE	DUE DATE	LQ	PO AMOUNT
4012100044	32	AMAZON 000	Amazon	Office Supplies			HISTORY	05/06/2021	05/05/2021	F	104.45
4012100045	32	AMAZON 000	Amazon	DO supplies, birthday bags for 21-22			HISTORY	05/20/2021	05/20/2021	F	105.73
4012100046	40	AMAZON 000	Amazon	DO Supplies			HISTORY	05/26/2021	05/25/2021	F	30.84
4502100024	32	AMAZON 000	Amazon	Supplies for students with FM systems			HISTORY	04/01/2021	04/01/2021	F	109.19
4502100025	32	AMAZON 000	Amazon	WOMS Functional Classroom Supplies			HISTORY	04/20/2021	04/20/2021	F	103.24
4502100027	32	AMAZON 000	Amazon	IPad case for a student communication device			HISTORY	04/28/2021	04/28/2021	F	14.98
5002100245	32	AMAZON 000	Amazon	BG Supplies; fridge part			HISTORY	03/16/2021	03/16/2021	F	21.99
4002100739	32	ANDERLAU000	Anderson, Lauren	Reimb classroom supplies 2020-2021			HISTORY	05/27/2021	05/27/2021	F	127.78
4002100805	32	ANDERSON000	Anderson Pest Solutions	06/2021 Pest Services			HISTORY	06/15/2021	06/14/2021	F	184.75
5002100278	32	ANDERSON000	Anderson Pest Solutions	Pest Service 4/2021			HISTORY	04/15/2021	04/14/2021	F	184.75
5002100313	32	ANDERSON000	Anderson Pest Solutions	05/2021 Pest Services			HISTORY	05/27/2021	05/27/2021	F	184.75
5002100321	32	ANDERSON000	Anderson Pest Solutions	05/2021 Pest services			HISTORY	06/03/2021	06/03/2021	F	220.32
4002100809	32	ANGELKRY000	Angelo, Krystal	Reimb purchase of retirement/end of year			HISTORY	06/16/2021	06/09/2021	F	251.94
4002100661	32	APPLE IN000	Apple Inc	Apple Macbook Repair			HISTORY	04/14/2021	04/14/2021	F	447.95
4002100734	32	APPLE IN000	Apple Inc	Apple device damage			HISTORY	05/20/2021	05/20/2021	F	447.95
4502100026	32	APPLE IN000	Apple Inc	Sp. Ed. IPad for a communication device			HISTORY	04/28/2021	04/28/2021	F	358.00
4002100667	32	ARTHUR J000	Arthur J. Gallagher Risk Manage	Renovation/Construction Bond renewal 3/13/2021-3/12/2022			HISTORY	04/15/2021	04/14/2021	F	908.00
4002100663	32	ASSET GE000	Asset Genie, Inc.	Tech Supplies			HISTORY	04/15/2021	04/14/2021	F	422.90
4002100665	32	AT & T L000	AT & T Long Distance	04/2021 Phone Service			HISTORY	04/15/2021	04/14/2021	F	2,102.57
4002100673	32	AT & T L000	AT & T Long Distance	Phone Service 04/11/2021 - 05/10/2021			HISTORY	04/23/2021	04/23/2021	F	732.26
4002100716	32	AT & T L000	AT & T Long Distance	05/2021 Phone Long distance			HISTORY	05/11/2021	05/11/2021	F	2,003.72
4002100811	32	AT & T L000	AT & T Long Distance	06/2021 Phone Service			HISTORY	06/15/2021	06/15/2021	F	1,501.53
4002100822	32	AT & T L000	AT & T Long Distance	phone service 05/11/2021 - 06/10/2021			HISTORY	06/16/2021	06/16/2021	F	734.67
5002100274	32	AT & T L000	AT & T Long Distance	03/11/2021 - 04/10/2021 extra internet & voice bundle			HISTORY	04/12/2021	04/12/2021	F	1,700.51
4002100785	32	BERMALAE000	Berman, Laetitia	Reimb classroom supplies 2020-2021 / student awards			HISTORY	06/03/2021	06/03/2021	F	85.24
4002100821	32	BERTSPEG000	Bertsos, Peggy	Reimb purchase desk/printer stand 08-2020			HISTORY	06/16/2021	06/16/2021	F	127.49

P.O. NUMBER	BATCH #	VENDOR KEY	VENDOR NAME	PO DESCRIPTION	PROJ/GRANT	CONTRACT #	STATUS	ENT DATE	DUE DATE	LQ	PO AMOUNT
4002100628	32	BLAZ CHE000	Blaz, Cheryl	03/2021 PT Services			HISTORY	04/07/2021	04/07/2021	F	998.75
4002100691	32	BLAZ CHE000	Blaz, Cheryl	04/2021 PT Services			HISTORY	05/03/2021	05/03/2021	F	1,168.75
4002100801	32	BLAZ CHE000	Blaz, Cheryl	05/2021 - 06/02/2021 PT Services			HISTORY	06/15/2021	06/14/2021	F	1,317.50
4002100749	32	BRODSJAM001	Brodsky, Jamie	Reimb classroom supplies 2020-2021			HISTORY	05/28/2021	05/27/2021	F	135.51
1002100160	32	BROEGCOL001	Broege, Colene	Reimb classroom supplies 2020 - 2021			HISTORY	05/06/2021	05/05/2021	F	150.00
3002100145	32	BROOKE G000	Brooke Graphics LLC	WOM GRAD Yard signs			HISTORY	04/27/2021	04/26/2021	F	695.00
1002100158	32	BROWNPER001	Brown, Perianne	Reimb for class supplies returning students Garcia			HISTORY	05/06/2021	05/05/2021	F	69.35
4002100654	32	CARR WIL000	Carr, William	Reimbursement substitute license registration fee			HISTORY	04/13/2021	04/12/2021	F	60.00
4002100655	32	CARR WIL000	Carr, William	Tuition/Book Reimb for course: SWK6370 & SWK6700 (3cr each)			HISTORY	04/13/2021	04/12/2021	F	1,842.07
4002100717	32	CARR WIL000	Carr, William	Tuition/Book Reimb for courses: SWK6382 S2-06-2013 &			HISTORY	05/11/2021	05/11/2021	F	1,877.94
4002100709	32	CARREDAI000	Carrera-Rocha, Daisy	Reimb community outreach student supplies			HISTORY	05/07/2021	05/06/2021	F	44.99
1002100148	32	CDW GOVE000	CDW Government	DLS Tech Supplies Doc Camera EG			HISTORY	03/30/2021	03/30/2021	F	197.61
4002100605	32	CDW GOVE000	CDW Government	Tech supply; verbatim headsets			HISTORY	03/19/2021	03/19/2021	F	2,288.00
4002100609	32	CDW GOVE000	CDW Government	MS Office for Admin			HISTORY	03/30/2021	03/30/2021	F	612.00
4002100624	32	CDW GOVE000	CDW Government	Tech supply			HISTORY	04/06/2021	04/06/2021	F	934.00
4002100672	32	CDW GOVE000	CDW Government	Tech Supply			HISTORY	04/23/2021	04/23/2021	F	68.41
4002100730	32	CDW GOVE000	CDW Government	Teacher Headsets (Covid Expense) Original PO			HISTORY	05/13/2021	05/13/2021	F	-596.30
4002100618	32	CENTER F003	Center for Psychological Servic	Psychological Consulting Services 03/08/2021 -			HISTORY	03/31/2021	03/31/2021	F	3,300.00
4002100629	32	CENTER F003	Center for Psychological Servic	Psychological Consulting Services 03/30/2021 -			HISTORY	04/07/2021	04/07/2021	F	1,650.00
4002100674	32	CENTER F003	Center for Psychological Servic	Social Worker & Psychologist consulting Services 04/05/2021			HISTORY	04/23/2021	04/23/2021	F	6,370.00
4002100696	32	CENTER F003	Center for Psychological Servic	Social Worker & Psychologist consulting Services 04/19/2021			HISTORY	05/05/2021	05/05/2021	F	7,035.00
4002100758	32	CENTER F003	Center for Psychological Servic	Social Worker & Psychologist consulting Services 05/03/2021			HISTORY	05/28/2021	05/27/2021	F	8,683.00
4002100782	32	CENTER F003	Center for Psychological Servic	Social Worker & Psychologist consulting Services 05/17/2021			HISTORY	06/03/2021	06/02/2021	F	7,912.50

