

SCHOOL DISTRICT NO. 103
BOARD OF EDUCATION MEETING
September 23, 2025
6:00 PM

REGULAR MEETING CONSISTENT WITH THE REQUIREMENTS OF THE ILLINOIS REVISED STATUTES CHAPTER 102, PARAGRAPH 42.02 (OPEN MEETINGS ACT), NOTICES OF THIS MEETING HAVE BEEN POSTED. LOCATION OF THE MEETING IS CAFETERIA OF GEORGE WASHINGTON MIDDLE SCHOOL, 8101 OGDEN AVENUE, LYONS, ILLINOIS 60534, AT 6:00 PM.

A G E N D A

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Reading of Communications

V. Year-to-Date Financials

4

VI. Superintendent's Report

VII. Closed Session

The Board will go into Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Open Meetings Act, 5 ILCS 120/2(c)(1); and collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, pursuant to Section 2(c)(2) of the Open Meetings Act, 5 ILCS 120/2(c)(2).

VIII. Return to Open Session

IX. Public Comment

X. Consent Agenda

A. Authorize Payment of Monthly Bills for September 2025

1. Board Bills September 2025

5

2. Activity Accounts September 2025

85

B. Approval of Minutes

1. Public Hearing & Regular Meeting Minutes of August 26, 2025

91

2. Confidential Minutes of August 26, 2025

C. Resolution No. 09.23.25 Authorizing and Approving Employment Actions

101

D. Reading of Second Policies

1. Policy 2:80 - Board Member Oath and Conduct

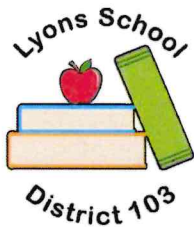
103

2. Policy 2:120-E1 - Guidelines for Serving as a Mentor to a New Board of Education Member

106

3. Policy 2:120-E2 - Website Listing of Development and Training Completed by Board Members	108
4. Policy 2:125-E3 - Resolution to Regulate Expense Reimbursements	109
5. Policy 2:130 - Board-Superintendent Relationship	111
6. Policy 2:220 -E7 - Access to Closed Meeting Minutes and Verbatim Recordings	112
7. Policy 2:220-E4 - Open Meeting Minutes	114
8. Policy 2:220-E9 - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration	118
9. Policy 2:240-E1 - PRESS Issue Updates	122
10. Policy 2:240-E2 - Developing Local Policy	125
11. Policy 5:10 - Equal Employment Opportunity and Minority Recruitment	127
12. Policy 2:260 - Uniform Grievance Procedure	131
13. Policy 2:265 - Title IX Grievance Procedure	137
14. Policy 5:20 - Workplace Harassment Prohibited	142
15. Policy 7:20 - Harassment of Students Prohibited	147
16. Policy 7:140 - Search and Seizure	151
17. Policy 7:180 - Prevention of and Response to Bullying, Intimidation, and Harassment	153
18. Policy 7:255 - Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence	159
19. Policy 7:300 - Extracurricular Athletics	163
20. Policy 8:80 - Gifts to the District	165
21. Policy 5:10 - Equal Employment Opportunity and Minority Recruitment	167
22. Policy 1:10 - School District Legal Status	171
23. Policy 1:20 -District Organization, Operations, and Cooperative Agreements	172
24. Policy 1:30 - School District Philosophy	173
25. Policy 2.10 - School District Governance	175
26. Policy 2:240 - Board Policy Development	176
27. Policy 3:30 - Chain of Command	178
28. Policy 4:50 - Payment Procedures	179
29. Policy 4:90 - Student Activity and Fiduciary Funds	180
30. Policy 4:180 - Pandemic Preparedness, Management, and Recovery	182
31. Policy 5:20-E - Resolution to Prohibit Sexual Harassment	185
32. Policy 5:270 - Employment At-Will, Compensation and Assignment	187
33. Policy 7:40 - Nonpublic School Students, Including Parochial and Home-Schooled Students	189
34. Policy 7:90 - Release During School Hours	191
35. Policy 7:130 - Student Rights and Responsibilities	192
36. Policy 7:325 - Student Fundraising Activities	193
37. Policy 8:110 - Public Suggestions and Concerns	195
XI. <u>Action Items</u>	
A. Approval of Part-Time Custodian Positions	196

B. Approval of Educational Consulting Services Agreement between Lyons School District 103 and Ruth Poage for Multi-Tiered System of Support Services for SY2025-26	199
C. Resolution Authorizing and Approving Resignation Agreement and Release	200
D. Resolution Approving Interim Employment and Subsequent Reinstatement of Teacher	202
E. Resolution Authorizing and Approving an Intergovernmental Agreement Between the Village of Lyons and Lyons School District No 103 for the 2025 Alley Paving Project No. 25262	204
XII. <u>Adjournment</u>	

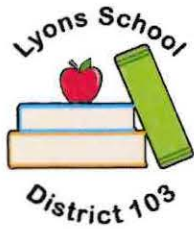


2025-26 Monthly Finance Update

Month: August 2025

Educational | O & M | Debt Service | Transportation | IMRF / SS | Capital Projects | Working Cash | Tort | FP & S

	Unaudited FY25 Actuals	Tentative FY26 Budget	August 2025 Monthly Actuals	FYTD Actuals
REVENUE				
Local	\$29,055,912	\$30,943,124	\$342,202	\$862,248
State	14,530,983	15,633,966	1,157,366	\$1,341,460
Federal	4,024,941	2,855,231	48,261	\$160,332
Other	0	0	0	\$0
TOTAL REVENUE	\$47,611,836	\$49,432,320	\$1,547,829	\$2,364,040
EXPENDITURES				
Salary and Benefit Costs	\$29,475,059	\$30,340,428	\$1,671,197	\$2,184,059
Other	19,010,260	19,033,524	2,892,082	\$3,729,616
TOTAL EXPENDITURES	\$48,485,319	\$49,373,952	\$4,563,280	\$5,913,676
SURPLUS / DEFICIT	(\$873,483)	\$58,368	(\$3,015,451)	(\$3,549,636)



MEMORANDUM

To: Lyons School District 103 Board of Education

From: William Channell, Business Manager

Date: September 23, 2025

Subject: Monthly Bill Listing

The following payments are to be approved by the Board of Education at the September 23, 2025 meeting. All monthly District payments (including prior month's Payroll expenses) are listed in the reports below.

Prepared by:

Bill Channell
Business Manager

Approved by:

Lyons 103 Board President

Approved by:

Lyons 103 Board Secretary

Lyons School District 103

Pay Journal Totals

Fiscal Year: 2025-2026

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Semi-monthly	20.2	07/16/2025	07/31/2025	08/06/2025
Semi-monthly	30	07/16/2025	07/31/2025	08/15/2025
Semi-monthly	40	08/01/2025	08/15/2025	08/29/2025

Item	Amount	Match-Amount	Total	Wage Basis	Payee
Bank Account: 163759 OPERATING 103					
GROSS PAY:	1,088,368.81				
OVERTIME:	4,262.93				
I- 19 Pay Health Aides Pre Tax	1,972.26	7,267.81	9,240.07	17,129.40	BLUE CROSS BLUE SHIELD OF IL
I- 19 Pay Health Teachers/Nurse Pre Tax	767.82	4,031.09	4,798.91	10,195.67	BLUE CROSS BLUE SHIELD OF IL
I- 22 Pay Health Support Staff Pre Tax	0.00	21,430.78	21,430.78	21,150.58	BLUE CROSS BLUE SHIELD OF IL
I- 24 Pay Health Aides Pre Tax	1,501.61	6,554.87	8,056.48	14,653.35	BLUE CROSS BLUE SHIELD OF IL
I- 24 Pay Health Custodian Pre Tax	4,840.37	23,338.37	28,178.74	104,779.90	BLUE CROSS BLUE SHIELD OF IL
I- 24 Pay Health District Admin Pre Tax	0.00	35,768.54	35,768.54	124,990.21	BLUE CROSS BLUE SHIELD OF IL
I- 24 Pay Health School Admin Pre Tax	0.00	18,806.25	18,806.25	58,510.43	BLUE CROSS BLUE SHIELD OF IL
I- 24 Pay Health Teachers/Nurse Pre Tax	30,561.84	165,211.79	195,773.63	532,623.07	BLUE CROSS BLUE SHIELD OF IL
I- Excess Life Insurance Admin	0.00	0.00	0.00	547.50	DEPARTMENT OF THE TREASURY
I- Excess Life Insurance Custodian	0.00	0.00	0.00	84.32	DEPARTMENT OF THE TREASURY
I- Excess Life Insurance Teachers/Nurses	0.00	0.00	0.00	1,178.35	DEPARTMENT OF THE TREASURY
T- Federal Taxes	79,329.04	0.00	79,329.04	948,174.96	DEPARTMENT OF THE TREASURY
T- Federal Taxes Additional EE Amount	876.84	0.00	876.84	4,925.38	DEPARTMENT OF THE TREASURY
T- FICA Medicare	15,286.07	15,286.07	30,572.14	1,054,217.30	DEPARTMENT OF THE TREASURY
T- FICA Social Security	16,984.96	16,984.96	33,969.92	273,950.33	DEPARTMENT OF THE TREASURY
G- IL Child Support	1,164.80	0.00	1,164.80	12,771.99	EXPERT PAY
I- ER HSA Teachers/Nurse	0.00	162,645.00	162,645.00	465,612.48	FIRST AMERICAN BANK
I- Vol HSA	7,791.77	0.00	7,791.77	287,596.47	FIRST AMERICAN BANK
I- Voluntary Transit FSA	17.00	0.00	17.00	3,386.20	FIRST AMERICAN BANK
I- 19 Pay Dental Aides Pre Tax	213.95	409.29	623.24	18,115.04	GUARDIAN
I- 19 Pay Dental Teachers/Nurses Pre Tax	50.30	75.92	126.22	6,342.88	GUARDIAN
I- 19 Pay Life Insurance Teachers/Aides	0.00	84.90	84.90	40,232.23	GUARDIAN
I- 19 Pay Vision Pre Tax Teacher/Aides	68.02	0.00	68.02	19,934.25	GUARDIAN

Item	Amount	Match-Amount	Total	Wage Basis	Payee
I- 19 Pay Vol- Accident Dis Teacher/Aide	34.86	0.00	34.86	7,733.81	GUARDIAN
I- 22 Pay Dental Support Staff Pre Tax	8.19	801.46	809.65	21,150.58	GUARDIAN
I- 22 Pay Life Insurance Support Staff	0.00	22.74	22.74	22,663.74	GUARDIAN
I- 22 Pay Vision Pre Tax Support Staff	19.21	0.00	19.21	8,724.66	GUARDIAN
I- 22 Pay Vol-Accident Dis Support Staff	13.96	0.00	13.96	3,245.06	GUARDIAN
I- 24 Pay Dental Aides Pre Tax	85.79	343.48	429.27	14,448.01	GUARDIAN
I- 24 Pay Dental Custodian Pre Tax	763.55	1,134.55	1,898.10	106,748.36	GUARDIAN
I- 24 Pay Dental District Admin Pre Tax	36.08	1,341.75	1,377.83	112,014.68	GUARDIAN
I- 24 Pay Dental School Admin Pre Tax	26.73	1,068.93	1,095.66	71,485.96	GUARDIAN
I- 24 Pay Dental Teachers/Nurse Pre Tax	3,432.79	5,272.19	8,704.98	521,282.36	GUARDIAN
I- 24 Pay Life Insurance District Admin	0.00	220.20	220.20	123,201.38	GUARDIAN
I- 24 Pay Life Insurance EE Custodian	88.60	73.96	162.56	87,905.68	GUARDIAN
I- 24 Pay Life Insurance ER Custodian	0.00	78.76	78.76	57,563.50	GUARDIAN
I- 24 Pay Life Insurance School Admin	0.00	187.90	187.90	77,083.69	GUARDIAN
I- 24 Pay Life Insurance Teach/Aide/Nurs	0.00	1,625.40	1,625.40	639,721.97	GUARDIAN
I- 24 Pay Vision Custodian Pre Tax	152.57	0.00	152.57	77,460.65	GUARDIAN
I- 24 Pay Vision District Admin Pre Tax	148.97	0.00	148.97	113,009.09	GUARDIAN
I- 24 Pay Vision School Admin Pre Tax	95.25	0.00	95.25	55,835.05	GUARDIAN
I- 24 Pay Vision Teach/Aides/Nurse	774.41	0.00	774.41	388,904.62	GUARDIAN
I- 24 Pay Vol- Accident Dis Dist. Admin	70.40	0.00	70.40	43,424.48	GUARDIAN
I- 24 Pay Vol- Accident Dis School Admin	54.53	0.00	54.53	22,935.92	GUARDIAN
I- 24 Pay Vol-Accident Dis Teach/Aide/Nu	409.44	0.00	409.44	123,375.88	GUARDIAN
I- Group LTD Insurance - All EE's	0.00	2,097.46	2,097.46	1,014,888.13	GUARDIAN
I- Vol Critical Illness All EE's	495.71	0.00	495.71	166,467.29	GUARDIAN
I- Vol Critical Illness Spouse All EEs	62.49	0.00	62.49	40,021.39	GUARDIAN
I- Vol Life Child(ren)-All EE's	19.79	0.00	19.79	76,247.90	GUARDIAN
I- Vol Life Spouse-All EE's	36.13	0.00	36.13	66,496.58	GUARDIAN
I- Voluntary Life/ADD-All EE's	934.24	0.00	934.24	296,866.87	GUARDIAN
T- State Taxes IL	45,978.83	0.00	45,978.83	948,174.96	ILLINOIS DEPARTMENT OF REVENUE
P- IMRF Additional Contribution	3,967.11	0.00	3,967.11	43,649.25	ILLINOIS MUNICIPAL RETIRMENT FUND
P- IMRF BDPD	0.00	3,733.30	3,733.30	30,625.92	ILLINOIS MUNICIPAL RETIRMENT FUND
P- IMRF EE/ER Contribution	12,037.81	20,571.47	32,609.28	267,509.10	ILLINOIS MUNICIPAL RETIRMENT FUND
P- IMRF VAC for BDPD EE Only	0.00	0.00	0.00	11,278.72	ILLINOIS MUNICIPAL RETIRMENT FUND
I- Voluntary DC FSA	590.82	0.00	590.82	14,164.73	LYONS SCHOOL D103 FLEX
I- Voluntary HC FSA	1,495.75	0.00	1,495.75	68,928.88	LYONS SCHOOL D103 FLEX