P.O. NUMBER	BATCH #	VENDOR KEY	VENDOR NAME	PO DESCRIPTION	PROJ/GRANT	CONTRACT #	STATUS	ENT DATE	DUE DATE	LQ	PO AMOUNT
4002100802	32	CENTER F003	Center for Psychological Servic	Social Worker & Psychologist consulting Services 06/01/2021			HISTORY	06/15/2021	06/14/2021	F	2,900.00
4002100621	32	CHAIN O'000	Chain O'Lakes Transportation	Sp. Ed. Transportation 03/2021; 2 invoices			HISTORY	03/31/2021	03/31/2021	F	2,530.00
4002100662	32	CHROMEBO000	ChromebookParts.com	Tech Supply			HISTORY	04/14/2021	04/14/2021	F	329.80
4002100668	32	CHROMEBO000	ChromebookParts.com	Tech supply			HISTORY	04/16/2021	04/15/2021	F	1,194.70
5002100244	32	CINTAS C001	Cintas Corporation #47P	BG Mat Cleaning 02/11/2021			HISTORY	03/11/2021	03/11/2021	F	253.19
5002100270	32	CINTAS C001	Cintas Corporation #47P	BG Mat Cleaning /credits			HISTORY	04/12/2021	04/09/2021	F	1,005.75
5002100292	32	CINTAS C001	Cintas Corporation #47P	BG Mat Cleaning 04/2021			HISTORY	05/03/2021	04/28/2021	F	1,077.90
5002100338	32	CINTAS C001	Cintas Corporation #47P	BG Mat Cleaning 5/5 - 6/2/21			HISTORY	06/15/2021	06/08/2021	F	1,413.40
4002100666	32	CITI CAR000	Citi Cards	Subscription Purchase 3/22/2021 & IASA PD planning			HISTORY	04/15/2021	04/14/2021	F	209.99
4002100701	32	CITI CAR000	Citi Cards	BOE end year appreciation expense; 04/19/2021			HISTORY	05/05/2021	05/05/2021	F	1,019.40
4002100715	32	CITI CAR000	Citi Cards	supt supplies 04-29-2021			HISTORY	05/10/2021	05/10/2021	F	38.00
4002100721	32	CITI CAR000	Citi Cards	Visual Image Photography 04-09-2021			HISTORY	05/12/2021	05/12/2021	F	99.00
4002100723	32	CITI CAR000	Citi Cards	CC purchases 04/2021			HISTORY	05/12/2021	05/12/2021	F	444.75
4002100724	32	CITI CAR000	Citi Cards	DLT Retreat 05/2021			HISTORY	05/12/2021	05/12/2021	F	3,810.33
4002100806	32	CITI CAR000	Citi Cards	Expenses 05/2021			HISTORY	06/16/2021	06/09/2021	F	699.92
4012100035	32	CITI CAR000	Citi Cards	buttermilk receipt 3.12.21 inflight wifi purchase 3.29.21			HISTORY	04/01/2021	03/31/2021	F	171.68
4012100043	32	CITI CAR000	Citi Cards	End of Year Awards Expense			HISTORY	05/05/2021	05/04/2021	F	1,228.80
5002100257	32	CITYWIDE000	Citywide Building Maintenance	OT Janitorial hours 02/09/2021 - 02/13/2021 (snow &			HISTORY	04/07/2021	04/07/2021	F	264.00
5002100258	32	CITYWIDE000	Citywide Building Maintenance	Extra Cleaning WOC 03/07/2021			HISTORY	04/07/2021	04/07/2021	F	250.00
5002100259	32	CITYWIDE000	Citywide Building Maintenance	Cleaning fridge 03/05/2021 & 4/2021			HISTORY	04/07/2021	04/07/2021	F	360.00
5002100260	32	CITYWIDE000	Citywide Building Maintenance	04/2021 Janitorial Services / additional cleaning /2nd shift			HISTORY	04/07/2021	04/07/2021	F	24,778.29
5002100267	32	CITYWIDE000	Citywide Building Maintenance	04/2021 extra cleaning			HISTORY	04/12/2021	04/08/2021	F	17,045.60
5002100285	32	CITYWIDE000	Citywide Building Maintenance	04/2021 janitorial services prorated charge			HISTORY	04/23/2021	04/23/2021	F	536.35
5002100293	32	CITYWIDE000	Citywide Building Maintenance	05/2021 Janitorial Services / additional cleaning /2nd shift			HISTORY	05/03/2021	05/03/2021	F	25,761.61
5002100304	32	CITYWIDE000	Citywide Building Maintenance	04/2021 & 05/2021 Entire District Extra Temporary			HISTORY	05/10/2021	05/10/2021	F	24,328.72
5002100323	32	CITYWIDE000	Citywide Building Maintenance	06/2021 Entire District additional temp cleaning staff			HISTORY	06/07/2021	06/04/2021	F	4,028.96

P.O. NUMBER	BATCH #	VENDOR KEY	VENDOR NAME	PO DESCRIPTION	PROJ/GRANT	CONTRACT #	STATUS	ENT DATE	DUE DATE	LQ	PO AMOUNT
5002100324	32	CITYWIDE000	Citywide Building Maintenance	06/2021 Janitorial Services / additional cleaning /2nd shift			HISTORY	06/07/2021	06/04/2021	F	25,761.61
5002100329	32	CITYWIDE000	Citywide Building Maintenance	Janitorial OT hours 04-2021 to 05-2021			HISTORY	06/08/2021	06/08/2021	F	1,721.66
4002100630	32	CONNECTI001	Connections Academy East	03/2021 Tuition			HISTORY	04/07/2021	04/07/2021	F	4,635.90
4002100692	32	CONNECTI001	Connections Academy East	04/2021 Tuition			HISTORY	05/03/2021	05/03/2021	F	5,726.70
4002100775	32	CONNECTI001	Connections Academy East	5/2021 Tuition			HISTORY	05/28/2021	05/28/2021	F	5,181.30
4002100810	32	CONNECTI001	Connections Academy East	Psychological Eval for non diagnostic students			HISTORY	06/15/2021	06/15/2021	F	1,350.00
4002100830	32	CONSORTI000	Consortium For Educational Chan	Coaching consulting services 05-2021			HISTORY	06/22/2021	06/21/2021	F	2,500.00
5002100275	32	CONSTELL002	Constellation NewEnergy-Gas Div	Gas 01/2021			HISTORY	04/13/2021	04/12/2021	F	5,805.33
5002100282	32	CONSTELL002	Constellation NewEnergy-Gas Div	Gas Service 02/2021			HISTORY	04/23/2021	04/23/2021	F	6,566.54
5002100306	32	CONSTELL002	Constellation NewEnergy-Gas Div	Gas Service 03/2021			HISTORY	05/10/2021	05/10/2021	F	4,666.60
5002100322	32	CONSTELL002	Constellation NewEnergy-Gas Div	Gas Services 04/2021			HISTORY	06/03/2021	06/03/2021	F	3,247.30
5002100269	32	CONSTELL003	Constellation New Energy, Inc.	Electricity Services 01/2021 - 03/1/2021			HISTORY	04/12/2021	04/09/2021	F	16,289.53
5002100276	32	CONSTELL003	Constellation New Energy, Inc.	Electricity 03/2021			HISTORY	04/13/2021	04/12/2021	F	14,579.42
5002100305	32	CONSTELL003	Constellation New Energy, Inc.	Electricity 03/2021-04/2021			HISTORY	05/10/2021	05/10/2021	F	15,565.51
5002100340	32	CONSTELL003	Constellation New Energy, Inc.	Electricity 04/2021 - 06/2021			HISTORY	06/16/2021	06/15/2021	F	16,845.19
5002100255	32	COUNTRYS000	Countryside Industries, Inc.	04/2021 Landscape Management Services DLS / WO			HISTORY	04/07/2021	04/07/2021	F	3,795.00
5002100284	32	COUNTRYS000	Countryside Industries, Inc.	05/2021 Landscape Management Services WO / DL			HISTORY	04/23/2021	04/23/2021	F	4,245.00
5002100307	32	COUNTRYS000	Countryside Industries, Inc.	Landscape Services; Spring Annuals			HISTORY	05/10/2021	05/10/2021	F	4,625.00
5002100319	32	COUNTRYS000	Countryside Industries, Inc.	06/2021 Landscape Management services DLS / WO			HISTORY	05/28/2021	05/27/2021	F	4,245.00
5002100342	32	COUNTRYS000	Countryside Industries, Inc.	Landscaping; summer annuals 06/2021 WO & DLS			HISTORY	06/16/2021	06/16/2021	F	5,025.00
5002100344	32	COUNTRYS000	Countryside Industries, Inc.	Lawn care treatment 05.08.2021			HISTORY	06/16/2021	06/16/2021	F	2,450.00
1002100152	32	CRISIS P000	Crisis Prevention Institute, In	CPI Annual Membership Fee 6/7/2021 - 6/7/2022			HISTORY	04/07/2021	04/07/2021	F	150.00
4002100725	32	CUNNIPET000	Cunningham, Peter	Tuition Reimb for 2 course: ETR525 / EPFE712			HISTORY	05/12/2021	05/12/2021	F	2,972.36
4002100658	32	DIASELF 000	Diamond Lake School Self Ins	04/2021 Monthly Health/Life Insurance Premium			HISTORY	04/13/2021	04/13/2021	F	138,629.07
4002100818	32	DIASELF 000	Diamond Lake School Self Ins	05/2021 Monthly Health/Life Insurance Premium			HISTORY	06/16/2021	06/16/2021	F	139,485.09

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4002100679	32	EMBRACE 000	Embrace Education	Embrace DS Program:Direct Service Remittance dated			HISTORY	05/03/2021	04/28/2021	F	356.65
4002100750	32	FINLOCHR000	Finlon, Christiann	Tuition/Book Reimb for course: LIT 5243 (3cr grad)			HISTORY	05/28/2021	05/27/2021	F	825.00
4002100608	32	FIRST NA001	First National Bank of Omaha	Lunch Expense admin. Associate Meeting 3/19/2021			HISTORY	03/30/2021	03/30/2021	F	111.00
4002100648	32	FIRST NA001	First National Bank of Omaha	Storage Rental 4/2021-5/2021			HISTORY	04/12/2021	04/12/2021	F	464.00
4002100736	32	FIRST NA001	First National Bank of Omaha	BG Storage Rental 6/3/2021 - 7/2/2021			HISTORY	05/27/2021	05/27/2021	F	464.00
4002100771	32	FIRST NA001	First National Bank of Omaha	LLI Training Coffee from Dunkin 05-28-2021			HISTORY	05/28/2021	05/28/2021	F	39.98
4002100617	32	FORECAST000	Forecast 5 Analytics, Inc	5Sight - License Agreement 05/01/2021 - 04/30/2022			HISTORY	03/31/2021	03/31/2021	F	5,463.00
5002100250	32	FOX VALL000	Fox Valley Fire & Safety Co	Annual Fire Sprinkler Inspection DLS / WO			HISTORY	03/31/2021	03/31/2021	F	350.00
5002100251	32	FOX VALL000	Fox Valley Fire & Safety Co	ABC Fire Extinguisher Service DLS / WO			HISTORY	03/31/2021	03/31/2021	F	471.20
5002100314	32	FOX VALL000	Fox Valley Fire & Safety Co	Annual Backflow Inspections DL/WO			HISTORY	05/28/2021	05/27/2021	F	887.70
4002100777	32	GORSKEMI000	Gorski, Emily	Reimb classroom supplies 2020 - 2021			HISTORY	06/03/2021	06/01/2021	F	150.00
5002100246	32	GRAINGER000	Grainger	BG Supplies 03/17/2021			HISTORY	03/19/2021	03/18/2021	F	329.30
5002100252	32	GREAT LA004	Great Lakes Kwik Space	03/17/2021 - 04/16/2021 Storage rental WOM			HISTORY	03/31/2021	03/31/2021	F	119.00
5002100279	32	GREAT LA004	Great Lakes Kwik Space	04/09/2021 - 05/06/2021 Storage rental DLS			HISTORY	04/15/2021	04/14/2021	F	334.00
5002100287	32	GREAT LA004	Great Lakes Kwik Space	04/14/2021 - 05/11/2021 WOM storage rental			HISTORY	04/23/2021	04/23/2021	F	119.00
5002100303	32	GREAT LA004	Great Lakes Kwik Space	05/07/2021 - 06/03/2021 storage rental DLS			HISTORY	05/10/2021	05/10/2021	F	119.00
5002100316	32	GREAT LA004	Great Lakes Kwik Space	05/12/2021 - 06/08/2021 storage rental WO			HISTORY	05/28/2021	05/27/2021	F	119.00
5002100331	32	GREAT LA004	Great Lakes Kwik Space	Storage Rental container 06/09/2021 - 07/0/62021 WO			HISTORY	06/15/2021	06/14/2021	F	119.00
5002100332	32	GREAT LA004	Great Lakes Kwik Space	Storage Rental container 06/04/2021 - 07/01/2021 DLS			HISTORY	06/15/2021	06/14/2021	F	119.00
5002100261	32	GROOT, I000	Groot, Inc.	Disposal Services 04/2021			HISTORY	04/07/2021	04/07/2021	F	1,613.67
5002100297	32	GROOT, I000	Groot, Inc.	Disposal Services 05/2021			HISTORY	05/05/2021	05/05/2021	F	1,026.94

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5002100325	32	GROOT, I000	Groot, Inc.	Disposal Services 06/2021 & extra disposal			HISTORY	06/07/2021	06/04/2021	F	1,625.95
4002100824	32	GUAGEDOM001	Guagenti, Dominic	Mileage Reimb 1/2021 - 05/28/2021			HISTORY	06/16/2021	06/16/2021	F	15.40
4002100812	32	GUTIEMAR001	Gutierrez, Marina	Tuition / Book Reimb for courses: ECO 221 (3cr			HISTORY	06/15/2021	06/15/2021	F	1,334.99
4002100812	32	GUTIEMAR001	Gutierrez, Marina	Tuition / Book Reimb for courses: ECO 221 (3cr			REV HIST	06/15/2021	06/15/2021	L	973.33
4002100703	32	GUY M. C000	Guy M. Cahill & Associates Inc	FY2021 EAV Adjustment - Fee for service			HISTORY	05/06/2021	05/05/2021	F	466.03
4002100827	32	HAGENMEG001	Hagen, Meghan	Tuition Reimb for course 7161B2 (1 cr grad)			HISTORY	06/16/2021	06/16/2021	F	300.00
4002100804	32	HANSECAR000	Hansen, Carolyn	Consulting Design Services; 2021 State District Brochure			HISTORY	06/15/2021	06/14/2021	F	250.00
4002100600	32	HEINEMAN000	Heinemann Publishing	Fountas Materials (Title I)			HISTORY	03/19/2021	03/18/2021	F	23,325.33
4002100622	32	HEINEMAN000	Heinemann Publishing	WOIS Fountas Grade 5 & 3 Materials (Title I)			HISTORY	03/31/2021	03/31/2021	F	10,791.00
4002100660	32	HEINEMAN000	Heinemann Publishing	Calkins Materials (Title I)			HISTORY	04/14/2021	04/13/2021	F	2,474.30
3002100143	32	HERFF JO000	Herff Jones Inc	WOM Yearbook order 2020 - 2021			HISTORY	04/20/2021	04/19/2021	F	3,341.50
3002100151	32	HERFF JO001	Herff Jones, LLC	WOM Grad Gowns			HISTORY	05/18/2021	05/12/2021	F	2,206.11
1002100156	32	HINCKLEY000	Hinckley Springs	DLS Water Service 04/2021			HISTORY	05/05/2021	05/05/2021	F	20.12
4002100651	32	HINCKLEY000	Hinckley Springs	DLS Water 3/4/2021			HISTORY	04/13/2021	04/12/2021	F	22.92
4002100652	32	HINCKLEY000	Hinckley Springs	DO Water Service 4/6/2021			HISTORY	04/13/2021	04/12/2021	F	111.77
4002100714	32	HINCKLEY000	Hinckley Springs	DO Water Service 04/2021			HISTORY	05/10/2021	05/10/2021	F	94.76
4002100627	32	HODGES L000	Hodges Loizzi Eisenhammer LLP	02/2021 Legal Services			HISTORY	04/07/2021	04/07/2021	F	369.94
4002100707	32	HODGES L000	Hodges Loizzi Eisenhammer LLP	03/2021 Legal Services			HISTORY	05/07/2021	05/06/2021	F	402.80
4002100792	32	HODGES L000	Hodges Loizzi Eisenhammer LLP	04/2021 Legal Services			HISTORY	06/07/2021	06/07/2021	F	435.66
4002100808	32	HOFFMJEA001	Hoffman, Jeanette	Reimb classroom supplies & recognition ceremony			HISTORY	06/16/2021	06/09/2021	F	107.12
5002100271	32	HOME DEP000	Home Depot Credit Services	BG Supplies 3/2021			HISTORY	04/12/2021	04/09/2021	F	540.53
5002100309	32	HOME DEP000	Home Depot Credit Services	BG Supplies 04/2021			HISTORY	05/12/2021	05/12/2021	F	321.33
5002100337	32	HOME DEP000	Home Depot Credit Services	BG Supplies 5/2021			HISTORY	06/15/2021	06/08/2021	F	429.74
5002100341	32	HOME DEP000	Home Depot Credit Services	BG Supplies 06-15-2021			HISTORY	06/16/2021	06/15/2021	F	163.85
5002100345	32	HOME DEP000	Home Depot Credit Services	BG Supplies 06/07/2021			HISTORY	06/16/2021	06/16/2021	F	47.92
5002100247	32	HOME DEP001	The Home Depot Pro	BG Supplies 03/11/2021; covid supplies gloves			HISTORY	03/19/2021	03/18/2021	F	260.90
5002100248	32	HOME DEP001	The Home Depot Pro	BG Supplies 03/11/2021 recycling container			HISTORY	03/19/2021	03/18/2021	F	125.32