Item	Amount	Match-Amount	Total	Wage Basis	Payee
I- Voluntary LEX HC FSA	124.57	0.00	124.57	18,387.63	LYONS SCHOOL D103 FLEX
D- Numark Credit Union	6,031.52	0.00	6,031.52	88,372.31	NUMARK CREDIT UNION
A- Equitable 403b	10,426.23	0.00	10,426.23	226,296.47	OMNI-US
A- Fiduciary Trust Co.NH 403b	75.00	0.00	75.00	3,306.69	OMNI-US
A- First Investors/ADM 403b	50.00	0.00	50.00	3,979.71	OMNI-US
A- Great American Insurance Group 403b	150.00	0.00	150.00	6,300.38	OMNI-US
A- Lincoln Investment Planning 403b	2,305.33	0.00	2,305.33	25,307.29	OMNI-US
A- ROTH Equitable 403b	4,483.00	0.00	4,483.00	79,316.85	OMNI-US
A- ROTH Lincoln Investment 403b	25.00	0.00	25.00	2,371.75	OMNI-US
D- Direct Deposit 1	3,200.00	0.00	3,200.00	7,337.72	PAYROLL BANK ACCT
D- Direct Deposit-Net Pay	711,060.60	0.00	711,060.60	0.00	PAYROLL BANK ACCT
U- Custodian COPE	74.00	0.00	74.00	71,228.42	SEIU LOCAL 73 - COPE CONTRIBUTIONS
U- Paraprofessional COPE	5.00	0.00	5.00	780.30	SEIU LOCAL 73 - COPE CONTRIBUTIONS
U- Custodian Union Dues	1,360.03	0.00	1,360.03	106,276.61	SEIU LOCAL 73 - UNION DUES
U- Paraprofessional Union Dues	495.40	0.00	495.40	36,697.17	SEIU LOCAL 73 - UNION DUES
P- THIS BDPD	0.00	2,431.24	2,431.24	154,853.94	TEACHERS HEALTH INSURANCE SECURITY
P- THIS EE/ER	5,838.81	4,346.57	10,185.38	648,763.39	TEACHERS HEALTH INSURANCE SECURITY
P- TRS EE 9.0 BDPD	0.00	13,936.86	13,936.86	154,853.94	TEACHERS RETIREMENT SYSTEM
P- TRS EE/ER	58,388.72	3,762.87	62,151.59	648,763.39	TEACHERS RETIREMENT SYSTEM
P- TRS ER 0.58 BDPD	0.00	898.18	898.18	154,853.94	TEACHERS RETIREMENT SYSTEM
P- TRS Federal Funds	0.00	2,323.89	2,323.89	22,474.76	TEACHERS RETIREMENT SYSTEM
P- TRS SSP 457	1,455.42	0.00	1,455.42	48,515.12	TEACHERS RETIREMENT SYSTEM
P- TRS SSP Roth	100.00	0.00	100.00	2,205.30	TEACHERS RETIREMENT SYSTEM
G- Chaper 13 T. Hooper	175.00	0.00	175.00	3,784.06	THOMAS H. HOOPER
Deductions Total:	1,039,084.29	544,168.80	1,583,253.09		
Employee Net:	53,547.45				
Bank Acct Total:	1,636,800.54				

Item	Amount	Match-Amount	Total	Wage Basis	Payee
------	--------	--------------	-------	------------	-------

Grand Total: 2,729,432.28

Hours Worked:

REG HOURS:	12,695.02
OTHER HOURS:	(11.25)
O/T HOURS:	127.74
TOTAL HOURS:	12,811.51

Pay Location:

	Males	Females
Costello Elementary School	3	39
District Office	7	14
Edison Elementary School	5	41
George Washington Middle School	23	66
Home Elementary School	2	30
Lincoln Elementary School	10	54
Robinson Elementary School	5	36
Undesignated	0	0
Totals:	55	280

End of Report

Lyons School District 103

Pay Journal Totals

Fiscal Year: 2025-2026

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Semi-monthly	50	08/16/2025	08/31/2025	09/15/2025

Item	Amount	Match-Amount	Total	Wage Basis	Payee
Bank Account: 163759 OPERATING 103					
GROSS PAY:	908,563.14				
OVERTIME:	8,051.36				
I- 19 Pay Health Aides Pre Tax	1,972.26	7,267.81	9,240.07	17,129.40	BLUE CROSS BLUE SHIELD OF IL
I- 19 Pay Health Teachers/Nurse Pre Tax	767.82	4,031.09	4,798.91	10,195.67	BLUE CROSS BLUE SHIELD OF IL
I- 22 Pay Health Support Staff Pre Tax	0.00	11,717.02	11,717.02	11,371.95	BLUE CROSS BLUE SHIELD OF IL
I- 24 Pay Health Aides Pre Tax	1,501.61	6,554.87	8,056.48	14,653.35	BLUE CROSS BLUE SHIELD OF IL
I- 24 Pay Health Custodian Pre Tax	2,291.79	11,847.26	14,139.05	49,761.79	BLUE CROSS BLUE SHIELD OF IL
I- 24 Pay Health District Admin Pre Tax	0.00	20,141.94	20,141.94	65,601.41	BLUE CROSS BLUE SHIELD OF IL
I- 24 Pay Health School Admin Pre Tax	0.00	8,339.93	8,339.93	25,352.25	BLUE CROSS BLUE SHIELD OF IL
I- 24 Pay Health Teachers/Nurse Pre Tax	30,561.84	165,211.79	195,773.63	533,830.72	BLUE CROSS BLUE SHIELD OF IL
I- Excess Life Insurance Admin	0.00	0.00	0.00	273.75	DEPARTMENT OF THE TREASURY
I- Excess Life Insurance Custodian	0.00	0.00	0.00	42.16	DEPARTMENT OF THE TREASURY
I- Excess Life Insurance Teachers/Nurses	0.00	0.00	0.00	1,178.35	DEPARTMENT OF THE TREASURY
T- Federal Taxes	64,006.88	0.00	64,006.88	780,209.95	DEPARTMENT OF THE TREASURY
T- Federal Taxes Additional EE Amount	(594.20)	0.00	(594.20)	9,390.76	DEPARTMENT OF THE TREASURY
T- FICA Medicare	12,655.98	12,655.98	25,311.96	872,833.57	DEPARTMENT OF THE TREASURY
T- FICA Social Security	11,596.61	11,596.61	23,193.22	187,041.79	DEPARTMENT OF THE TREASURY
G- IL Child Support	792.30	0.00	792.30	12,534.02	EXPERT PAY
I- Vol HSA	8,568.86	0.00	8,568.86	284,734.72	FIRST AMERICAN BANK
I- Voluntary Transit FSA	17.00	0.00	17.00	3,386.20	FIRST AMERICAN BANK
I- 19 Pay Dental Aides Pre Tax	213.95	409.29	623.24	18,115.04	GUARDIAN
I- 19 Pay Dental Teachers/Nurses Pre Tax	50.30	75.92	126.22	6,342.88	GUARDIAN
I- 19 Pay Life Insurance Teachers/Aides	0.00	84.90	84.90	40,232.23	GUARDIAN
I- 19 Pay Vision Pre Tax Teacher/Aides	68.02	0.00	68.02	19,934.25	GUARDIAN
I- 19 Pay Vol- Accident Dis Teacher/Aide	34.86	0.00	34.86	7,733.81	GUARDIAN
I- 22 Pay Dental Support Staff Pre Tax	8.19	391.85	400.04	11,371.95	GUARDIAN
I- 22 Pay Life Insurance Support Staff	0.00	12.24	12.24	12,885.11	GUARDIAN

Item	Amount	Match-Amount	Total	Wage Basis	Payee
I- 22 Pay Vision Pre Tax Support Staff	11.38	0.00	11.38	5,158.99	GUARDIAN
I- 22 Pay Vol-Accident Dis Support Staff	6.98	0.00	6.98	1,622.53	GUARDIAN
I- 24 Pay Dental Aides Pre Tax	85.79	343.48	429.27	14,448.01	GUARDIAN
I- 24 Pay Dental Custodian Pre Tax	410.50	536.96	947.46	51,939.30	GUARDIAN
I- 24 Pay Dental District Admin Pre Tax	21.93	762.90	784.83	59,766.32	GUARDIAN
I- 24 Pay Dental School Admin Pre Tax	10.51	429.42	439.93	31,187.34	GUARDIAN
I- 24 Pay Dental Teachers/Nurse Pre Tax	3,432.79	5,272.19	8,704.98	522,490.01	GUARDIAN
I- 24 Pay Life Insurance District Admin	0.00	116.20	116.20	69,631.37	GUARDIAN
I- 24 Pay Life Insurance EE Custodian	46.66	73.96	120.62	54,889.10	GUARDIAN
I- 24 Pay Life Insurance School Admin	0.00	73.50	73.50	30,312.08	GUARDIAN
I- 24 Pay Life Insurance Teach/Aide/Nurs	0.00	1,626.80	1,626.80	641,709.92	GUARDIAN
I- 24 Pay Vision Custodian Pre Tax	73.25	0.00	73.25	37,547.90	GUARDIAN
I- 24 Pay Vision District Admin Pre Tax	81.78	0.00	81.78	60,760.73	GUARDIAN
I- 24 Pay Vision School Admin Pre Tax	39.49	0.00	39.49	22,451.17	GUARDIAN
I- 24 Pay Vision Teach/Aides/Nurse	774.41	0.00	774.41	389,322.38	GUARDIAN
I- 24 Pay Vol- Accident Dis Custodian	42.26	0.00	42.26	18,918.11	GUARDIAN
I- 24 Pay Vol- Accident Dis Dist. Admin	38.40	0.00	38.40	22,922.41	GUARDIAN
I- 24 Pay Vol- Accident Dis School Admin	16.66	0.00	16.66	8,023.09	GUARDIAN
I- 24 Pay Vol-Accident Dis Teach/Aide/Nu	409.44	0.00	409.44	123,675.26	GUARDIAN
I- Group LTD Insurance - All EE's	0.00	1,764.18	1,764.18	849,659.81	GUARDIAN
I- Vol Critical Illness All EE's	409.72	0.00	409.72	134,574.94	GUARDIAN
I- Vol Critical Illness Spouse All EEs	62.49	0.00	62.49	40,880.77	GUARDIAN
I- Vol Life Child(ren)-All EE's	19.79	0.00	19.79	77,787.60	GUARDIAN
I- Vol Life Spouse-All EE's	36.13	0.00	36.13	68,917.14	GUARDIAN
I- Voluntary Life/ADD-All EE's	795.17	0.00	795.17	246,357.60	GUARDIAN
T- State Taxes IL	38,077.86	0.00	38,077.86	780,209.95	ILLINOIS DEPARTMENT OF REVENUE
P- IMRF Additional Contribution	768.38	0.00	768.38	24,482.02	ILLINOIS MUNICIPAL RETIRMENT FUND
P- IMRF BDPD	0.00	1,866.65	1,866.65	15,312.96	ILLINOIS MUNICIPAL RETIRMENT FUND
P- IMRF EE/ER Contribution	8,003.17	13,676.76	21,679.93	177,849.96	ILLINOIS MUNICIPAL RETIRMENT FUND
P- IMRF VAC for BDPD EE Only	563.94	0.00	563.94	5,639.36	ILLINOIS MUNICIPAL RETIRMENT FUND
I- Voluntary DC FSA	590.82	0.00	590.82	14,164.73	LYONS SCHOOL D103 FLEX
I- Voluntary HC FSA	882.96	0.00	882.96	42,743.04	LYONS SCHOOL D103 FLEX
I- Voluntary LEX HC FSA	124.57	0.00	124.57	18,387.63	LYONS SCHOOL D103 FLEX
D- Numark Credit Union	4,400.76	0.00	4,400.76	68,569.78	NUMARK CREDIT UNION
A- Equitable 403b	10,076.23	0.00	10,076.23	213,112.59	OMNI-US

Item	Amount	Match-Amount	Total	Wage Basis	Payee
A- Fiduciary Trust Co.NH 403b	75.00	0.00	75.00	3,306.69	OMNI-US
A- First Investors/ADM 403b	50.00	0.00	50.00	3,979.71	OMNI-US
A- Great American Insurance Group 403b	150.00	0.00	150.00	6,300.38	OMNI-US
A- Lincoln Investment Planning 403b	2,305.33	0.00	2,305.33	25,417.60	OMNI-US
A- ROTH Equitable 403b	4,483.00	0.00	4,483.00	79,471.29	OMNI-US
A- ROTH Lincoln Investment 403b	25.00	0.00	25.00	2,371.75	OMNI-US
D- Direct Deposit 1	2,220.00	0.00	2,220.00	8,483.89	PAYROLL BANK ACCT
D- Direct Deposit 2	50.00	0.00	50.00	2,475.51	PAYROLL BANK ACCT
D- Direct Deposit-Net Pay	593,060.03	0.00	593,060.03	0.00	PAYROLL BANK ACCT
U- Custodian COPE	37.00	0.00	37.00	34,629.66	SEIU LOCAL 73 - COPE CONTRIBUTIONS
U- Paraprofessional COPE	5.00	0.00	5.00	780.30	SEIU LOCAL 73 - COPE CONTRIBUTIONS
U- Custodian Union Dues	697.47	0.00	697.47	52,477.90	SEIU LOCAL 73 - UNION DUES
U- Paraprofessional Union Dues	495.40	0.00	495.40	36,697.17	SEIU LOCAL 73 - UNION DUES
P- THIS BDPD	0.00	1,150.92	1,150.92	73,306.09	TEACHERS HEALTH INSURANCE SECURITY
P- THIS EE/ER	5,787.34	4,308.29	10,095.63	643,032.74	TEACHERS HEALTH INSURANCE SECURITY
P- TRS EE 9.0 BDPD	0.00	6,597.55	6,597.55	73,306.09	TEACHERS RETIREMENT SYSTEM
P- TRS EE/ER	57,872.97	3,729.53	61,602.50	643,032.74	TEACHERS RETIREMENT SYSTEM
P- TRS ER 0.58 BDPD	0.00	425.19	425.19	73,306.09	TEACHERS RETIREMENT SYSTEM
P- TRS Federal Funds	0.00	2,610.00	2,610.00	25,241.77	TEACHERS RETIREMENT SYSTEM
P- TRS SSP 457	1,016.95	0.00	1,016.95	33,898.29	TEACHERS RETIREMENT SYSTEM
P- TRS SSP Roth	100.00	0.00	100.00	2,205.30	TEACHERS RETIREMENT SYSTEM
G- Chaper 13 T. Hooper	175.00	0.00	175.00	3,784.06	THOMAS H. HOOPER
Deductions Total:	873,433.78	305,702.98	1,179,136.76		
Employee Net:	43,180.72				
Bank Acct Total:	1,222,317.48				

Item	Amount	Match-Amount	Total	Wage Basis	Payee
Grand Total:	2,138,931.98				

Hours Worked:

REG HOURS:	25,138.40
OTHER HOURS:	0.00
O/T HOURS:	229.20
TOTAL HOURS:	25,367.60

Pay Location:

	Males	Females
Costello Elementary School	3	41
District Office	8	14
Edison Elementary School	5	42
George Washington Middle School	23	68
Home Elementary School	2	30
Lincoln Elementary School	10	57
Robinson Elementary School	5	36
Undesignated	0	0
Totals:	56	288

End of Report

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
34Ed LLC						
Check Group:						
Training		1 0		INV6402 7/21/2025	20.5.2540.4000.000.4994	\$51,300.00
					Check #: 0	
					PO/InvoiceTotal:	\$51,300.00
					Vendor Total:	\$51,300.00
ABLE PRINTING SERVICE						
	801879					
Check Group:						
Envelopes		1 260059		52464 8/21/2025	10.5.1110.4100.400.0000	\$379.38
					Check #: 0	
					PO/InvoiceTotal:	\$379.38
					Vendor Total:	\$379.38
AMAZON CAPITAL SERVICES						
	845305					
Check Group:						
Snacks		8 0		1471-4QNG-M7N G 6/1/2025	10.5.1110.4110.200.0000	\$131.92
End of Year Gift Bags		5 0		1471-4QNG-M7N G 6/1/2025	10.5.1110.4100.200.0000	\$214.95
Pure Life Water Bottle		5 0		16XF-4Y71-R1C7 6/1/2025	10.5.2540.4000.000.4998	\$31.94
Sauder Iron City Lateral File		1 0		1KH3-LQLY-PGV C 6/1/2025	10.5.2520.4100.000.0000	\$205.96
Pendaflex Expanding Accordion File Pockets		1 0		1PY6-YD93-MLC D 6/1/2025	10.5.2310.4100.000.0000	\$30.67
2025-2026 Dry Erase Calendar		1 0		1VLY-3YCW-LPW 4 6/1/2025	10.5.2310.4100.000.0000	\$72.82

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
XREXS Digital Kitchen Timer Clock		3	0	1XVH-FT7G-MMX 6 6/1/2025	10.5.1205.4100.000.0000	\$27.90
Shockproof Ipad Case		1	0	1XVH-FT7G-MMX 6 6/1/2025	10.5.1205.4100.000.0000	\$10.98
				Check #: 0		
					PO/InvoiceTotal:	<u>\$727.14</u>
Check Group:						
Post-it Super Sticky Easel Pad, 25 x 30 Inches, 30 Sheets/Pad, 6 Pads, Large White Premium Self Stick Flip Chart Paper, Super Sticking Power (559VAD6PK)		2	260014	1NLD-HJFX-CRX Y 9/1/2025	10.5.1250.4100.000.4300	\$178.90
Post-it Super Sticky Notes, 24 Sticky Note Pads, 3 x 3 in., School Supplies, Office Products, Sticky Notes for Vertical Surfaces, Monitors, Walls and Windows, Energy Boost Collection		2	260014	1NLD-HJFX-CRX Y 9/1/2025	10.5.1250.4100.000.4300	\$32.10
Amazon Basics Woodcased Classroom 2 Pencils with Erasers, Pre-sharpened, HB Lead, Value Pack of 30 count, Orange		10	260014	1NLD-HJFX-CRX Y 9/1/2025	10.5.1250.4100.000.4300	\$38.80
					Check #: 0	
					PO/InvoiceTotal:	<u>\$249.80</u>
Check Group:						
Scotch Magic Tape, Invisible, Back to School Supplies and College Essentials for Students and Teachers, 6 Rolls, 3/4 x 1000 Inches		1	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$10.82
Scotch Classic Desktop Tape Dispenser, Black, 1-inch Core, Made from 100% Recycled Plastic, 1 Dispenser		10	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$35.70
Sharpie Permanent Markers Set Quick Drying And Fade Resistant Fine Point Marker For Wood Plastic Paper Metal And More Drawing Coloring And Poster Marker Black 12 Count		1	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$7.34

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Universal Deluxe General-Purpose Acrylic Box Sealing Tape, 3" Core, 1.88" x 109 yds, Clear, 12/Pack		1	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$27.23
Kleenex Professional Facial Tissue, Bulk (21606), 2-Ply, White, Flat Boxed Format, Designed for Business (125 Tissues/Box, 48 Boxes, 6,000 Sheets/Case)		1	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$77.31
Scotch Thermal Laminating Pouches, 100 Count, Clear, 5 mil, Laminate Business Cards, Small Banners, Essays, Office or School Supplies, Fits Letter Size 8.9x11.4 in Paper		1	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$19.40
EXPO Low Odor Dry Erase Markers Chisel Tip Assorted Colors Pack of 36 - Ideal for Classrooms Offices & Home Offices		2	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$43.14
Amazon Basics 50 sheet Wide Ruled Lined Writing Note Pad, 8.5" x 11.75", 12-Pack, 600 Perforated Sheets, Canary		1	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$10.08
Amazon Basics File Folders with Tabs for Filing, 1/3-Cut Tab, Assorted Positions, Letter Size, Manila, Pack of 100		2	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$24.68
Better Office Products Letter Size Paper Portfolios Case of 100, Assorted Primary Colors, (Assorted, 2 Pocket Paper Folders)		1	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$29.69
HappyHapi Sticky Notes 3x3 Inches Bulk 28 Pack 2800 Sheets Colored Self-Stick Pads, 100 Sheets/Pad, 4 Bright Colors (Yellow, Green, Pink, Blue) for Office Supplies, School, Home		1	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$15.49
Craftinova Metal Desktop Stapler - 25 Sheet Capacity, Heavy Duty, Black, with 2000 Staples & Remover, Office Use, 6 Pack		1	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$23.99

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ONLYKXY 2.5x3.7-Inches Transparent Universal Thermal Laminating Sheets Pouches Premium Films for Laminator Machine - Photo Paper Files Card Picture for Office 100Pcs		1	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$7.30
Madisi Wood-Cased #2 HB Pencils, Yellow, Pre-sharpened, Bulk Pack, 1000 pencils		3	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$194.97
EXPO Low Odor Dry Erase Markers Chisel Tip Assorted Fashion Colors 36 Count for Classroom Office & Home Use		1	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$22.99
H-Qprobd Dry Erase Board for Wall 60"x40" Aluminum Presentation Magnetic Whiteboard with Long Pen Tray, Wall-Mounted White Board for School, Office and Home		1	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$169.69
DECOHOB0 12 Pack Acrylic Sign Holder 8.5 x 11, Double-Sided Clear Sign Holder Plastic Stands for Display, T Shape Acrylic Table Sign Stands for Office Store Restaurants Wedding Party Decoration		3	260015	194F-RG3K-CKR C 9/1/2025	10.5.1110.4100.500.0000	\$89.29
Check #: 0						
PO/InvoiceTotal:						\$809.11
Check Group:						
Grneric 25 Pieces Drawstring Bags Bulk Drawstring Backpack Draw String Bag Cinch Sack for Gym Traveling Yoga Outdoor Sports (25 Colors)		2	260046	1PGM-VC4G-L9J C 9/1/2025	10.5.2210.4100.000.4909	\$40.95
Check #: 0						
PO/InvoiceTotal:						\$40.95
Check Group:						
Harney & Sons Hot Cinnamon Spice Tea, 50 Tea Bags		2	260048	116T-CM3N-DTN K 9/1/2025	10.5.2320.4100.000.0000	\$17.56

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Makerstep Birch Wood Coffee Stirrers, 7 Inch Coffee Stir Sticks (1000 Pack) Eco-friendly, Sturdy Wooden Sticks. Splinter Free, Round End. Great For Your Coffee Nook		1	260048	116T-CM3N-DTN K 9/1/2025	10.5.2320.4100.000.0000	\$13.57
ALINK 8 Pack Black Bottle Brush Cleaning Set with Stand, Long Handle Bottle Cleaner with Holder for Narrow Neck Beer Wine Brewing Bottles, Stanley Water Bottles, Baby Bottles, Tumblers, Carafe, Straws		1	260048	116T-CM3N-DTN K 9/1/2025	10.5.2320.4100.000.0000	\$15.19
3 in 1 Cup Lid Gap Cleaning Brush Set, Multifunctional Bottle Cleaning Brush, Cup Cup Crevice Cleaning Tools, Water Bottle Cleaner Brush, Home Kitchen Cleaning Tools(3 Pack)		1	260048	116T-CM3N-DTN K 9/1/2025	10.5.2320.4100.000.0000	\$11.49
Check #: 0						
PO/InvoiceTotal:						\$57.81
Check Group:						
BIC Round Stic Grip Xtra Comfort Blue Ballpoint Pens, Medium Point (1.2mm), 12-Count Pack, Excellent Writing Pens With Soft Grip for Superb Comfort and Control		7	260049	1JDX-JMMF-HW HJ 9/1/2025	10.5.2210.4100.000.4301	\$26.53
EXPO Low Odor Dry Erase Markers Chisel Tip Assorted Colors 12 Count		7	260049	1JDX-JMMF-HW HJ 9/1/2025	10.5.2210.4100.000.4301	\$62.79
Post-it Super Sticky Easel Pad, 25 x 30 Inches, 30 Sheets/Pad, 6 Pads, Large White Premium Self Stick Flip Chart Paper, Super Sticking Power (559VAD6PK)		3	260049	1JDX-JMMF-HW HJ 9/1/2025	10.5.2210.4100.000.4301	\$258.99
EXPO White Board Care Dry Erase Wipes, 8-Inches x 5.5-Inches, 50 Count		1	260049	1JDX-JMMF-HW HJ 9/1/2025	10.5.2210.4100.000.4301	\$6.97
Post-it Super Sticky Notes, 24 Sticky Note Pads, 3 x 3 in., School Supplies, Office Products, Sticky Notes for Vertical Surfaces, Monitors, Walls and Windows, Energy Boost Collection		7	260049	1JDX-JMMF-HW HJ 9/1/2025	10.5.2210.4100.000.4301	\$112.07

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BIC Round Stic Grip Xtra Comfort Black Ballpoint Pens, Medium Point (1.2mm), 12-Count Pack, Perfect Writing Pens With Soft Grip for Superb Comfort and Control		7	260049	1JDX-JMMF-HW HJ 9/1/2025	10.5.2210.4100.000.4301	\$26.53
Post-it Mini Notes, 1 3/8 x 1 7/8 in, 24 Pads, America's #1 Favorite Sticky Notes, Poptimistic Post-it Notes, Post-it Notes, Power Pink, Aqua Blue, Vital Orange, Neon Green, Guava Pink		7	260049	1JDX-JMMF-HW HJ 9/1/2025	10.5.2210.4100.000.4301	\$108.99
SHARPIE Permanent Markers, Fine Point, Black, 24-Count - New		3	260049	1JDX-JMMF-HW HJ 9/1/2025	10.5.2210.4100.000.4301	\$56.16
Ykimok 40Pcs Medium Binder Clips, 1.25 inch(32mm), Paper Clamps Medium Size for Office Supplies, Black		2	260049	1JDX-JMMF-HW HJ 9/1/2025	10.5.2210.4100.000.4301	\$11.98
Sharpie Glam Pop Permanent Markers Fine Tip Marker Set Coloring Art Drawing Writing Markers Assorted Colors 24 Count		7	260049	1JDX-JMMF-HW HJ 9/1/2025	10.5.2210.4100.000.4301	\$123.69
NUMIFUN Plastic Storage Bins with Lids 6 Pack Storage Organizer, 7 Quart Stackable Storage Bins with Buckle Lids and Handle easy for Home Office Pantry Organization, Clear Lids		1	260049	1JDX-JMMF-HW HJ 9/1/2025	10.5.2210.4100.000.4301	\$24.99
Check #: 0						
						PO/InvoiceTotal: <u>\$819.69</u>
Check Group:						
Across-Star Dual-Monitor-Stand-Riser-For-Desk Adjustable Length 32-40 Inch, Large Desktop Computer Monitor Riser For 2 Screens, Desk Shelf Organizer Riser Stand For Computer/Laptop/PC/Printer/TV Black		1	260056	1JYC-W9CC-JVY W 9/1/2025	10.5.1110.4100.500.0000	\$26.99
Office Chair, Ergonomic Desk Chairs 330LBS Capacity High Back Mesh Computer Chair with Flip-up Armrests, Comfy Work Chair with Adjustable Lumbar Support, Rolling Chair		10	260056	1JYC-W9CC-JVY W 9/1/2025	10.5.1110.4100.500.0000	\$979.90

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Officemate Hanging File Frame, Letter Size, Adjustable 14 to 18-Inches, 2 Count (Pack of 1),Silver, 91990		3	260056	1JYC-W9CC-JVY W 9/1/2025	10.5.1110.4100.500.0000	\$40.35
				Check #: 0		
					PO/InvoiceTotal:	\$1,047.24
Check Group:						
16PCS Chairback Buddy Pockets Chart with 2 Heavy Duty Storage Pocket,School Supplies Chair Back,Standard Denim Storage Organizer for Classroom Chair(Yellow)		3	260067	1796-CYQG-GJW 1 9/1/2025	10.5.1110.4100.600.0000	\$216.57
				Check #: 0		
					PO/InvoiceTotal:	\$216.57
Check Group:						
Sterilite 6-Pack Clip Box, Stackable Clear Plastic Bins with Latching Lids, Large - Writing, Arts or Crafts Supplies Storage Containers for Home, Office, Classroom and Workshop Organization		10	260070	1JDX-JMMF-GL3 N 9/1/2025	10.5.1250.4100.000.4300	\$325.10
				Check #: 0		
					PO/InvoiceTotal:	\$325.10
Check Group:						
Customized Retirement Plaque Award – Laser Engraved Personalized Gift – Choose Your Size – Customize Now! (7x9)		1	260074	1MGV-TXPY-JLM D 9/1/2025	10.5.2642.4100.000.0000	\$43.95
				Check #: 0		
					PO/InvoiceTotal:	\$43.95
Check Group:						
Realeather Crafts Zinc Metal Rings, 5-Inch, 4-Pack, Silver		2	260075	1G1P-6LWF-HYT N 9/1/2025	10.5.1110.4100.500.0000	\$12.98
Paracord Planet Paracord (50 Colors) - 1,000 Foot spools - 250 Foot spools - 100 feet Hank		1	260075	1G1P-6LWF-HYT N 9/1/2025	10.5.1110.4100.500.0000	\$13.94