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5002100273	32	HOME DEP001	The Home Depot Pro	BG Supplies 4/9/2021; disinfectant (covid expense)			HISTORY	04/12/2021	04/12/2021	F	747.92
5002100288	32	HOME DEP001	The Home Depot Pro	BG Supplies 04/19/2021; battery sensor faucet			HISTORY	04/23/2021	04/23/2021	F	376.55
5002100289	32	HOME DEP001	The Home Depot Pro	BG Supplies 4/20/2021; covid supplies			HISTORY	04/23/2021	04/23/2021	F	1,418.92
5002100291	32	HOME DEP001	The Home Depot Pro	BG Supplies 04/23/2021; dolly, utility carts			HISTORY	05/03/2021	04/28/2021	F	341.48
5002100298	32	HOME DEP001	The Home Depot Pro	BG Supplies 04/29/2021; sprayers			HISTORY	05/05/2021	05/05/2021	F	32.00
5002100299	32	HOME DEP001	The Home Depot Pro	BG Supplies 04/30/2021; wipes/hvac ties			HISTORY	05/05/2021	05/05/2021	F	209.66
5002100317	32	HOME DEP001	The Home Depot Pro	BG Supplies 05/13/2021; Covid expense			HISTORY	05/28/2021	05/27/2021	F	1,501.57
5002100334	32	HOME DEP001	The Home Depot Pro	BG Supplies 06/09/2021; 2 invoices includes pipe fitting			HISTORY	06/15/2021	06/14/2021	F	1,987.33
4002100697	32	HUMANEX 000	HUMANeX Ventures LLC	Teacher StyleProfiler Builder Subscription Renewal			HISTORY	05/05/2021	05/05/2021	F	3,450.00
4002100767	32	IASA 000	IASA	Coaching Principals/Teachers 3/16/2021 & 4/28/2021			HISTORY	05/28/2021	05/28/2021	F	1,500.00
4002100626	32	IASB 000	IASB	BOE Members Engraving / Plaques			HISTORY	04/07/2021	04/07/2021	F	230.74
3002100149	32	IESA 000	IESA	West Oak Middle School 2021-2022 IESA Registration			HISTORY	05/07/2021	05/07/2021	F	580.00
4002200046	50	ILLINOIS000	Illinois Department Employment	Unemployment 01/01/2021-03/31/2021			HISTORY	07/01/2021	07/01/2021	F	1,313.50
4002100631	32	ILLINOIS004	Illinois State Police-Bureau Of	02/2021 Fingerprinting Results			HISTORY	04/07/2021	04/07/2021	F	113.00
4002100680	32	ILLINOIS004	Illinois State Police-Bureau Of	03/2021 Fingerprinting			HISTORY	05/03/2021	04/28/2021	F	113.00
4002100745	32	ILLINOIS004	Illinois State Police-Bureau Of	04/2021 Fingerprinting			HISTORY	05/27/2021	05/27/2021	F	169.50
4002100695	32	ILLINOIS006	Illinois ASBO	IASBO Annual 2021 Conference Registration 06/09/2021 -			HISTORY	05/05/2021	05/05/2021	F	545.00
4002100678	32	IMAGETEC000	Imagetec LP	HP Copier base rate charge 04/26/2021 - 07/25/2021			HISTORY	05/03/2021	04/28/2021	F	4,750.26
4002100752	32	IMAGETEC000	Imagetec LP	HP Copier overage charge 4/26/2021 - 5/25/2021			HISTORY	06/03/2021	05/27/2021	F	585.69
4002100645	32	IMAGINE 000	Imagine Learning Inc.	Summer School Imagine Language & Literacy			HISTORY	04/12/2021	04/12/2021	F	30,000.00
4002100645	32	IMAGINE 000	Imagine Learning Inc.	Summer School Imagine Language & Literacy			REV HIST	04/12/2021	04/12/2021	L	30,000.00

P.O. NUMBER	BATCH #	VENDOR KEY	VENDOR NAME	PO DESCRIPTION	PROJ/GRANT	CONTRACT #	STATUS	ENT DATE	DUE DATE	LQ	PO AMOUNT
4002100826	32	IMPREST 000	Imprest	Imprest reimb 05/2021			HISTORY	06/16/2021	06/16/2021	F	860.00
3002100133	32	INSTRUME000	Instrumentalist Awards LLC	Awards; Band Booster Supplies			HISTORY	04/12/2021	04/12/2021	F	115.00
3002100147	32	INSTRUME000	Instrumentalist Awards LLC	Choir Awards			HISTORY	05/07/2021	05/06/2021	F	63.00
4002100615	32	INTEGRAT000	Integrated Systems Corporation	05/2021 Skyward hosting			HISTORY	03/31/2021	04/01/2021	F	315.00
4002100689	32	INTEGRAT000	Integrated Systems Corporation	06/2021 Skyward hosting			HISTORY	05/03/2021	05/03/2021	F	315.00
4002100763	32	INTEGRAT000	Integrated Systems Corporation	07/2021 Skyward hosting			HISTORY	05/28/2021	06/01/2021	F	315.00
5002100280	32	INTERSTA000	Interstate All Battery Center	BG Supplies 04-15-2021; alarm panel			HISTORY	04/23/2021	04/23/2021	F	60.10
2002100083	32	J.W. PEP000	J.W. Pepper & Son, Inc	WOIS - 5th Grade Choir			HISTORY	04/14/2021	04/13/2021	F	57.24
3002100132	32	J.W. PEP000	J.W. Pepper & Son, Inc	WOM Choir materials			HISTORY	04/12/2021	04/09/2021	F	916.11
4002100639	32	J.W. PEP000	J.W. Pepper & Son, Inc	Band supplies 04/05/2021			HISTORY	04/12/2021	04/08/2021	F	181.99
4002100760	32	JOHNSRAC000	Johnson, Rachel	Reimb classroom supplies 2020 - 2021			HISTORY	05/28/2021	05/27/2021	F	150.00
4002100744	32	JOVANJEN000	Jovanov, Jennifer	Reimb supplies 2020-2021			HISTORY	05/27/2021	05/27/2021	F	150.00
4002100722	32	JOYCE 000	Dr. Joyce M. Powell, Educationa	Sp. Ed Consulting Services 03/2021 - 05/2021 (4.5 days)			HISTORY	05/12/2021	05/12/2021	F	2,250.00
4002100614	32	KANSAS S000	Kansas State Bank	Copier Lease Payment #33; Principal/Interest			HISTORY	03/31/2021	04/01/2021	F	2,063.48
4002100688	32	KANSAS S000	Kansas State Bank	Copier Lease Payment #34; Principal/Interest			HISTORY	05/03/2021	05/03/2021	F	2,063.48
4002100765	32	KANSAS S000	Kansas State Bank	Copier Lease Payment #35; Principal/Interest			HISTORY	05/28/2021	06/01/2021	F	2,063.48
4002200024	32	KANSAS S000	Kansas State Bank	Lease Payment 900 Chromebooks			HISTORY	05/28/2021	05/28/2021	F	113,149.78
4002100823	32	KAZUKKAR000	Kazuk, Karalyn	Reimb classroom supplies 2020-2021			HISTORY	06/16/2021	06/16/2021	F	150.00
4002100829	32	KIDDLES 000	Kiddles Sports Inc.	WO Grad shirts			HISTORY	06/22/2021	06/16/2021	F	707.00
3002100137	32	KIM JEN000	Kim, Jenny	Reimb classroom supplies 2020-2021			HISTORY	04/15/2021	04/14/2021	F	150.00
4002100740	32	KLUVEPOL000	Kluvers, Polly	Reimb consumables fuse/steam 2020-2021			HISTORY	05/27/2021	05/27/2021	F	103.31
4002100741	32	KLUVEPOL000	Kluvers, Polly	Reimb consumables fuse adaptive class 2020-2021			HISTORY	05/27/2021	05/27/2021	F	293.91
4002100807	32	KLUVEPOL000	Kluvers, Polly	Reimb classroom supplies/fuse			HISTORY	06/16/2021	06/09/2021	F	49.65
4002100604	32	KRIHA BO000	Kriha Boucek LLC	02/2021 Legal Services			HISTORY	03/19/2021	03/18/2021	F	1,952.50
4002100684	32	KRIHA BO000	Kriha Boucek LLC	03/2021 Legal Services			HISTORY	05/03/2021	04/28/2021	F	2,447.50
4002100831	32	KRIHA BO000	Kriha Boucek LLC	05/2021 Legal Services			HISTORY	06/22/2021	06/21/2021	F	3,957.50
5002100283	32	KROESCHE000	Kroeschell Engineering Co	BAS Service Agreement 04/2021			HISTORY	04/23/2021	04/23/2021	F	863.00
5002100310	32	KROESCHE000	Kroeschell Engineering Co	BAS Service Agreement 05/2021			HISTORY	05/12/2021	05/12/2021	F	863.00
5002100339	32	KROESCHE000	Kroeschell Engineering Co	BAS Service Agreement 06/2021			HISTORY	06/15/2021	06/15/2021	F	863.00