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Command Small Wire Toggle Hooks, 16 Hooks and 24 Command Strips, Damage-Free Hanging Wall Hooks with Adhesive Strips, No Tools Adhesive Hooks for Hanging, Organization and Storage, Holds up to 0.5 lb		1	260075	1G1P-6LWF-HYT N 9/1/2025	10.5.1110.4100.500.0000	\$9.80
Liquid Motion Bubbler Sensory Toys – 2 Pc Set Bundle Stretchy String Fidget Toys Timer for Stress Relief and Anxiety Relief Great Water Oil Toy for ADHD Autism ADD Hyperactivity Relaxation figit Green		1	260075	1G1P-6LWF-HYT N 9/1/2025	10.5.1110.4100.500.0000	\$4.99
Aluminum Wire, Anezus 9 Gauge Bendable Metal Wire Armature Aluminum Craft Wire for Wreath Making Beading Floral (Silver, 3 mm Thickness)		1	260075	1G1P-6LWF-HYT N 9/1/2025	10.5.1110.4100.500.0000	\$8.99
8Pcs Fidgets Wacky Tracks Fidget Toys for Kids Classroom Students Gifts School Prizes Stocking Stuffers Sensory Autism Snap Fidget Click Snake Toys for Adults Travel Stress Relief ADHD		1	260075	1G1P-6LWF-HYT N 9/1/2025	10.5.1110.4100.500.0000	\$6.69
Morf Fidget Worm Toy - Desk Fidgets for Adults - Quiet Worm Fidget Toy Sensory Toys - Fun and Interactive Fidget Toy for Kids - USA Patent Pending Figgy Toys (Rainbow, Small)		1	260075	1G1P-6LWF-HYT N 9/1/2025	10.5.1110.4100.500.0000	\$13.99
Cevioce 3PCS Slug Fidget Toys Bulk, Toddler Christmas Stocking Stuffers for Kids 3 Sensory Figette Worm for Adults Stress Relief for Autism ADHD Autistic Caterpillar Travel Toys Gifts for Boys Girls		1	260075	1G1P-6LWF-HYT N 9/1/2025	10.5.1110.4100.500.0000	\$7.99
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$79.37
Check Group:						
French Toast Women's Short Sleeve Stretch Pique Polo Shirt, Light Blue, Large		2	260076	1PYY-YFTQ-JQJ 9/1/2025	10.5.1110.4100.500.0000	\$20.00
French Toast Women's Short Sleeve Stretch Pique Polo Shirt, Light Blue, Medium		2	260076	1PYY-YFTQ-JQJ 9/1/2025	10.5.1110.4100.500.0000	\$20.00

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
French Toast Women's Short Sleeve Stretch Pique Polo Shirt, Light Blue, Small		2	260076	1PYY-YFTQ-JQJ 9/1/2025	10.5.1110.4100.500.0000	\$20.00
				Check #: 0		
					PO/InvoiceTotal:	\$60.00
Check Group:						
Sharpie S-Gel, Gel Pens, Bold Point (1.0mm), Blue Ink Gel Pen, 36 Count		1	260097	1X6X-KMTK-GH9 M 9/1/2025	10.5.1110.4100.500.0000	\$31.64
				Check #: 0		
					PO/InvoiceTotal:	\$31.64
					Vendor Total:	\$4,508.37
American Institute for Research						
Check Group:						
Assessment Project		1	0	INV00000371876 2/6/2025	10.5.2210.3100.000.4332	\$20,045.00
Assessment Project		1	0	INV00000375721 4/9/2025	10.5.2210.3100.000.4332	\$20,045.00
				Check #: 0		
					PO/InvoiceTotal:	\$40,090.00
					Vendor Total:	\$40,090.00
Association for Tittle IX Administr	845649					
Check Group:						
Title IX Conference		1	260063	40070 8/13/2025	10.5.2320.3140.000.0000	\$554.00
				Check #: 0		
					PO/InvoiceTotal:	\$554.00
					Vendor Total:	\$554.00
Aya Healthcare, Inc	845789					
Check Group:						

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Special Education Teacher		1	0	10740664 5/29/2025	10.5.1110.3140.500.0000	\$2,640.00
					Check #: 0	
						PO/InvoiceTotal: \$2,640.00
						Vendor Total: \$2,640.00
Bailey, Latasha						
Check Group:						
Mileage Reimbursement		1	0	91125 9/11/2025	10.5.2330.3320.000.0000	\$493.50
					Check #: 0	
						PO/InvoiceTotal: \$493.50
						Vendor Total: \$493.50
BAKER-TILLY,VIRCHOW,KRAUSE & COMPAN						
Check Group:						
'25 Financial Statement and Single Audit		1	0	BT3294970 8/27/2025	10.5.2310.3170.000.0000	\$5,250.00
					Check #: 0	
						PO/InvoiceTotal: \$5,250.00
						Vendor Total: \$5,250.00
BLUE CROSS BLUE SHIELD OF IL						
Check Group:						
Health Insurance 8.1.25 - 8.31.25		1	0	210863556802 8/31/2025	10.2.0481.0000.000.9944	\$609,251.16
					Check #: 0	
						PO/InvoiceTotal: \$609,251.16
						Vendor Total: \$609,251.16
BMO HARRIS COMMERCIAL CARD	845187					
Check Group:						
9.5.25 Statement		1	0	0776 9525 9/5/2025	20.5.2540.4100.000.0000	\$4,587.00

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
9.5.25 Statement		1	0	0776 9525 9/5/2025	10.5.1250.4100.000.4300	\$684.70
9.5.25 Statement		1	0	0776 9525 9/5/2025	10.5.2320.4100.000.0000	\$101.61
9.5.25 Statement		1	0	0776 9525 9/5/2025	10.5.1250.4100.000.4300	\$597.75
9.5.25 Statement		1	0	0776 9525 9/5/2025	10.5.2210.4100.000.4301	\$2,430.81
9.5.25 Statement		1	0	0776 9525 9/5/2025	10.5.2642.4100.000.0000	\$225.05
9.5.25 Statement		1	0	0776 9525 9/5/2025	10.5.2510.4100.000.0000	\$783.86
9.5.25 Statement		1	0	0776 9525 9/5/2025	10.5.2510.4100.000.0000	\$65.74
9.5.25 Statement		1	0	0776 9525 9/5/2025	10.5.2310.3100.000.0000	\$499.00
9.5.25 Statement		1	0	0776 9525 9/5/2025	10.5.2510.4100.000.0000	\$318.15
9.5.25 Statement		1	0	0776 9525 9/5/2025	10.5.2510.4100.000.0000	\$230.63
9.5.25 Statement		1	0	0776 9525 9/5/2025	10.5.1251.3140.000.4932	\$125.00
9.5.25 Statement		1	0	0776 9525 9/5/2025	10.5.2510.4100.000.0000	\$287.80
9.5.25 Statement		1	0	0776 9525 9/5/2025	10.5.2510.4100.000.0000	\$27.95

Check #: 0

PO/Invoice Total:	<u>\$10,965.05</u>
Vendor Total:	<u>\$10,965.05</u>

BRAINPOP LLC 800054
Check Group:

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
School-wide subscription to BrainPOP Jr., BrainPOP 3-8, BrainPOP Español, and BrainPOP Français with access to over 1,200 topics to ensure every student can confidently access grade-level curriculum with background knowledge. Teachers will have access to an on-demand professional learning course to support an effective implementation.		4	260156	US594148 9/16/2025	10.5.2210.4100.000.4302	\$10,800.00
School-wide access to BrainPOP (3-8) for 3rd-8th grade classrooms. Cross- curricular content includes animated movies, quizzes, and interactive activities that build background knowledge and vocabulary, supporting grade-level instruction.		1	260156	US594148 9/16/2025	10.5.2210.4100.000.4302	\$1,962.00
School-wide subscription to BrainPOP Jr., BrainPOP 3-8, BrainPOP Español, and BrainPOP Français with access to over 1,200 topics to ensure every student can confidently access grade-level curriculum with background knowledge. Teachers will have access to an on-demand professional learning course to support an effective implementation.		1	260156	US594148 9/16/2025	10.5.2230.3000.000.4400	\$2,700.00
One hour of virtual professional learning customized to ensure BrainPOP meets the curriculum goals of your K-8 schools. The hour can be used for instructional coach support.		1	260156	US594148 9/16/2025	10.5.2230.3000.000.4400	\$635.00
Check #: 0						
PO/InvoiceTotal:						<u>\$16,097.00</u>
Vendor Total:						<u>\$16,097.00</u>
BRITTEN SCHOOL	802831					
Check Group:						
FR and CG August 25 Tuition		1	0	16619 8/29/2025	10.5.1912.6700.300.0000	\$700.15
FR and CG August 25 Tuition		1	0	16619 8/29/2025	10.5.1912.6700.500.0000	\$1,400.25
Check #: 0						
PO/InvoiceTotal:						<u>\$2,100.40</u>
Vendor Total:						<u>\$2,100.40</u>

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BUCKEYE CLEANING CENTERS	845040					
Check Group:						
Robinson - Handwash, Sanitizer		1 0		90694086 8/18/2025	20.5.2540.4100.400.0000	\$1,527.60
Lincoln - Floor Cleaner, Glass Cleaner, Disinfectant		1 0		90694739 8/19/2025	20.5.2540.4100.300.0000	\$1,165.58
Home - Cleaning Supplies		1 0		90696332 8/26/2025	20.5.2540.4100.200.0000	\$909.91
GWMS - Cleaning Supplies		1 0		90696345 8/26/2025	20.5.2540.4100.500.0000	\$1,584.92
					Check #: 0	
						PO/InvoiceTotal: <u>\$5,188.01</u>
						Vendor Total: <u>\$5,188.01</u>
CASE LOTS INC	803042					
Check Group:						
Costello - Supplies		1 0		3347 9/9/2025	20.5.2540.4100.600.0000	\$47.84
Home - Supplies		1 0		3365 9/9/2025	20.5.2540.4100.200.0000	\$1,653.50
GWMS Supplies		1 0		3440 9/15/2025	20.5.2540.4100.500.0000	\$1,852.90
					Check #: 0	
						PO/InvoiceTotal: <u>\$3,554.24</u>
Check Group:						
toilet paper		10	260062	2888 8/18/2025	20.5.2540.3230.200.0000	\$669.50
chair sox		3	260062	2888 8/18/2025	20.5.2540.3230.200.0000	\$899.70
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,569.20</u>

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
38x58 can liners		10	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$459.50
33x39 can liners		10	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$285.00
bleach		5	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$129.75
mop heads		2	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$157.30
bucket/wringer combo		2	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$279.80
kitchen towels		2	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$79.80
compressed air cans		12	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$263.40
hand soap		5	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$284.50
stainless polish		1	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$54.50
toilet paper		10	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$369.50
paper towels		10	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$659.00
sanitary liners		3	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$119.70
AA batteries		1	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$22.90
AAA batteries		1	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$22.90
9v batteries		1	260079	3026 8/25/2025	20.5.2540.3230.500.0000	\$31.85

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
					Check #: 0	
						PO/InvoiceTotal: \$3,219.40
Check Group:						
38x58 can liners		15	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$689.25
33x39 can liners		12	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$342.00
pine sol		2	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$116.40
bleach		2	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$51.90
clean & shine fl clnr		1	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$268.20
mr clean		4	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$246.00
mr clean /febreeze		4	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$219.20
wasp/hornet killer		1	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$83.21
Tcell blue splash		4	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$318.04
Tcell citrus		4	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$318.04
Tcell mango		2	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$159.02
glass cleaner		2	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$201.40
bathroom cleaner		2	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$174.60
trax buster		1	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$64.20

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
air duster cans		1	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$32.90
4" scraper		1	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$14.90
johnny mop		25	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$70.00
scrub sponge		1	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$12.10
knee pads		1	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$38.70
ant killer		1	260080	3047 8/22/2025	20.5.2540.3230.400.0000	\$71.60
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$3,491.66
Check Group:						
38x58 can liners		7	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$321.65
33x39 can liners		10	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$285.00
hand sanitizer		5	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$424.50
toilet cleaner		1	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$48.95
toilet paper		9	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$332.55
super sorb		1	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$74.95
mop heads		1	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$188.80
microfiber cloths		1	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$23.90

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
bucket/wringer combo		3	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$419.70
mop stick		3	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$80.85
dust pan		4	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$99.60
spray bottle		24	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$69.60
cobweb duster		3	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$65.40
can dolly		1	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$54.90
bleach		3	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$77.85
pine sol		2	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$97.60
hand soap		4	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$227.60
hand towels		9	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$593.10
24" push broom		3	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$197.70
angel broom		4	260081	3015 8/25/2025	20.5.2540.3230.600.0000	\$95.60
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$3,779.80
Check Group:						
pinesol		1	260082	3035 8/25/2025	20.5.2540.3230.100.0000	\$48.80
Odor Eliminator		1	260082	3035 8/25/2025	20.5.2540.3230.100.0000	\$60.90

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
bleach		1	260082	3035 8/25/2025	20.5.2540.3230.100.0000	\$25.95
mop stick		2	260082	3035 8/25/2025	20.5.2540.3230.100.0000	\$39.90
vinagar		1	260082	3035 8/25/2025	20.5.2540.3230.100.0000	\$17.90
laundry detergent		2	260082	3035 8/25/2025	20.5.2540.3230.100.0000	\$139.80
38x58 can liners		8	260082	3035 8/25/2025	20.5.2540.3230.100.0000	\$367.60
33x39 can liners		8	260082	3035 8/25/2025	20.5.2540.3230.100.0000	\$228.00
mop heads		1	260082	3035 8/25/2025	20.5.2540.3230.100.0000	\$188.80
large mop heads		1	260082	3035 8/25/2025	20.5.2540.3230.100.0000	\$189.90
hand soap		8	260082	3035 8/25/2025	20.5.2540.3230.100.0000	\$455.20

Check #: 0

PO/InvoiceTotal: \$1,762.75

Vendor Total: \$17,377.05

Center for Applied Linguistics

Check Group:

SIOP for Educators 8.11-13.25		1	0	015297 8/19/2025	10.5.1250.3140.000.4331	\$18,275.00
-------------------------------	--	---	---	---------------------	-------------------------	-------------

Check #: 0

PO/InvoiceTotal: \$18,275.00

Vendor Total: \$18,275.00

CENTER FOR THE COLLABORATIVE CLASSR 844236

Check Group:

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Caring School Community, 2nd edition Teacher's Package for grade 1- includes Teacher's Manual, 3 trade books, Community Chats, Caring School Discipline: Teacher's Edition (Grades K-1), Cross-age Buddies Activity Book, Assessment Resource Book, and access to all digital resources on the Learning Portal.		3	260050	INV262450 8/15/2025	10.5.2110.4100.000.0000	\$1,050.00
Caring School Community, 2nd edition Teacher's Package for grade 2 - includes Teacher's Manual, Topic Week booklets, 3 trade books, Caring School Discipline: Teacher's Edition (Grades 2-5), Cross-age Buddies Activity Book, Assessment Resource Book, and access to all digital resources on the Learning Portal.		3	260050	INV262450 8/15/2025	10.5.2110.4100.000.0000	\$1,050.00
Caring School Community, 2nd edition Teacher's Package for grade 3 - includes Teacher's Manual, Topic Week booklets, 3 trade books, Caring School Discipline: Teacher's Edition (Grades 2-5), Cross-age Buddies Activity Book, Assessment Resource Book, and access to all digital resources on the Learning Portal.		3	260050	INV262450 8/15/2025	10.5.2110.4100.000.0000	\$1,050.00
Caring School Community, 2nd edition Teacher's Package for grade 4 - includes Teacher's Manual, Topic Week booklets, 3 trade books, Caring School Discipline: Teacher's Edition (Grades 2-5), Cross-age Buddies Activity Book, Assessment Resource Book, and access to all digital resources on the Learning Portal.		3	260050	INV262450 8/15/2025	10.5.2110.4100.000.0000	\$1,050.00
Caring School Community, 2nd edition Teacher's Package for grade 5 - includes Teacher's Manual, Topic Week booklets, 3 trade books, Caring School Discipline: Teacher's Edition (Grades 2-5), Cross-age Buddies Activity Book, Assessment Resource Book, and access to all digital resources on the Learning Portal.		3	260050	INV262450 8/15/2025	10.5.2110.4100.000.0000	\$1,050.00
Caring School Community, 2nd edition Teacher's Package for grade K - includes Teacher's Manual, 3 trade books, Community Chats, Caring School Discipline: Teacher's Edition (Grades K-1), Cross-age Buddies Activity Book, Assessment Resource Book, and access to all digital resources on the Learning Portal.		3	260050	INV262450 8/15/2025	10.5.2110.4100.000.0000	\$1,050.00

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Shipping & Handling		1	260050	INV262450 8/15/2025	10.5.2110.4100.000.0000	\$504.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$6,804.00</u>
						Vendor Total: <u>\$6,804.00</u>
Channell, William						
Check Group:						
Mileage Reimbursement		1	0	91625 9/16/2025	10.5.2330.3320.000.0000	\$261.11
					Check #: 0	
						PO/InvoiceTotal: <u>\$261.11</u>
						Vendor Total: <u>\$261.11</u>
CIT	845554					
Check Group:						
Docuware Sept. 25		1	0	47708072 8/31/2025	10.5.2520.3900.000.0000	\$3,612.08
					Check #: 0	
						PO/InvoiceTotal: <u>\$3,612.08</u>
						Vendor Total: <u>\$3,612.08</u>
CITY SOCIAL MARKETING SOLUTIONS	845405					
Check Group:						
Sept. 25 Media and Communication Services		1	0	1402 9/1/2025	10.5.2663.3900.000.0000	\$7,500.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$7,500.00</u>
						Vendor Total: <u>\$7,500.00</u>
COASTAL ENTERPRISES	801623					
Check Group:						
50T-A Ash		108	260098	40021 9/4/2025	10.5.1111.4130.500.0000	\$837.00

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CEPMB/9 Mesh Shorts		108	260098	40021 9/4/2025	10.5.1111.4130.500.0000	\$885.60
					Check #: 0	
						PO/InvoiceTotal: \$1,722.60
						Vendor Total: \$1,722.60
Colucci, Christine M						
Check Group:						
CC - Expense Reimbursement		1 0		71625 7/16/2025	10.5.3000.4100.000.3705	\$42.09
					Check #: 0	
						PO/InvoiceTotal: \$42.09
						Vendor Total: \$42.09
COMCAST CABLE						
Check Group:						
GWMS 9.1.25 - 9.30.25		1 0		82225 8/22/2025	20.5.2540.3440.000.0000	\$289.15
					Check #: 0	
						PO/InvoiceTotal: \$289.15
						Vendor Total: \$289.15
Community Products LLC						
Check Group:						
R853 Hi-Lo base		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	\$2,950.00
R851 Seat & Back		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	\$1,440.00
R835 Medium tan pads		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	\$285.00
R829 Small pair of laterals with medium strap		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	\$285.00

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
R668 Medium tray		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	\$310.00
25% Discount Applied - R899 Small pair of ankle straps		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	(\$26.25)
25% Discount Applied - R884 Small abductor		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	(\$36.25)
25% Discount Applied - R868 Armrests		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	(\$70.00)
25% Discount Applied - R853 Hi-Lo base		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	(\$737.50)
25% Discount Applied - R851 Seat & Back		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	(\$360.00)
25% Discount Applied - R835 Medium tan pads		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	(\$71.25)
25% Discount Applied - R829 Small pair of laterals with medium strap		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	(\$71.25)
25% Discount Applied - R668 Medium tray		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	(\$77.50)
R868 Armrests		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	\$280.00
R899 Small pair of ankle straps		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	\$105.00
R884 Small abductor		1	260069	F9K43-1 8/26/2025	10.5.1205.4100.300.0000	\$145.00

Check #: 0

PO/InvoiceTotal:	<u>\$4,350.00</u>
Vendor Total:	<u>\$4,350.00</u>

CONTINUED, LLC

844759

Check Group:

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SP CE School Membership		10	260123	INV05186 9/11/2025	10.5.1205.3140.000.0000	\$990.00
					Check #: 0	
						PO/InvoiceTotal: \$990.00
						Vendor Total: \$990.00
Cordogan Clark & Assoc., Inc.	845587					
Check Group:						
For Professional Services through 8.31.25		1	0	23535 9/10/2025	60.5.2540.5400.000.0000	\$533,119.88
					Check #: 0	
						PO/InvoiceTotal: \$533,119.88
						Vendor Total: \$533,119.88
CORRECT ELECTRIC SERVICES	803408					
Check Group:						
Edison - Troubleshoot Fire Alarm		1	0	25413 8/21/2025	20.5.2546.3230.100.0000	\$415.00
					Check #: 0	
						PO/InvoiceTotal: \$415.00
						Vendor Total: \$415.00
CORRECT MONITORING SERVICES	844312					
Check Group:						
Monitoring of Fire Alarm Systems		1	0	M12165-25-4 9/15/2025	20.5.2546.3230.000.0000	\$750.00
					Check #: 0	
						PO/InvoiceTotal: \$750.00
						Vendor Total: \$750.00
Council for Exceptional Children	845709					
Check Group:						
Professional Full Membership from 10/17/25-		1	260101	25-1335031 8/25/2025	10.5.1205.6400.000.0000	\$139.00

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Council of Administration of Special Eduction		1	260101	25-1335031 8/25/2025	10.5.1205.6400.000.0000	\$60.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$199.00</u>
						Vendor Total: <u>\$199.00</u>
CustomInk, LLC	845453					
Check Group:						
Event		1	0	80127327 8/26/2025	10.5.2642.4100.000.3998	\$16,008.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$16,008.00</u>
						Vendor Total: <u>\$16,008.00</u>
Early Childhood Consulting						
Check Group:						
Infant mental health consultation		1	0	71625 7/16/2025	10.5.1274.3900.000.3705	\$300.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$300.00</u>
						Vendor Total: <u>\$300.00</u>
Engie Resources	845837					
Check Group:						
Costello 7.23.25 - 8.21.25		1	0	10158067 8/26/2025	20.5.2540.4660.600.0000	\$6,105.89
Lincoln 7.23.25 - 8.21.25		1	0	10158071 8/26/2025	20.5.2540.4660.300.0000	\$4,117.61
Edison 7.24.25 - 8.22.25		1	0	10164245 8/27/2025	20.5.2540.4660.100.0000	\$3,241.20
Home 7.24.25 - 8.22.25		1	0	10164246 8/27/2025	20.5.2540.4660.200.0000	\$5,853.18

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Robinson 7.31.25 - 8.29.25		1	0	10185347 9225 9/2/2025	20.5.2540.4660.400.0000	\$2,699.52
Admin 7.31.25 - 8.29.25		1	0	10185592 9325 9/3/2025	20.5.2540.4660.000.0000	\$13,633.61
				Check #: 0		
					PO/InvoiceTotal:	\$35,651.01
					Vendor Total:	\$35,651.01
FIRST STUDENT HODGKINS	844058					
Check Group:						
Alternative Transportation Services (8.25.25 - 8.29.25)		1	0	FA25-00003010 9/15/2025	40.5.2550.3310.000.0000	\$2,208.00
				Check #: 0		
					PO/InvoiceTotal:	\$2,208.00
					Vendor Total:	\$2,208.00
FLEXIBLE BENEFITS SERVICE CORPORATI	845292					
Check Group:						
FSA (8.1.25 - 8.31.25)		1	0	306723471964 9/4/2025	10.5.1110.2940.000.0000	\$223.20
				Check #: 0		
					PO/InvoiceTotal:	\$223.20
					Vendor Total:	\$223.20
G & O THERMAL SUPPLY COMPANY	844464					
Check Group:						
HVAC Repair		1	0	5110933-00 9/9/2025	20.5.2540.3230.200.0000	\$2,445.54
				Check #: 0		
					PO/InvoiceTotal:	\$2,445.54
					Vendor Total:	\$2,445.54

GameTime

Check Group:

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Lincoln - Slide Section Equipment		1	0	PJI-0278108 8/7/2025	20.5.2540.3230.300.0000	\$3,135.74
					Check #: 0	
						PO/InvoiceTotal: <u>\$3,135.74</u>
						Vendor Total: <u>\$3,135.74</u>
GIANT STEPS	844473					
Check Group:						
HH, VN August 25 Tuition		1	0	103L-0825E 8/31/2025	10.5.1912.6700.400.0000	\$8,318.20
ED August 25 Tutition		1	0	103L-0825E 8/31/2025	10.5.1912.6700.500.0000	\$4,159.10
HH August 25 Lunch		1	0	103L-0825EF 8/31/2025	10.5.1912.6700.500.0000	\$65.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$12,542.30</u>
						Vendor Total: <u>\$12,542.30</u>
Gill, Donna M						
Check Group:						
Mileage Reimbursement		1	0	DG 81125 8/11/2025	10.5.2330.3320.000.0000	\$110.81
Expense Reimbursement		1	0	DG 83125 8/31/2025	10.5.3000.4100.000.3705	\$43.97
					Check #: 0	
						PO/InvoiceTotal: <u>\$154.78</u>
						Vendor Total: <u>\$154.78</u>
GLOBAL WATER TECHNOLOGY						
Check Group:						
September 25 Water Treatment		1	0	164040 9/5/2025	20.5.2540.3230.000.0000	\$382.48
					Check #: 0	

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u> </u> \$382.48
						Vendor Total: <u> </u> \$382.48
GRAND PRAIRIE TRANSIT	844057					
Check Group:						
August 25 School Year Transporation/Para		1	0	RTINV1007012 8/31/2025	40.5.2550.3310.000.0000	\$54,075.56
Aug. 25 ESY Transportation / PARA		1	0	TRINV1006995 8/28/2025	40.5.2550.3310.000.0000	\$19,496.02
						Check #: 0
						PO/InvoiceTotal: <u> </u> \$73,571.58
						Vendor Total: <u> </u> \$73,571.58
GreatAmerica Financial Services Cor	845718					
Check Group:						
Period Covered 10.1.25 - 10.31.25		1	0	40033641 9/1/2025	10.5.2663.3230.000.0000	\$12,442.15
						Check #: 0
						PO/InvoiceTotal: <u> </u> \$12,442.15
						Vendor Total: <u> </u> \$12,442.15
GROOT, INC. A WASTE CONNECTIONS COM	845121					
Check Group:						
Admin - Sept. 25		1	0	15022324T098 9/1/2025	20.5.2540.3210.000.0000	\$497.99
Home - Sept. 25		1	0	15024215T098 9/1/2025	20.5.2540.3210.200.0000	\$959.58
Edison - Sept. 25		1	0	15024216T098 9/1/2025	20.5.2540.3210.100.0000	\$1,972.56
Robinson - Sept. 25		1	0	15024217T098 9/1/2025	20.5.2540.3210.400.0000	\$1,360.66
Lincoln - Sept. 25		1	0	15024218T098 9/1/2025	20.5.2540.3210.300.0000	\$1,768.13

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Costello - Sept. 25		1	0	15024219T098 9/1/2025	20.5.2540.3210.600.0000	\$1,953.64
GWMS - Sept. 25		1	0	15024220T098 9/1/2025	20.5.2540.3210.500.0000	\$2,265.82
Check #: 0						
PO/InvoiceTotal:						\$10,778.38
Vendor Total:						\$10,778.38
GUARDIAN						
Check Group:						
Period 9.1.25 - 9.30.25		1	0	81525 8/15/2025	10.5.1110.2210.000.0000	\$11,770.09
Check #: 0						
PO/InvoiceTotal:						\$11,770.09
Vendor Total:						\$11,770.09
GUARDIAN -ALTERNATE FUNDED						
Check Group:						
8.1.25 - 8.31.25		1	0	9325 9/3/2025	10.2.0481.0000.000.9946	\$25,619.26
Check #: 0						
PO/InvoiceTotal:						\$25,619.26
Vendor Total:						\$25,619.26
HARLEM PLUMBING SUPPLY 844352						
Check Group:						
Costello - Plumbing Repairs		1	0	100704 8/29/2025	20.5.2540.3230.600.0000	\$46.86
Robinson		1	0	99986 8/8/2025	20.5.2540.3230.400.0000	\$62.06
Check #: 0						
PO/InvoiceTotal:						\$108.92
Vendor Total:						\$108.92

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HAYES MECHANICAL LLC	844199					
Check Group:						
Costello - Fixed Cooling System		1 0		60510 8/22/2025	20.5.2540.3230.600.0000	\$1,482.00
Robinson		1 0		60771 9/2/2025	20.5.2540.3230.400.0000	\$324.75
Home		1 0		60773 9/2/2025	20.5.2540.3230.200.0000	\$1,157.25
Edison - Fixed Condensers		1 0		60958 9/5/2025	20.5.2540.3230.100.0000	\$824.25
Home - Condenser Fixed		1 0		60967 9/5/2025	20.5.2540.3230.200.0000	\$1,240.50
Home - Fixed Compressor		1 0		61131 9/12/2025	20.5.2540.3230.200.0000	\$1,407.00
					Check #: 0	
						PO/InvoiceTotal: \$6,435.75
						Vendor Total: \$6,435.75
HOME DEPOT PRO	845287					
Check Group:						
Robinson - wastebaskets		18 0		891418402 8/29/2025	20.5.2540.4100.400.0000	\$169.74
					Check #: 0	
						PO/InvoiceTotal: \$169.74
Check Group:						
paper towels		5 260083		891019275 8/27/2025	20.5.2540.4100.100.0000	\$236.80
toilet paper		5 260083		891019275 8/27/2025	20.5.2540.4100.100.0000	\$190.90
					Check #: 0	
						PO/InvoiceTotal: \$427.70