P.O. NUMBER	BATCH #	VENDOR KEY	VENDOR NAME	PO DESCRIPTION	PROJ/GRANT	CONTRACT #	STATUS	ENT DATE	DUE DATE	LQ	PO AMOUNT
5002100263	32	LAKE COU002	Lake County Dept. Public Works	Water/Sewer service 01/31/2021 - 03/31/2021 DLS WO			HISTORY	04/12/2021	04/08/2021	F	854.00
5002100335	32	LAKE COU002	Lake County Dept. Public Works	WO Sewer 03/31/2021 - 05/31/2021			HISTORY	06/16/2021	06/09/2021	F	968.00
5002100262	32	LAKE COU007	Lake County Public Works	Coliform Testing 03/2021 & 12/2020			HISTORY	04/12/2021	04/07/2021	F	230.00
5002100308	32	LAKE COU007	Lake County Public Works	04/14/2021 Total Coliform water sampling			HISTORY	05/11/2021	05/11/2021	F	116.00
5002100330	32	LAKE COU007	Lake County Public Works	Coliform water sample 05/2021			HISTORY	06/08/2021	06/08/2021	F	116.00
4012100048	32	LAKE COU008	Lake County Clerk	address file for State of the District Mailer			HISTORY	06/16/2021	06/15/2021	F	50.00
4002100787	32	LAKE STR000	Lake Street Rental	WOIS rental of dunk tank 05/24/2021			HISTORY	06/03/2021	06/03/2021	F	222.50
4002100814	32	LAKE STR000	Lake Street Rental	Rental chairs /stage for graduation			HISTORY	06/16/2021	06/15/2021	F	724.00
4002100643	32	LAKESIDE000	Lakeside Transportation	03/2021 Regular Ed Transportation Actual Billing			HISTORY	04/12/2021	04/09/2021	F	52,823.10
4002100644	32	LAKESIDE000	Lakeside Transportation	03/2021 Sp. Ed. Transportation Actual Billing /bus cleaning			HISTORY	04/13/2021	04/09/2021	F	27,071.00
4002100719	32	LAKESIDE000	Lakeside Transportation	04/2021 Sp. Ed. Transportation Actual Billing /Covid bus			HISTORY	05/17/2021	05/11/2021	F	38,882.25
4002100720	32	LAKESIDE000	Lakeside Transportation	04/2021 Regular Transportation Actual billing & covid bus			HISTORY	05/17/2021	05/11/2021	F	80,710.00
4002100788	32	LAKESIDE000	Lakeside Transportation	Sp. Ed. Transportation tour MS - MHS 05/24/2021 & cleaning			HISTORY	06/07/2021	06/04/2021	F	169.35
4002100795	32	LAKESIDE000	Lakeside Transportation	05/2021 Regular Transportation actual & bus cleaning fee			HISTORY	06/08/2021	06/08/2021	F	79,942.00
4002100796	32	LAKESIDE000	Lakeside Transportation	05/2021 Special Ed Transportation Actual Billing			HISTORY	06/08/2021	06/08/2021	F	31,789.25
4002100783	32	LANDUJEN000	Landuyt, Jennifer	Reimb classroom supplies 2020-2021			HISTORY	06/03/2021	06/02/2021	F	150.00
4002100597	32	LANGUAGE000	Language Testing International,	Bilingual Reading Testing Materials			HISTORY	03/11/2021	03/11/2021	F	60.00
4002100738	32	LAWSOSHE000	Lawson, Shelby	Reimb responsive classroom elementary set			HISTORY	05/27/2021	05/27/2021	F	148.00
4002100747	32	LAWSOSHE000	Lawson, Shelby	Tuition/Book Reimb for course: ENG 262 (3 undergrad)			HISTORY	05/28/2021	05/27/2021	F	513.00
4002100598	32	LEARNPLA000	LearnPlatform, Inc.	LearnPlatform Subscription 04/01/2021 - 06/30/2021			HISTORY	03/11/2021	03/11/2021	F	1,502.55