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$597.44
IL COUNTIES RISK MGMT TRUST	844240					
Check Group:						
Schools Property and Liability Premium / Schools Workers' Compensation Premium		1 0		S-INV006797/98 9/10/2025	80.5.2362.3800.000.0000	\$61,700.00
						Check #: 0
						PO/InvoiceTotal: \$61,700.00
						Vendor Total: \$61,700.00
ILLINOIS PRINCIPAL ASSOCIATION	800090					
Check Group:						
IPA Coaching Services for Brandon Baisden - 20 Hours		1	260148	494286 9/17/2025	10.5.1251.3140.000.4932	\$1,749.00
						Check #: 0
						PO/InvoiceTotal: \$1,749.00
						Vendor Total: \$1,749.00
IMAGINE LEARNING LLC	845391					
Check Group:						
Reusable License		1 0		1086391 8/27/2025	10.5.1801.4100.000.4909	\$3,000.00
						Check #: 0
						PO/InvoiceTotal: \$3,000.00
						Vendor Total: \$3,000.00
INFOBASE LEARNING						
Check Group:						
Learn360 License renewal eff 9/1/25-8/31/26		1	260019	INV471029 8/8/2025	10.5.1250.3100.000.4300	\$4,836.08
						Check #: 0
						PO/InvoiceTotal: \$4,836.08
						Vendor Total: \$4,836.08

Lyons School District 103

Voucher Batch Number: 1070 09/23/2025

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
INTERPRENET, LTD	844306					
Check Group:						
IEP Vietnamese		1 0		167211 9/15/2025	10.5.4120.3040.000.0000	\$304.20
					Check #: 0	
						PO/InvoiceTotal: <u>\$304.20</u>
						Vendor Total: <u>\$304.20</u>
ISCORP	803983					
Check Group:						
September 25 Hosting Services		1 0		07479354 9/1/2025	10.5.2663.4700.000.0000	\$1,104.00
Sept. 25 Hosting Services		1 0		0749354 9/1/2025	10.5.2663.4700.000.0000	\$1,104.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$2,208.00</u>
						Vendor Total: <u>\$2,208.00</u>
Jamrose, Christopher						
Check Group:						
Mileage Reimbursement		1 0		91625 9/16/2025	10.5.2330.3320.000.0000	\$259.70
					Check #: 0	
						PO/InvoiceTotal: <u>\$259.70</u>
						Vendor Total: <u>\$259.70</u>
JOHNSON CONTROLS FIRE PROTECTION LP						
Check Group:						
Edison - Service Call - Flow Switch Relcation and Replacement		1 0		53280300 8/21/2025	20.5.2540.3230.100.0000	\$1,346.04
Home - Service Call - Maintenance		1 0		53309704 8/29/2025	20.5.2540.3230.200.0000	\$1,464.57
					Check #: 0	

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$2,810.61
						Vendor Total: \$2,810.61
Kane County Regional Office of Educ	845613					
Check Group:						
Raising Student Achievement Conference Lunch Option - Monday & Tuesday Early-Bird Registration for Instructional Coaches : Wendy Harris, Jeremy Reed, Maggie Matchinis, Nancy Everson, Laura Bajmakovich, Kristin Krezel, Tracy Dragos, Vanessa Ahmed		8	260149	YJAUC1QC-0001 9/12/2025	10.5.1251.3140.000.4932	\$3,575.44
						Check #: 0
						PO/InvoiceTotal: \$3,575.44
						Vendor Total: \$3,575.44
KELLY SERVICES, INC.	845299					
Check Group:						
W.E. 8.17.25		1	0	5610436883 8/21/2025	20.5.2540.3140.000.0000	\$7,269.64
W.E. 8.24.25		1	0	5610544838 8/28/2025	20.5.2540.3140.000.0000	\$15,124.06
W.E. 8.31.25		1	0	5610683940 9/4/2025	10.5.2642.3900.000.0000	\$16,448.32
W.E. 9.7.25		1	0	5610815334 9/11/2025	10.5.2642.3900.000.0000	\$22,086.66
						Check #: 0
						PO/InvoiceTotal: \$60,928.68
						Vendor Total: \$60,928.68
Klabacha, Brenna						
Check Group:						
Mileage Reimbursement		1	0	91725 9/17/2025	10.5.2330.3320.000.0000	\$30.24
						Check #: 0

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/Invoice Total: \$30.24
						Vendor Total: \$30.24
LaGrange School District 105	845787					
Check Group:						
April and May 25 NSLP for AB		1	0	25040506 6/9/2025	10.5.2560.3150.300.0000	\$117.80
						PO/Invoice Total: \$117.80
						Vendor Total: \$117.80
LAKESHORE LEARNING MATERIALS	804841					
Check Group:						
Numbers & Counting Folder Game Library - Pre K-K		1	260012	91710077 8/19/2025	10.5.1205.4100.400.0000	\$39.99
Shipping		1	260012	91710077 8/19/2025	10.5.1205.4100.400.0000	\$6.99
						PO/Invoice Total: \$46.98
						Vendor Total: \$46.98
Landing Ecogreen Environmental Pro	845630					
Check Group:						
toilet tissue		10	260084	0800854 8/27/2025	20.5.2540.4100.300.0000	\$382.50
paper towels		15	260084	0800854 8/27/2025	20.5.2540.4100.300.0000	\$697.50
						PO/Invoice Total: \$1,080.00
Check Group:						
paper towels		12	260085	0800851 8/27/2025	20.5.2540.4100.200.0000	\$615.00
						PO/Invoice Total: \$1,080.00
						Vendor Total: \$615.00

Lyons School District 103

Voucher Batch Number: 1070

09/23/2025

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$615.00
						Vendor Total: \$1,695.00
Layer, Wayne						
Check Group:						
Girls/Boys Basketball Assignor		1 0		222156 8/28/2025	10.5.1501.6400.500.0101	\$210.00
						Check #: 0
						PO/InvoiceTotal: \$210.00
						Vendor Total: \$210.00
LIMINEX, INC. 845334						
Check Group:						
Pear Deck Subscription with LMS Access and Pear Start 9/12/25-9/12/2026		696	260173	INV-139102 9/17/2025	10.5.2210.4100.000.4301	\$5,220.00
Professional Product Training: One- hour, live virtual overview of product functionality for Admin users or teacher users. Commonly used for train-the-trainer programs.		1	260173	INV-139102 9/17/2025	10.5.2210.4100.000.4301	\$500.00
						Check #: 0
						PO/InvoiceTotal: \$5,720.00
						Vendor Total: \$5,720.00
Lopez, Betsy						
Check Group:						
Expense Reimbursement		1 0		BL 82225 8/22/2025	10.5.3000.4100.000.3705	\$17.00
Mileage Reimbursement		1 0		BL 9825 9/8/2025	10.5.2330.3320.000.0000	\$218.61
						Check #: 0
						PO/InvoiceTotal: \$235.61
						Vendor Total: \$235.61

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Lyons School District 103	843904					
Check Group:						
Imprest replenishment		1 0		Imprest 92325 9/23/2025	10.5.1501.3900.000.0116	\$2,000.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$2,000.00</u>
						Vendor Total: <u>\$2,000.00</u>
MAJOR APPLIANCE SERVICE	801977					
Check Group:						
Replaced Temp Controller and Digital Thermometer		1 0		271860 7/17/2025	20.5.2540.3230.500.0000	\$1,551.94
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,551.94</u>
						Vendor Total: <u>\$1,551.94</u>
Marcela Raffa						
Check Group:						
Food SVC refund for sadia/nicholas		1 0		9925 9/9/2025	10.5.2330.3320.000.0000	\$124.85
Food SVC Refund		1 0		MR 9925 9/9/2025	10.5.2330.3320.000.0000	\$124.85
					Check #: 0	
						PO/InvoiceTotal: <u>\$249.70</u>
						Vendor Total: <u>\$249.70</u>
Matias, Cindy						
Check Group:						
Expense Reimbursement		1 0		CM 9425 9/4/2025	10.5.3000.4100.000.3705	\$53.17
Mileage Reimbursement		1 0		CM 9825 9/8/2025	10.5.2330.3320.000.0000	\$309.96
					Check #: 0	

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$363.13
						Vendor Total: \$363.13
MCGRAW HILL LLC	845236					
Check Group:						
IMPACT SOCIAL STUDIES LEARNING AND WORKING INQUIRY JOURNAL GRADE K		25	260100	137865555001 9/4/2025	10.5.1250.4100.000.4300	\$268.50
IMPACT SOCIAL STUDIES OUR PLACE IN THE WORLD INQUIRY JOURNAL GRADE 1		38	260100	137865555001 9/4/2025	10.5.1250.4100.000.4300	\$514.14
IMPACT SOCIAL STUDIES EXPLORING WHO WE ARE INQUIRY JOURNAL GRADE 2		64	260100	137865555001 9/4/2025	10.5.1250.4100.000.4300	\$865.92
IMPACT SOCIAL STUDIES REGIONS OF US INQUIRY JOURNAL GRADE 4		114	260100	137865555001 9/4/2025	10.5.1250.4100.000.4300	\$2,038.32
IMPACT SOCIAL STUDIES US HISTORY MAKING A NEW NATION INQUIRY JOURNAL GRADE 5		110	260100	137865555001 9/4/2025	10.5.1250.4100.000.4300	\$1,966.80
IMPACTO SOCIAL STUDIES SPANISH LEARN AND WORK TOGETHER INQUIRY JOURNAL GRADE K		5	260100	137865555001 9/4/2025	10.5.1250.4100.000.4300	\$64.35
IMPACTO SOCIAL STUDIES SPANISH OUR PLACE INQUIRY JOURNAL GRADE 1		5	260100	137865555001 9/4/2025	10.5.1250.4100.000.4300	\$81.45
IMPACTO SOCIAL STUDIES SPANISH EXPLORING WHO WE ARE INQUIRY JOURNAL GRADE 2		5	260100	137865555001 9/4/2025	10.5.1250.4100.000.4300	\$81.45
IMPACTO SOCIAL STUDIES SPANISH OUR COMMUNITIES INQUIRY JOURNAL GRADE 3		5	260100	137865555001 9/4/2025	10.5.1250.4100.000.4300	\$89.40
IMPACTO SOCIAL STUDIES SPANISH REGIONS OF US INQUIRY JOURNAL GRADE 4		5	260100	137865555001 9/4/2025	10.5.1250.4100.000.4300	\$107.40
S&H Fee- estimated		1	260100	137865555001 9/4/2025	10.5.1250.4100.000.4300	\$494.81

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Check #: 0
						PO/InvoiceTotal: <u> \$6,572.54</u>
						Vendor Total: <u> \$6,572.54</u>
MENARDS-FRONT END MANAGER	802628					
Check Group:						
GWMS		1 0		67922 8/27/2025	20.5.2540.4100.500.0000	\$40.02
Edison		1 0		67922 8/27/2025	20.5.2540.4100.100.0000	\$449.99
						Check #: 0
						PO/InvoiceTotal: <u> \$490.01</u>
						Vendor Total: <u> \$490.01</u>
MIDLAND PAPER	800067					
Check Group:						
Copy Paper (8.5x11 white - copy paper #20)		80	260113	IN02528013 9/11/2025	10.5.1110.4100.000.0000	\$3,515.20
						Check #: 0
						PO/InvoiceTotal: <u> \$3,515.20</u>
						Vendor Total: <u> \$3,515.20</u>
MINUTEMAN PRESS OF LYONS	804525					
Check Group:						
2 Signature Stamp Ideal 4913 (Job ID 106619)		2	260124	48528 9/16/2025	10.5.1110.4100.500.0000	\$97.60
						Check #: 0
						PO/InvoiceTotal: <u> \$97.60</u>
						Vendor Total: <u> \$97.60</u>
ML PLUMBING LLC	801555					
Check Group:						
Robinson		1 0		3484 8/15/2025	20.5.2540.3230.400.0000	\$1,800.00

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Edison		1	0	3486 9/9/2025	20.5.2540.3230.100.0000	\$2,750.00
					Check #: 0	
					PO/InvoiceTotal:	\$4,550.00
					Vendor Total:	\$4,550.00
NAPERVILLE PSYCHIATRIC VENTURES	844213					
Check Group:						
EM Tutoring Services		1	0	103-18 8/31/2025	10.5.1120.3140.500.0000	\$128.80
					Check #: 0	
					PO/InvoiceTotal:	\$128.80
					Vendor Total:	\$128.80
NCS PEARSON,INC						
Check Group:						
Dial-4 Record Forms		1	0	23881089 12/26/2023	10.5.1275.4100.000.3705	\$216.68
Dal Schools Complete for Small Districts/Portfolio		1	0	25992751 8/23/2024	10.5.1275.4100.000.3705	\$6,600.00
DAL Complete Renewal		1	0	25992935 8/23/2024	10.5.1275.4100.000.3705	\$1,304.00
Dial-4 Speed Dial Record Forms		1	0	28645989 5/14/2025	10.5.1275.4100.000.3705	\$313.32
					Check #: 0	
					PO/InvoiceTotal:	\$8,434.00
Check Group:						
DAL-SCHOOLS-MHS EDUCATION FOR SMALL DISTRICTS		400	260099	29825504 9/10/2025	10.5.1205.3900.000.0000	\$220.00
DIAL SCHOOL COMPLETE FOR SMALL DISTRICTS (DIGITAL)		400	260099	29825504 9/10/2025	10.5.1201.3900.000.0000	\$6,800.00

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DAL SCHOOLS PLUS FOR SMALL DISTRICTS (DIGITAL)		400	260099	29825504 9/10/2025	10.5.1205.3900.000.0000	\$1,176.00

Check #: 0

PO/InvoiceTotal: \$8,196.00

Vendor Total: \$16,630.00

NICOR GAS

Check Group:

Lincoln 7.22.25 - 8.20-25		1 0		2794023 82525 8/25/2025	20.5.2540.4650.300.0000	\$384.68
Robinson 7.25.25 - 8.25.25		1 0		2872851 82725 8/27/2025	20.5.2540.4650.400.0000	\$163.75
Admin 7.24.25 - 8.22-25		1 0		2962635 82625 8/26/2025	20.5.2540.4650.000.0000	\$214.55
Home 8.5.25 - 9.4.25		1 0		30067700002 9825 9/8/2025	20.5.2540.4650.200.0000	\$238.41
GWMS 7.24.25 - 8.22-25		1 0		3776494 82625 8/26/2025	20.5.2540.4650.500.0000	\$523.94
Edison 8.5.25 - 9.4.25		1 0		47174700009 9825 9/8/2025	20.5.2540.4650.100.0000	\$303.46
Board of Ed 7.22.25 - 8.20.25		1 0		82225 8/22/2025	20.5.2540.4650.000.0000	\$160.34
Tech Bldg. (7.24.25 - 8.22.25)		1 0		82625 8/26/2025	20.5.2540.4650.000.0000	\$57.24

Check #: 0

PO/InvoiceTotal: \$2,046.37

Vendor Total: \$2,046.37

ODELSON & STERK, LTD.