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4002100650	32	LEVY KAT000	Levy, Katie	Tuition Reimb for course: ED5023 (3cr grad)			HISTORY	04/13/2021	04/08/2021	F	825.00
4002100748	32	LEVY KAT000	Levy, Katie	Tuition Reimb for course: SCI5233 (3cr grad)			HISTORY	05/28/2021	05/27/2021	F	825.00
4002100797	32	LIBERTYV001	Libertyville Music	Band bass guitar repairs 04-2021			HISTORY	06/08/2021	06/08/2021	F	383.90
4002100653	32	LOZANMAR000	Lozano, Mary Lou	Tuition/Book Reimbursement for course: CIL 512 / CIL 510/CIC			HISTORY	04/13/2021	04/12/2021	F	2,265.08
4002100704	32	LOZANMAR000	Lozano, Mary Lou	Tuition Reimb for course: CIC 521 (3cr grad)			HISTORY	05/06/2021	05/05/2021	F	900.00
4002100791	32	LOZANMAR000	Lozano, Mary Lou	Reimb classroom supplies 2020-2021			HISTORY	06/07/2021	06/02/2021	F	51.06
4002100656	32	LYNCHNIC000	Lynch, Nicole	Reimbursement classroom supplies 2020-2021			HISTORY	04/13/2021	04/12/2021	F	150.00
4002100705	32	LYNCHNIC000	Lynch, Nicole	Tuition/Book Reimb for course: EDU 6234 (part 1 of 3 of 6			HISTORY	05/06/2021	05/05/2021	F	1,166.04
4002100820	32	MARCHJUL000	Marchese, Julie	Mileage Reimb 8/25/2020 - 06/03/2021			HISTORY	06/16/2021	06/04/2021	F	57.61
3002100138	32	MCLEAKAT000	McLean, Kathryn	Reimb club coexist materials 04-2021			HISTORY	04/15/2021	04/14/2021	F	47.39
3002100139	32	MCLEAKAT000	McLean, Kathryn	Reimb expanding classroom library materials 04/2021			HISTORY	04/15/2021	04/14/2021	F	83.52
3002100140	32	MCLEAKAT000	McLean, Kathryn	Reimb classroom supplies 2020-2021 (mouse & movies)			HISTORY	04/15/2021	04/14/2021	F	74.89
1002100157	32	MGN LOCK000	Mgn Lock-Key & Safes Inc	BG Supplies 02/02/2021			HISTORY	05/05/2021	05/05/2021	F	26.00
1002100155	32	MIDLAND 000	Midland Paper	DLS Copy Paper			HISTORY	04/20/2021	04/20/2021	F	1,234.00
4002100712	32	MIDWEST 004	Midwest Suburban Superintendent	MSSA 2021 Summer Symposium Registration 07-21-2021 -			HISTORY	05/07/2021	05/06/2021	F	1,760.00
4002100742	32	MITSDERI000	Mitsdarffer, Erin	Reimb classroom supplies 2020-2021			HISTORY	05/27/2021	05/27/2021	F	150.00
2002100082	32	MONAHMAR000	Monahan, Mary Pat	Reimb classroom supplies 2020-2021			HISTORY	04/12/2021	04/08/2021	F	133.51
4002100778	32	MONAHMAR000	Monahan, Mary Pat	Tuition/Book Reimb for course: Tech 522 (3cr grad)			HISTORY	06/03/2021	06/01/2021	F	547.50
4002100755	32	MORTON S000	Morton Suggestion Company	BOE/Admin Desk Name Plates/Tags			HISTORY	05/28/2021	05/27/2021	F	261.00
4012100049	32	MORTON S000	Morton Suggestion Company	brass nametags - BSL			HISTORY	06/16/2021	06/16/2021	F	75.12
5002100264	32	MUNDE 000	Village Of Mundelein	FH Water/Sewer bill 01/10/2021 - 03/10/2021			HISTORY	04/12/2021	04/08/2021	F	33.24

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5002100336	32	MUNDE 000	Village Of Mundelein	FH Water / Sewer 03/2021-05/2021			HISTORY	06/16/2021	06/09/2021	F	154.10
4002100602	32	MUNDELEI001	Mundelein School Dist. 75	Bus Transportation; Feece Oil 2/26/2021			HISTORY	03/19/2021	03/18/2021	F	1,353.50
4002100619	32	MUNDELEI001	Mundelein School Dist. 75	Bus Transportation; Feece Oil 03/18/2021			HISTORY	03/31/2021	03/31/2021	F	2,399.73
4002100647	32	MUNDELEI001	Mundelein School Dist. 75	Bus Transportation; Feece Oil 04/11/2021			HISTORY	04/12/2021	04/12/2021	F	2,154.65
4002100700	32	MUNDELEI001	Mundelein School Dist. 75	Bus Transportation; Feece Oil 05/03/2021			HISTORY	05/05/2021	05/05/2021	F	1,632.56
4002100746	32	MUNDELEI001	Mundelein School Dist. 75	Bus Transportation; Feece Oil 5/21/2021			HISTORY	05/28/2021	05/27/2021	F	1,429.34
4002100766	32	MUNDELEI001	Mundelein School Dist. 75	Bus Transportation; Feece Oil 5/13/2021			HISTORY	05/28/2021	05/27/2021	F	2,545.33
4002100800	32	MUNDELEI001	Mundelein School Dist. 75	Bus Transportation; Feece Oil 06/08/2021			HISTORY	06/15/2021	06/14/2021	F	2,688.89
4002100825	32	MURRACRI000	Murray, Cristina	Mileage Reimb (1/2021 - 05/03/2021)			HISTORY	06/16/2021	06/16/2021	F	71.46
3002100146	32	MUSIC & 000	Music & Arts Center Inc	WOM Band Instrument Repairs 04/29/2021			HISTORY	05/05/2021	05/05/2021	F	788.00
3002100148	32	MUSIC & 000	Music & Arts Center Inc	WOM Band Instrument Repair 05/06/2021			HISTORY	05/07/2021	05/07/2021	F	242.00
4002100828	32	MUSIC & 000	Music & Arts Center Inc	band supplies			HISTORY	06/16/2021	06/16/2021	F	863.38
4002100759	32	NAMBOVAN000	Nambo, Vanessa	Reimb classroom materials 2020 - 2021			HISTORY	05/28/2021	05/27/2021	F	34.89
3002100134	32	NASSP 000	Nassp	NJHS supplies			HISTORY	04/14/2021	04/14/2021	F	95.00
3002100135	32	NASSP 000	Nassp	NJHS West Oak Middle School Membership 7/1/2021-6/30/2022			HISTORY	04/14/2021	04/14/2021	F	385.00
3002100142	32	NASSP 000	Nassp	WOM National Student Council Membership 7/1/2021-6/30/2022			HISTORY	04/15/2021	04/15/2021	F	95.00
4002100611	32	NET56, I000	Net56, Inc.	04/2021 IT Services; network operations, applications,			HISTORY	03/31/2021	04/01/2021	F	5,645.90
4002100685	32	NET56, I000	Net56, Inc.	05/2021 IT Services; network operations, applications,			HISTORY	05/03/2021	05/03/2021	F	5,645.90
4002100761	32	NET56, I000	Net56, Inc.	06/2021 IT Services; network operations, applications,			HISTORY	05/28/2021	06/01/2021	F	5,645.90
4002100743	32	NORDLKRI001	Nordlund, Kristine	Reimb STEM materials 2020-2021 (0riginally 1st gr grant			HISTORY	05/27/2021	05/27/2021	F	455.01
5002100268	32	NORTH AM000	North American	BG Supplies 04/06/2021			HISTORY	04/12/2021	04/08/2021	F	1,166.22

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5002100281	32	NORTH AM000	North American	BG Supplies 04-22-2021			HISTORY	04/23/2021	04/23/2021	F	512.37
5002100318	32	NORTH AM000	North American	BG Supplies 05/13/2021			HISTORY	05/28/2021	05/27/2021	F	2,260.23
4002100659	32	NORTHBRO000	Northbrook Glenview School Dist	03/2021 Food Service Breakfast/Lunch & Commodity			HISTORY	04/14/2021	04/13/2021	F	44,829.95
4002100729	32	NORTHBRO000	Northbrook Glenview School Dist	04/2021 Food Service Breakfast/Lunch & Commodity			HISTORY	05/13/2021	05/13/2021	F	56,091.07
4002100757	32	NORTHBRO000	Northbrook Glenview School Dist	Food Service; Various Smallwares (Central restaurant			HISTORY	05/28/2021	05/27/2021	F	488.72
4002100813	32	NORTHBRO000	Northbrook Glenview School Dist	05/2021 Food Service Breakfast/Lunch & Commodity			HISTORY	06/16/2021	06/15/2021	F	62,237.10
4002100815	32	NORTHBRO000	Northbrook Glenview School Dist	Various Smallwares (Trimark#2728902)			HISTORY	06/16/2021	06/15/2021	F	908.56
1002100159	32	NOVOTHEA001	Novotney, Heather	Reimb classroom supplies 2020-2021			HISTORY	05/06/2021	05/05/2021	F	149.89
4002100728	32	NSN EMPL000	NSN Employer Services, Inc.	Unemployment Claims Management Services 7/1/2021 - 6/30/2022			HISTORY	05/13/2021	05/13/2021	F	362.07
1002100161	40	OFFICE D000	Office Depot, Inc	DLS laminating film			HISTORY	05/06/2021	05/05/2021	F	338.58
2002100080	40	OFFICE D000	Office Depot, Inc	WOIS Student Supplies			HISTORY	03/31/2021	03/31/2021	F	517.54
2002100081	40	OFFICE D000	Office Depot, Inc	WOIS Office Supplies			HISTORY	04/08/2021	04/07/2021	F	230.90
4012100039	32	OFFICE D000	Office Depot, Inc	custom address stamps for DO & schools			HISTORY	04/09/2021	04/09/2021	F	139.95
1002100153	32	ORIENTAL000	Oriental Trading Company, Inc.	DLS Reward for Specials			HISTORY	04/08/2021	04/08/2021	F	158.25
4002100737	32	PADDOCK 000	Paddock Publications, Inc.	Budget Publication Notice			HISTORY	05/27/2021	05/27/2021	F	34.50
4002100786	32	PADDOCK 000	Paddock Publications, Inc.	notice of public meeting 05-14-2021			HISTORY	06/03/2021	06/03/2021	F	34.50
4502100023	32	PAR, INC000	Par, Inc.	BRIEF2 Assessment			HISTORY	03/30/2021	03/30/2021	F	615.00
4002100601	32	PARALLEL000	Parallel Employment Group Inc.	Substitute Services; Teacher/ Assistants week end date			HISTORY	03/19/2021	03/18/2021	F	1,428.30
4002100603	32	PARALLEL000	Parallel Employment Group Inc.	Substitute Services; Teacher Assistants week end date			HISTORY	03/19/2021	03/18/2021	F	1,074.33
4002100620	32	PARALLEL000	Parallel Employment Group Inc.	Substitute Services; Teacher Assistants week end date			HISTORY	03/31/2021	03/31/2021	F	1,161.27
4002100637	32	PARALLEL000	Parallel Employment Group Inc.	Substitute Services; Week end date 03/21/2021 & 04/04/2021			HISTORY	04/12/2021	04/08/2021	F	608.58
4002100681	32	PARALLEL000	Parallel Employment Group Inc.	Substitute Services; Teacher/ Assistants week end date			HISTORY	05/03/2021	04/28/2021	F	1,225.36
4002100682	32	PARALLEL000	Parallel Employment Group Inc.	Substitute Services; Teacher/ Assistants week end date			HISTORY	05/03/2021	04/28/2021	F	701.73

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4002100693	32	PARALLEL000	Parallel Employment Group Inc.	Substitute Services; Teacher week end date 04/25/2021			HISTORY	05/03/2021	05/03/2021	F	517.66
4002100710	32	PARALLEL000	Parallel Employment Group Inc.	Substitute Services; Teacher/Assistant week end			HISTORY	05/07/2021	05/06/2021	F	1,798.43
4002100726	32	PARALLEL000	Parallel Employment Group Inc.	Substitute Services; Teacher/Assistant week end			HISTORY	05/12/2021	05/12/2021	F	888.03
4002100753	32	PARALLEL000	Parallel Employment Group Inc.	Substitute Services; Teacher/Assistant week end			HISTORY	05/28/2021	05/27/2021	F	5,315.01
4002100784	32	PARALLEL000	Parallel Employment Group Inc.	Substitute Services; Teacher/Assistant week end			HISTORY	06/03/2021	06/03/2021	F	1,922.87
4002100769	32	PATERELI000	Paternel, Elizabeth	Reimb dual language materials 2020 - 2021			HISTORY	05/28/2021	05/28/2021	F	274.91
4002100793	32	PATERELI000	Paternel, Elizabeth	Reimb bilingual conference 02-2021			HISTORY	06/08/2021	06/08/2021	F	50.00
5002100256	32	PDC LABO000	PDC Laboratories, Inc.	Project Management Fee Transient Water 01/2021			HISTORY	04/07/2021	04/07/2021	F	300.00
4002100819	32	PECORJUL000	Pecoraro, Julie	Tuition/Book Reimb for course: Foundations of ESL (3cr grad)			HISTORY	06/16/2021	06/15/2021	F	743.00
4002100623	32	PEPPER C000	Pepper Construction Company	SD 76 - Diamond Lake Capital Improvements 2021 Billing#1			HISTORY	03/31/2021	03/31/2021	F	43,850.35
5002100294	32	PEPPER C000	Pepper Construction Company	SD 76 Diamond Lake Capital Improvements 2021 Billing#2			HISTORY	05/03/2021	05/03/2021	F	9,774.13
5002100326	32	PEPPER C000	Pepper Construction Company	Billing #3 SD 76 Diamond Lake Capital Improvements 2021			HISTORY	06/07/2021	06/04/2021	F	164,957.91
4002100833	32	PETTY DL000	Petty Cash - Diamond Lake	DLS Petty Cash Reimb			HISTORY	06/25/2021	06/25/2021	F	229.78
4002100606	32	POSITIVE000	Positive Promotions, Inc.	D76 Staff appreciation			HISTORY	03/19/2021	03/19/2021	F	1,266.63
4002100612	32	QUENCH U000	Quench USA, Inc.	DL/WOIS/WOM Water Services 04/12/2021 - 05/11/2021			HISTORY	03/31/2021	04/01/2021	F	165.00
4002100686	32	QUENCH U000	Quench USA, Inc.	DL/WOIS/WOM Water Services 05/12/2021 - 06/11/2021			HISTORY	05/03/2021	05/03/2021	F	165.00
4002100762	32	QUENCH U000	Quench USA, Inc.	DL/WOIS/WOM Water Services 06/12/2021 - 07/11/2021			HISTORY	05/28/2021	06/01/2021	F	165.00
4002100670	32	QUILL CO000	Quill Corporation	Business Office Supplies			HISTORY	04/22/2021	04/22/2021	F	263.89
4002100731	32	QUILL CO000	Quill Corporation	DO Business supplies			HISTORY	05/18/2021	05/15/2021	F	65.09
4002100776	32	QUILL CO000	Quill Corporation	Summer School Supplies 2021			HISTORY	06/03/2021	05/28/2021	F	281.68
4002100664	32	RASTRCAN000	Rastrelli, Candice	Tuition/Book Reimb for courses: CIC 501 (1cr gr), CIC			HISTORY	04/15/2021	04/14/2021	F	2,475.90
4002100772	32	RASTRCAN000	Rastrelli, Candice	Reimb supplies 2020-2021			HISTORY	05/28/2021	05/28/2021	F	150.00

P.O. NUMBER	BATCH #	VENDOR KEY	VENDOR NAME	PO DESCRIPTION	PROJ/GRANT	CONTRACT #	STATUS	ENT DATE	DUE DATE	LQ	PO AMOUNT
4012100047	32	REAL GRA000	Real Graphix, Inc.	business cards/birthday cards for staff			HISTORY	06/16/2021	06/14/2021	F	722.00
4002100768	32	REILLVIC000	Reilly, Victoria	Reimb classroom supplies 2020-2021			HISTORY	05/28/2021	05/28/2021	F	150.00
5002100265	32	RIDDIFOR000	Riddiford Roofing Company	DLS Roof repair 03/03/2021			HISTORY	04/12/2021	04/08/2021	F	470.00
2002100079	32	SALAZJEN000	Salazar, Jennifer	Reimb classroom supplies 2020 - 2021			HISTORY	03/31/2021	03/31/2021	F	150.00
4002100616	32	SCENARIO000	Scenario Learning, LLC	Safe Schools Training 07/01/2020 - 06/30/2021			HISTORY	03/31/2021	03/31/2021	F	457.92
4002100702	32	SHAKOAZI000	Shakoor, Aziz	Reimb certification renewal CompTIA A+ and Comp TIA			HISTORY	05/05/2021	05/05/2021	F	150.00
4002100756	32	SMITHTYL000	Smith, Tyler	Reimb purchase of workshop 2021 Data literacy			HISTORY	05/28/2021	05/27/2021	F	299.00
4002100638	32	SPECIAL 000	Special Education District Lake	04/2021 Tuition			HISTORY	04/12/2021	04/08/2021	F	44,401.77
4002100657	32	SPECIAL 000	Special Education District Lake	2020 - 2021 Contractual Billing 4th Installment			HISTORY	04/13/2021	04/13/2021	F	11,705.00
4002100683	32	SPECIAL 000	Special Education District Lake	FY21 Itinerant 3rd Qtr 01/2021 - 03/2021			HISTORY	05/03/2021	04/28/2021	F	3,785.50
4002100708	32	SPECIAL 000	Special Education District Lake	05/2021 Tuition			HISTORY	05/07/2021	05/06/2021	F	46,843.08
4002100794	32	SPECIAL 000	Special Education District Lake	In house repair / accessory costs district owned assisted			HISTORY	06/08/2021	06/08/2021	F	168.00
4002100803	32	SPECIAL 000	Special Education District Lake	FY21 Itinerant 4th Qtr 04/2021 - 06/2021			HISTORY	06/15/2021	06/14/2021	F	1,730.61
4002100816	32	SPECIAL 000	Special Education District Lake	06/2021 Tuition			HISTORY	06/16/2021	06/15/2021	F	46,843.07
4002100751	32	STEVENSO000	Adlai E. Stevenson High School	Lake County Schools Covid Vaccine Reimb - Diamond Lake			HISTORY	05/28/2021	05/27/2021	F	4,500.40
4002100649	32	T-MOBILE000	T-Mobile	Mobile Hotspot Services 03/3/2021 - 04/2/2021			HISTORY	04/13/2021	04/12/2021	F	900.00
4002100711	32	T-MOBILE000	T-Mobile	Mobile Hotspot Services 04/3/2021 - 05/2/2021			HISTORY	05/07/2021	05/06/2021	F	900.00
4002100789	32	T-MOBILE000	T-Mobile	Mobile Hotspot Services 05/3/2021 - 06/2/2021			HISTORY	06/07/2021	06/07/2021	F	900.00
1002100147	32	TEACHER 003	Teacher Synergy, LLC	DLS TPT HN			HISTORY	03/19/2021	03/19/2021	F	5.60
3002100020	32	TEACHER'000	Teacher's Discovery	WOM ELA/Com Arts			HISTORY	04/22/2021	04/22/2021	F	378.45
4002100636	32	TEACHERS001	Teachers Retirement System	TRS Retirement Costs Excess Salary Increase; J.V.			HISTORY	04/12/2021	04/08/2021	F	159.49
5002100272	32	TELCOM I000	Telcom Innovations Group, LLC	Mitel 300CXII billable services 2/2021			HISTORY	04/12/2021	04/12/2021	F	292.50
4002100613	32	TELESOLU000	Telesolutions Consultants LLC	03/2021 E-Rate Retainer Fee			HISTORY	03/31/2021	04/01/2021	F	325.00

P.O. NUMBER	BATCH #	VENDOR KEY	VENDOR NAME	PO DESCRIPTION	PROJ/GRANT	CONTRACT #	STATUS	ENT DATE	DUE DATE	LQ	PO AMOUNT
4002100687	32	TELESOLU000	Telesolutions Consultants LLC	05/2021 E-Rate Retainer Fee			HISTORY	05/03/2021	05/03/2021	F	325.00
4002100764	32	TELESOLU000	Telesolutions Consultants LLC	06/2021 E-Rate Retainer Fee			HISTORY	05/28/2021	05/27/2021	F	325.00
4002100634	32	TOPLINE 000	Topline Transportation Co.	03/2021 Sp. Ed. Transportation			HISTORY	04/07/2021	04/07/2021	F	4,125.00
4002100635	32	TOPLINE 000	Topline Transportation Co.	03/2021 HL Transportation			HISTORY	04/07/2021	04/07/2021	F	4,000.00
4002100698	32	TOPLINE 000	Topline Transportation Co.	Sp. Ed. Transportation 04/2021			HISTORY	05/05/2021	05/05/2021	F	5,625.00
4002100699	32	TOPLINE 000	Topline Transportation Co.	HL Transportation 04/2021			HISTORY	05/05/2021	05/05/2021	F	7,745.00
4002100779	32	TOPLINE 000	Topline Transportation Co.	Sp. Ed. Transportation 05/2021			HISTORY	06/03/2021	06/02/2021	F	3,000.00
4002100780	32	TOPLINE 000	Topline Transportation Co.	HL Transportation 05/2021			HISTORY	06/03/2021	06/02/2021	F	6,935.00
5002100277	32	TWIN SUP000	Twin Supplies LTD	DLS Lighting & Switches			HISTORY	04/14/2021	04/13/2021	F	1,415.00
4002100790	32	VAN DELI000	Van den akker, Elizabeth	Reimb classroom supplies 2020 - 2021			HISTORY	06/07/2021	06/04/2021	F	150.00
4002100690	32	VILLA PA001	Villa Park Office Equipment	DO Furniture			HISTORY	05/03/2021	04/28/2021	F	1,015.00
4002100817	32	WAGNEDIA000	Wagner, Diana	Reimb Prek Supplies 05-2021			HISTORY	06/16/2021	06/15/2021	F	27.99
3002100130	32	WAREHOUS000	Warehouse Direct, Inc.	WOM Band Uniforms			HISTORY	04/01/2021	04/01/2021	F	1,504.75
4002100640	32	WAREHOUS000	Warehouse Direct, Inc.	Furniture Supplies; Conf. Rm Storage Credenza			HISTORY	04/12/2021	04/08/2021	F	1,595.00
5002100253	32	WEX BANK000	WEX Bank	School Vehicle Gas 02/15/2021 - 03/12/2021			HISTORY	03/31/2021	03/31/2021	F	438.04
5002100302	32	WEX BANK000	WEX Bank	BG School Vehicle Gas 03/16/2021 - 04/14/2021			HISTORY	05/06/2021	05/06/2021	F	530.97
5002100311	32	WEX BANK000	WEX Bank	BG School Vehicle Gas 04/21/2021 - 05/12/2021			HISTORY	05/12/2021	05/12/2021	F	491.62
5002100327	32	WEX BANK000	WEX Bank	School Vehicle Gas 05/12/2021			HISTORY	06/04/2021	06/04/2021	F	106.78
5002100343	32	WEX BANK000	WEX Bank	School Vehicle Gas 05/21/2021 - 06/07/2021			HISTORY	06/16/2021	06/16/2021	F	479.47
5002100300	32	WIGHT & 000	Wight & Company	2021 Classroom Renovations 03/2021			HISTORY	05/05/2021	05/05/2021	F	2,407.50
5002100312	32	WIGHT & 000	Wight & Company	2021 Summer Classroom Renovations 04/2021			HISTORY	05/13/2021	05/13/2021	F	2,523.02
5002100333	32	WIGHT & 000	Wight & Company	2021 Summer Classroom Renovations 05/2021			HISTORY	06/15/2021	06/14/2021	F	1,990.00
4002100774	32	WOLD ARC000	Wold Architects Incorporated	2021 HVAC Upgrades 5/2021			HISTORY	05/28/2021	05/28/2021	F	2,190.28
5002100254	32	WOLD ARC000	Wold Architects Incorporated	2021 HVAC Upgrades 03/2021			HISTORY	04/01/2021	03/31/2021	F	1,454.25
5002100295	32	WOLD ARC000	Wold Architects Incorporated	2021 HVAC Upgrades 04/2021			HISTORY	05/03/2021	05/03/2021	F	1,461.87
3002100131	32	WORLD'S 000	World's Finest Chocolate, Inc.	WOM Band Activity; fundraiser			HISTORY	04/12/2021	04/08/2021	F	1,745.00
4502100022	32	ZANER BL000	Zaner Bloser Education Pub	curriculum for OT intervention			HISTORY	03/11/2021	03/11/2021	F	403.85

NUMBER OF HISTORY PO'S: 411 TOTAL HISTORY PO'S: 2,095,000.62
NUMBER OF REVERSAL HISTORY PO'S: 3 TOTAL REVERSAL HISTORY PO'S: 158,351.46

P.O. NUMBER	BATCH #	VENDOR KEY	VENDOR NAME	PO DESCRIPTION	PROJ/GRANT	CONTRACT #	STATUS	ENT DATE	DUE DATE	LQ	PO AMOUNT
			TOTAL NUMBER OF PURCHASE ORDERS:	414					TOTAL:		2,253,352.08

********** End of report **********

Diamond Lake School District 76
Embrace Empower Excel Each Child Each Day

2021/22 Board of Education Meetings Approved: 5.18.2021		
Committee	**Business**	**Special Meetings/Public Hearings**
*	7.20.21	
8.3.21	8.17.21	
*	9.21.21	9.21.21 Budget Hearing
10.5.21	10.19.21	
11.2.21	11.16.21	
*	12.14.21	12.14.21 Levy Hearing
*	1.11.22	
2.1.22	2.15.22	
3.1.22	3.15.22	
4.5.22	4.19.22	
5.3.22	5.17.22	
6.7.22	6.21.22	

*One meeting is scheduled for the months of July, September, December & January.

All Board Meetings will begin at 7:00 PM
at West Oak Campus, 26156 N Acorn Lane, Mundelein, IL 60060