844061

Check Group:

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Svc thru 8.31.25		1	0	648 9/11/2025	10.5.2310.3180.000.0000	\$17,576.25
					Check #: 0	
						PO/InvoiceTotal: <u>\$17,576.25</u>
						Vendor Total: <u>\$17,576.25</u>
Open Kitchens						
Check Group:						
Costello - August 25 Billing		1	0	82025 8/20/2025	10.5.2560.3150.600.0000	\$3,287.93
Edison - August 25 Billing		1	0	82025 8/20/2025	10.5.2560.3150.100.0000	\$4,479.29
GWMS - August 25 Billing		1	0	82025 8/20/2025	10.5.2560.3150.500.0000	\$13,765.37
Home - August 25 Billing		1	0	82025 8/20/2025	10.5.2560.3150.200.0000	\$3,935.29
Lincoln - August 25 Billing		1	0	82025 8/20/2025	10.5.2560.3150.300.0000	\$4,153.68
Robinson - August 25 Billing		1	0	82025 8/20/2025	10.5.2560.3150.400.0000	\$4,066.40
Teacher Institute (INOK11878)		250	0	82025 8/20/2025	10.5.2560.3150.000.0000	\$1,062.50
					Check #: 0	
						PO/InvoiceTotal: <u>\$34,750.46</u>
						Vendor Total: <u>\$34,750.46</u>
Pajeau, Kerri L						
Check Group:						
KP - Expense Reimbursement		1	0	8425 8/4/2025	10.5.3000.4100.000.3705	\$91.78
					Check #: 0	
						PO/InvoiceTotal: <u>\$91.78</u>

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$91.78
PALOS SPORTS - USE (H001) SCHOOL HE	800743					
Check Group:						
basketball backboard		1	260092	CINV000301234 9/15/2025	20.5.2540.3230.500.0000	\$1,355.40
						Check #: 0
						PO/InvoiceTotal: \$1,355.40
						Vendor Total: \$1,355.40
PARENTS AS TEACHERS NATIONAL CENTER	844076					
Check Group:						
Model Certified Subscription for Cindy Matias		1	0	886364 4/16/2025	10.5.3000.4100.000.3705	\$345.00
Model Certified Subscription for DG		1	0	898174 9/8/2025	10.5.2210.3100.000.3705	\$345.00
Model Certified Subscription for MM		1	0	899261 9/12/2025	10.5.3000.4100.000.3705	\$345.00
						Check #: 0
						PO/InvoiceTotal: \$1,035.00
						Vendor Total: \$1,035.00
Peerless Network, Inc.	845454					
Check Group:						
8.1.25 - 8.31.25 Costello		1	0	82004 9/1/2025	20.5.2540.3440.600.0000	\$80.96
8.1.25 - 8.31.25 Home		1	0	82004 9/1/2025	20.5.2540.3440.200.0000	\$80.96
8.1.25 - 8.31.25 Edison		1	0	82004 9/1/2025	20.5.2540.3440.100.0000	\$322.05
8.1.25 - 8.31.25 GWMS		1	0	82004 9/1/2025	20.5.2540.3440.500.0000	\$80.96

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
8.1.25 - 8.31.25 Service Charge		1	0	82004 9/1/2025	20.5.2540.3440.000.0000	\$10.97
					Check #: 0	
						PO/Invoice Total: \$575.90
						Vendor Total: \$575.90
PITNEY BOWES GLOBAL FINANCIAL SERVI						
Check Group:						
Lease 7.9.25 - 10.8.25		1	0	3107353522 8/20/2025	10.5.2310.3400.000.0000	\$452.61
					Check #: 0	
						PO/Invoice Total: \$452.61
						Vendor Total: \$452.61
Polar Electro, Inc.						
Check Group:						
POLARGOFIT.COM LICENSE GEN		1	260040	331736898 8/18/2025	10.5.2230.3000.000.4400	\$350.00
POLARGOFIT.COM LICENSE GEN		1	260040	331736899 8/18/2025	10.5.2230.3000.000.4400	\$350.00
POLARGOFIT.COM LICENSE GEN		1	260040	331736899 8/18/2025	10.5.2230.3000.000.4400	\$150.00
POLARGOFIT.COM LICENSE GEN		1	260040	331736900 8/18/2025	10.5.2230.3000.000.4400	\$350.00
POLARGOFIT.COM LICENSE GEN		1	260040	331736901 8/18/2025	10.5.2230.3000.000.4400	\$350.00
POLARGOFIT.COM LICENSE GEN		3	260040	331736901 8/18/2025	10.5.2230.3000.000.4400	\$450.00
POLARGOFIT.COM LICENSE GEN		1	260040	331736902 8/18/2025	10.5.2230.3000.000.4400	\$350.00
POLARGOFIT.COM LICENSE GEN		1	260040	331736903 8/18/2025	10.5.2230.3000.000.4400	\$350.00

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$2,700.00</u>
						Vendor Total: <u>\$2,700.00</u>
Professional Pest Control, Inc.	845696					
Check Group:						
June 25 Billing		1 0		19145 6/30/2025	20.5.2540.3230.100.0000	\$80.00
June 25 Billing		1 0		19145 6/30/2025	20.5.2540.3230.000.0000	\$60.00
June 25 Billing		1 0		19145 6/30/2025	20.5.2540.3230.600.0000	\$80.00
June 25 Billing		1 0		19145 6/30/2025	20.5.2540.3230.500.0000	\$95.00
June 25 Billing		1 0		19145 6/30/2025	20.5.2540.3230.200.0000	\$75.00
June 25 Billing		1 0		19145 6/30/2025	20.5.2540.3230.300.0000	\$90.00
June 25 Billing		1 0		19145 6/30/2025	20.5.2540.3230.400.0000	\$80.00
August 25 Billing		1 0		19257 8/28/2025	20.5.2540.3230.100.0000	\$80.00
August 25 Billing		1 0		19257 8/28/2025	20.5.2540.3230.000.0000	\$60.00
August 25 Billing		1 0		19257 8/28/2025	20.5.2540.3230.600.0000	\$80.00
August 25 Billing		1 0		19257 8/28/2025	20.5.2540.3230.500.0000	\$95.00
August 25 Billing		1 0		19257 8/28/2025	20.5.2540.3230.200.0000	\$75.00
August 25 Billing		1 0		19257 8/28/2025	20.5.2540.3230.300.0000	\$90.00

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
August 25 Billing		1	0	19257 8/28/2025	20.5.2540.3230.400.0000	\$80.00
					Check #: 0	
					PO/InvoiceTotal:	\$1,120.00
					Vendor Total:	\$1,120.00
QUALITY NETWORK SOLUTIONS, INC	845272					
Check Group:						
Desktop & Server Hardware Support		1	0	91307 9/1/2025	10.5.2663.3100.000.0000	\$28,161.51
VOIP Phone Line Charge		1	0	91340 9/2/2025	10.5.2663.3100.000.0000	\$619.00
					Check #: 0	
					PO/InvoiceTotal:	\$28,780.51
Check Group:						
Epson Projector wall mounts for classrooms		2	260025	91012 8/29/2025	10.5.2663.4100.000.0000	\$301.46
					Check #: 0	
					PO/InvoiceTotal:	\$301.46
Check Group:						
Canon 128 Toner Cartridge for GW office		1	260026	91013 8/29/2025	10.5.2663.4100.000.0000	\$165.18
					Check #: 0	
					PO/InvoiceTotal:	\$165.18
Check Group:						
DP to VGA Video Cable Adapter		30	260051	91069 9/5/2025	10.5.2663.7400.000.0000	\$315.00
HDMI to VGA Video Cable Adapter		30	260051	91069 9/5/2025	10.5.2663.7400.000.0000	\$315.00
					Check #: 0	

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$630.00
Check Group:						
Laminating Lunch Card Pouches		24	260064	91037 8/29/2025	10.5.2663.4100.000.4998	\$1,329.84
						Check #: 0
						PO/InvoiceTotal: \$1,329.84
Check Group:						
Document Camera		13	260065	91372 9/19/2025	10.5.2663.4100.000.4998	\$3,052.66
						Check #: 0
						PO/InvoiceTotal: \$3,052.66
Check Group:						
10ft audio cable		50	260066	91059 8/29/2025	10.5.2663.4100.000.4998	\$400.00
						Check #: 0
						PO/InvoiceTotal: \$400.00
						Vendor Total: \$34,659.65
QUINLAN & FABISH MUSIC CO	800532					
Check Group:						
Baritone Sax / Book 1		1	0	15867614 9/1/2024	10.5.1590.4100.500.0000	\$11.69
Mythos sheet music		1	0	15971735 9/27/2024	10.5.1590.4100.500.0000	\$54.00
Violin 1/2 E String Dominant		1	0	16051565 10/28/2024	10.5.1590.4111.500.0000	\$11.30
Bb Clarinet Reed		1	0	16234455 1/12/2025	10.5.1590.4100.500.0000	\$47.99
French Horn Mouthpiece		1	0	16294046 1/31/2025	10.5.1590.4100.500.0000	\$79.98

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Tuba Repair		1	0	16295210 2/20/2025	10.5.1590.3230.500.0000	\$154.00
F-Horn Repair		1	0	16320392 2/20/2025	10.5.1590.3230.500.0000	\$22.00
Flute Repair		1	0	16359051 3/14/2025	10.5.1590.3230.500.0000	\$153.10
Check #: 0						
Check Group:						
Baritone saxophone repair		1	260095	16533682 5/20/2025	10.5.1120.4100.500.0012	\$326.37
Check #: 0						
Check Group:						
Tales from the Vienna Woods		1	260141	16897915 8/26/2025	10.5.1120.4100.500.0012	\$45.90
Check #: 0						
Check Group:						
Birdland		1	260142	16903140 8/27/2025	10.5.1120.4100.500.0012	\$40.50
High Watermark: The Third Day		1	260142	16903140 8/27/2025	10.5.1120.4100.500.0012	\$54.00
Check #: 0						
Check Group:						
The Big Circus March		1	260144	16902192 8/27/2025	10.5.1120.4100.500.0012	\$58.50
The Thunderer		1	260144	16902192 8/27/2025	10.5.1120.4100.500.0012	\$58.50
PO/InvoiceTotal:						\$534.06
PO/InvoiceTotal:						\$326.37
PO/InvoiceTotal:						\$45.90
PO/InvoiceTotal:						\$94.50

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$117.00
Check Group:						
Rico BB Clarinet reed - #2 1/2- 25/boc 2 1/2		1	260145	16892243 8/25/2025	10.5.1120.4100.500.0012	\$50.99
Rico BB Clarinet Reed - #3 - 25/Box 3		1	260145	16892243 8/25/2025	10.5.1120.4100.500.0012	\$50.99
Rico Alto Sax reeds - #2 1/2 - 25/box		1	260145	16892243 8/25/2025	10.5.1120.4100.500.0012	\$61.99
Rico Alto sax reeds #3- 25/box		1	260145	16892243 8/25/2025	10.5.1120.4100.500.0012	\$61.99
Rico Bari Sax Reeds #3 10/box		1	260145	16892243 8/25/2025	10.5.1120.4100.500.0012	\$46.99
Rico Tenor Sax Reeds #3 10/box		1	260145	16892243 8/25/2025	10.5.1120.4100.500.0012	\$41.99
Rico Bass Clainet Reeds 10/box		1	260145	16892243 8/25/2025	10.5.1120.4100.500.0012	\$33.99
Check #: 0						
PO/InvoiceTotal:						\$348.93
Check Group:						
The syncopated clock		1	260151	16880123 8/21/2025	10.5.1120.4100.500.0012	\$44.10
Check #: 0						
PO/InvoiceTotal:						\$44.10
Vendor Total:						\$1,510.86
READ NATURALLY	844141					
Check Group:						
Read Live Licenses		201	0	273724 5/29/2025	10.5.1251.3140.000.4300	\$4,422.00
Check #: 0						

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$4,422.00
						Vendor Total: \$4,422.00
RENAISSANCE LEARNING	845197					
Check Group:						
Subscription		1 0		INV5592555 8/22/2025	10.5.2210.4100.000.4301	\$12,057.25
					Check #: 0	
						PO/InvoiceTotal: \$12,057.25
						Vendor Total: \$12,057.25
Rivera, Kristopher						
Check Group:						
Mileage Reimbursement		1 0		91025 9/10/2025	10.5.2330.3320.000.0000	\$266.63
					Check #: 0	
						PO/InvoiceTotal: \$266.63
						Vendor Total: \$266.63
Sabree, Raashida						
Check Group:						
Travel Reimbursement		1 0		RS 91025 9/10/2025	10.5.2330.3320.000.0000	\$266.00
					Check #: 0	
						PO/InvoiceTotal: \$266.00
						Vendor Total: \$266.00
SAGE PUBLISHING /CORWIN	845301					
Check Group:						
BNDL Better Conversations		1 0		474869KI 8/28/2020	10.5.1251.3140.000.4932	\$159.60
BNDL Better Conversations		1 0		477111KI 9/1/2020	10.5.1251.3140.000.4932	\$505.40
					Check #: 0	

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$665.00
Check Group:						
PD Maximizing Impact: Combining the Power of Visible Learning and i-Ready Virtual Institute on October 29, 2025 for Attendee Nancy Everson Registration Fee		1	260109	199964KI 9/11/2025	10.5.1251.3140.000.4932	\$199.00
						Check #: 0
						PO/InvoiceTotal: \$199.00
						Vendor Total: \$864.00
SAM Labs Inc.						
Check Group:						
Root Technology Pack / 12/30 Root Coding Robots		1	260013	INUS0004714 8/15/2025	10.5.2220.4000.000.4400	\$2,799.00
Shipping Cost		1	260013	INUS0004714 8/15/2025	10.5.2220.4000.000.4400	\$359.90
						Check #: 0
						PO/InvoiceTotal: \$3,158.90
						Vendor Total: \$3,158.90
SAM'S CLUB DIRECT						
Check Group:						
8.20.25 Statement		1	0	437979636 82025 8/20/2025	10.5.3000.4100.000.3705	\$264.34
8.20.25 Statement		1	0	437979636 82025 8/20/2025	10.5.2510.4100.000.0000	\$437.89
						Check #: 0
						PO/InvoiceTotal: \$702.23
						Vendor Total: \$702.23
SASED	803058					
Check Group:						
HI Tuition		1	0	1002500562 8/15/2025	10.5.4120.3040.000.0000	\$582.50

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Medical Aide		1	0	1002500562 8/15/2025	10.5.1912.6700.200.0000	\$12,066.04
HI Tuition Pre-Bill		1	0	1002600055 8/28/2025	10.5.4120.3040.000.0000	\$114,052.00
Check #: 0						
PO/InvoiceTotal:						\$126,700.54
Vendor Total:						\$126,700.54

SAVVAS LEARNING CO/PEARSON EDUCATIO

Check Group:

ELEVATE ELEMENTARY SCIENCE 2019 REFILL KIT GRADE K		1	260053	7029183809 9/4/2025	10.5.1250.4100.000.4300	\$488.50
ELEVATE ELEMENTARY SCIENCE 2019 REFILL KIT GRADE 2		2	260053	7029183809 9/4/2025	10.5.1250.4100.000.4300	\$1,440.00
ELEVATE ELEMENTARY SCIENCE 2019 REFILL KIT GRADE 5		1	260053	7029183809 9/4/2025	10.5.1250.4100.000.4300	\$983.50
Shipping & Handling		1	260053	7029183809 9/4/2025	10.5.1250.4100.000.4300	\$232.96

Check #: 0

PO/InvoiceTotal: \$3,144.96

Check Group:

ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION GRADE 1		30	260071	4027439147 8/22/2025	10.5.1110.4100.000.0000	\$1,196.00
ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION GRADE 2		55	260071	4027439147 8/22/2025	10.5.1110.4100.000.0000	\$1,787.50
ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION 1-YEAR + DIGITA LCOURSEWARE 1-YEAR LICENSE GRADE 3		180	260071	7029161149 8/20/2025	10.5.1110.4100.000.0000	\$6,480.00

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION 1-YEAR + DIGITA LCOURSEWARE 1-YEAR LICENSE GRADE 4		60	260071	7029161149 8/20/2025	10.5.1110.4100.000.0000	\$2,160.00
ELEVATE ELEMENTARY SCIENCE 2019 DIGITAL COURSEWARE 1-YEAR LICENSE GRADE 4		120	260071	7029161149 8/20/2025	10.5.1110.4100.000.0000	\$3,000.00
ELEVATE ELEMENTARY SCIENCE 2019 DIGITAL COURSEWARE 1-YEAR LICENSE GRADE 5		120	260071	7029161149 8/20/2025	10.5.1110.4100.000.0000	\$3,000.00
ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION 1-YEAR + DIGITA LCOURSEWARE 1-YEAR LICENSE GRADE 5		80	260071	7029161149 8/20/2025	10.5.1110.4100.000.0000	\$2,880.00
ELEVATE MIDDLE GRADES SCIENCE 2019 DIGITAL COURSEWARE 1-YEAR LICENSE LIFE		150	260071	7029161149 8/20/2025	10.5.1110.4100.000.0000	\$4,200.00
ELEVATE MIDDLE GRADES SCIENCE 2019 STUDENT EDITION + DIGITAL COURSE WARE1- YEAR LICENSE LIFE		50	260071	7029161149 8/20/2025	10.5.1110.4100.000.0000	\$2,300.00
ELEVATE MIDDLE GRADES SCIENCE 2019 STUDENT EDITION + DIGITAL COURSE WARE1- YEAR LICENSE EARTH GRADE 6/7		50	260071	7029161149 8/20/2025	10.5.1110.4100.000.0000	\$2,300.00
ELEVATE MIDDLE GRADES SCIENCE 2019 DIGITAL COURSEWARE 1-YEAR LICENSE EARTH		150	260071	7029161149 8/20/2025	10.5.1110.4100.000.0000	\$4,200.00
ELEVATE MIDDLE GRADES SCIENCE 2019 DIGITAL COURSEWARE 1-YEAR LICENSE PHYSICAL		150	260071	7029161149 8/20/2025	10.5.1110.4100.000.0000	\$4,200.00
ELEVATE MIDDLE GRADES SCIENCE 2019 STUDENT EDITION + DIGITAL COURSE WARE1- YEAR LICENSE PHYSICAL GRADE 6/8		50	260071	7029161149 8/20/2025	10.5.1110.4100.000.0000	\$2,300.00
Shipping & Handling		1	260071	7029161149 8/20/2025	10.5.1110.4100.000.0000	\$1,473.60

Check #: 0

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$41,477.10</u>
						Vendor Total: <u>\$44,622.06</u>
SCHINDLER ELEVATOR CORPORATION	801536					
Check Group:						
Costello Preventative Maintenance (8.1.25 - 10.31.25)		1	0	4607204037 8/19/2025	20.5.2540.3200.600.0000	\$973.59
GWMS - Maintenance 9.1.25 - 11.30.25		1	0	4607227784 9/4/2025	20.5.2540.3230.500.0000	\$961.71
						Check #: 0
						PO/InvoiceTotal: <u>\$1,935.30</u>
						Vendor Total: <u>\$1,935.30</u>
SCHOOL DATEBOOKS/SDI INNOVATIONS	845066					
Check Group:						
Telluride 8.5x11		40	0	S25-0323149 9/2/2025	10.5.1110.4100.000.0000	\$195.04
						Check #: 0
						PO/InvoiceTotal: <u>\$195.04</u>
						Vendor Total: <u>\$195.04</u>
SCHOOL NURSE SUPPLY INC	805299					
Check Group:						
Seamless Air Sickness Bags - 50 Bags Per Package		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$15.91
Remedy Phytoplex Nourishing Skin Cream - 16 OZ Pump Bottle		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$21.61
Illuminated Handheld Aspheric Led Magnifier - 4X Magnifier, 3" Lens		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$21.85
Retractable Tape Measure		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$3.33

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Pill Cutter & Crusher		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$9.98
Hygea Flushable Wipes - 48 Wipes Per Package		5	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$17.05
Nosebudd		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$9.02
Joslin ER Sling - Child - Fits 50-90 Lbs - 3'6" - 5'		2	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$11.00
Generic Cough Drops: Honey Lemon - 30 Per Bag		2	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$3.22
Generic Cough Drops: Menthol - 30 Per Bag		3	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$4.83
Therma-Kool Reusable Hot/Cold Gel Packs - 4" X 6" - 100 Per Case		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$122.55
Surgilast Tubular Elastic Bandage Retainer - Size 2 - Small: Hand, Arm, Leg And Foot		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$10.54
3-Way Bleeding Control Sign		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$23.74
Bleeding Control Kit - Vacuumed- Sealed - Advanced BCD Kit		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$118.36
High Strength Pressure Bandage - 4"		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$4.74
Sting Relief Wipes - 100 Per Box		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$18.95
Cotton Swabs - 500 Per Package		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$5.46
Skintegrity Wound Cleanser - 16 OZ Spray Bottle		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$14.73
Ozium Air Sanitizer - 0.8 OZ Aerosol		2	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$7.58

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Citrus II Air Freshener - Citrus Fresh Scent - 5.2 OZ Bottle		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$11.39
BleedCEASE: First Aid For Cut And Nosebleeds - 25 Per Box		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$22.75
Non-Sterile Cotton Rolls - 50 Per Roll		3	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$2.55
Generic Cough Drops: Honey Lemon - 30 Per Bag		2	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$3.22
GoodSense Simply Healthy & Soothing Cough Drops - Menthol - 30 Per Bag		6	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$13.08
Heating Pad - 12" X 15"		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$26.13
Disposable Hot/Cold Pack Cover - 5" X 7" - 100 Per Package		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$26.13
Disposable Hot/Cold Pack Cover - 9" X 12" - 1 Each		20	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$9.80
Generic Ibuprofen Tabs - 200 Mg - 100 Per Bottle		2	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$7.20
Acetaminophen Extra Strength Tablets - 500 Mg - 100 Per Bottle		2	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$6.18
Triple Antibiotic Ointment - 1 OZ Tube		2	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$8.16
Zipper Closure Bags: 12" X 12 - 2 Mil - 100 Per Pacakge		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$9.68
Super Sani-Cloth Germicidal Wipes - Large 6" X 6 3/4" - 160 Wipes Per Tub		3	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$31.89
Economy 5 OZ Clear Plastic Cup - 100 Cups Per Tube		8	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$35.68

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Ammonia Towelette - 0.7G Per Pouch - 10 Per Box		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$3.89
Petroleum Jelly: 13 OZ Jar		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$6.60
Hydrocortisone 1% Cream - 1 OZ Tube		2	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$6.66
Waxed Dental Floss - Unflavored - 100 Yds		2	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$4.28
Economy Elastic Bandages - 2" X 4 1/2 Yds		15	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$16.35
Economy Elastic Bandages - 3" X 4 1/2 Yds		15	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$22.05
Economy Elastic Bandages - 4" X 4 1/2 Yds		10	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$18.00
Sterile Gauze Sponges - 4" X 4", 16-Ply - 10 Per Tray		4	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$9.52
Ozium Air Sanitizer - 0.8 OZ Aerosol		4	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$15.16
Splinter Out: 20 Per Pkg		2	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$6.64
BleedCEASE: First Aid For Cut And Nosebleeds - 25 Per Box		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$22.75
Medline MedSpa Aerosol Spray Deodorant - 5 OZ Bottle		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$5.69
Splinter Forceps - 4 1/2" Fine Pt - Curved		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$1.95
Iris Scissors - 4 1/2" Straight		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$2.61
Citrus II Air Freshener - Lemon Fresh Scent - 5.2 OZ Bottle		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$11.39

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
I Lost A Tooth Today Stickers - 120 Per Package		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$7.88
Isopropyl Alcohol 70% - 16 OZ Bottle		4	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$12.52
Premium Exam Table Paper: Crepe - 21"W X 125Ft		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$58.92
Faucet Mounted Eye Wash Station		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$103.55
School Nurse Supply Nitrile Powder- Free Exam Gloves - Medium - 100 Gloves Per Box		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$94.10
SNS Housebrand Plastic Adhesive Bandages - 3/4" X 3" - 100 Per Box		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$2.65
American White Cross Flexible Fabric Bandages - 4-Wing - 3" X 3" - 50 Bandages Per Box (MFG# 1622033)		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$14.20
FreshScent Shampoo/Body Wash - 4 OZ Bottle		2	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$1.80
FreshScent Alcohol-Free Mouthwash - 2 OZ Bottle		3	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$2.25
Dosage Spoon Medicine Dispenser		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$2.04
Calamine Lotion - 6 OZ Bottle		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$4.08
Clear Anti-Itch Lotion - Compares To Caladryl Clear - 6 OZ Bottle		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$4.55
Hygea Flushable Wipes - 48 Wipes Per Package		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$37.92
Non-Allergenic Pillow: 20" X 26"		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$12.30

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Sns Facial Tissues - 100 Tissues Per Box		10	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$18.00
Zipper Closure Bags: 4" X 4" - 2 Mil - 100 Per Package		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$1.99
Zipper Closure Bags: 3" X 3" - 2 Mil - 100 Per Package		1	260003	INV1061506 8/12/2025	10.5.2130.4100.400.0000	\$1.80
Check #: 0						
PO/InvoiceTotal:						\$1,192.38
Check Group:						
Safety Pins #2 (1 1/2" Length) - 144 Per Package		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$2.56
Safety Pins #3 (1 3/4" Length) - 144 Per Package		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$2.84
Fitright Aloe Personal Cleansing Wipes - Fragrance Free - 100 Per Package		2	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$15.56
Sting Relief Wipes - 100 Per Box		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$18.95
Long One Sided Lice Comb		4	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$4.92
Petroleum Jelly 5 G Foil Packs - 144 Per Box		3	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$45.18
Refresh Plus Sterile Use Eye Drops - 30 Per Box		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$18.95
MagnetMag Handheld Magnifiers - Colors May Vary		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$5.69
Sterile Isotonic Buffered Eye Wash - 4 OZ Bottle		3	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$11.67
Super Sani-Cloth Germicidal Wipes - Large 6" X 6 3/4" - 160 Wipes Per Tub		2	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$21.26

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Fingernail Clippers - Regular - 2 1/8"		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$1.57
Toe Nail Clipper 3 1/2"		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$1.89
Disposable Occluder - 500 Per Package		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$34.20
Ziploc Heavy Duty Freezer Bags - Gallon - 28 Per Box		2	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$17.08
SNS Facial Tissues - 30 Boxes Per Case		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$45.60
Baby Touch Baby Wipes - Unscented - 80 Per Package		3	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$9.39
Ziploc Sandwich Bags - 90 Per Box		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$5.98
Soft Peppermint Candy - 350 Per Tub		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$39.43
Giant Mouth And Brush Set		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$45.60
Therma-Kool Reusable Hot/Cold Gel Packs - 3" X 5" - 125 Per Case		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$132.05
Therma-Kool Reusable Hot/Cold Gel Packs - 4" X 6" - 100 Per Case		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$122.55
School Nurse Supply Nitrile Powder- Free Exam Gloves - Medium - 100 Gloves Per Box		3	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$31.20
School Nurse Supply Nitrile Powder- Free Exam Gloves - Large - 100 Gloves Per Box		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$10.40
SNS Housbrand Fabric Adhesive Bandages - 3/4" X 3" - 1500 Per Case		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$44.65

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SNS Housbrand Fabric Adhesive Bandages - 3/4" X 3" - 1500 Per Case		2	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$13.78
Alcohol Swabsticks - Non-Sterile - 4" Swabs - 3 Per Packet, 25 Per Box		2	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$13.28
Triple Antibiotic Ointment - 1 OZ Tube		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$4.08
Safetec First Aid & Burn Cream - 144 Per Box		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$17.34
Safetec Pomegranate Lip Balm Foil Packs - 144 Per Box		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$13.78
4-Ply Non-Woven Extra Soft Gauze - 4" X 4" - 200 Per Package		2	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$10.92
4-Ply Non-Woven Extra Soft Gauze - 2" X 2" - 200 Per Package		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$2.04
Kerlix Gauze Bandage Roll - 4 1/2" X 4.1 Yds - Sterile - 6-Ply		3	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$11.37
AED Check Tags - 5 Per Package		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$9.45
Nasal Med Trainer - 5 Pack		1	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$23.75
Medi-Stopper - 5" X 9" Bandage		2	260004	INV1061515 8/12/2025	10.5.2130.4100.600.0000	\$8.54
					Check #: 0	
					PO/InvoiceTotal:	\$817.50
Check Group:						
Protecto Finger Splint - 7" Pre-Cut - 25 Per Box		1	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$16.10

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Disposable Hot/Cold Pack Cover - 5" X 7" - 100 Per Package		4	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$104.52
Hydrocortisone 1% Cream - 1 OZ Tube		2	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$6.66
Curad Heavy Duty Bandages - Assorted Sizes - 30 Bandages Per Box (MFG# CUR14924RB)		6	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$23.34
SNS Housbrand Fabric Adhesive Bandages - 1" X 3" - 1500 Per Case		1	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$47.45
High Strength Pressure Bandage - 6"		1	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$5.56
Shur-Band Elastic Bandages - 3" X 5 Yds - White Roll		1	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$1.99
Medi-First Lubricant Eye Drops - 30 Per Box		1	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$12.83
Aaa Alkaline Batteries - 24 Per Box		1	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$20.89
Kleenex Comfort Tou		1	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$122.55
Hygea Multi-Purpose Washcloths - 60 Washcloths Per Package		3	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$18.51
Skintegrity Wound Cleanser - 16 OZ Spray Bottle		1	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$14.73
Always Ultra Thin Regular Flex-Wings - 96 Per Box		1	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$24.65
Triple Antibiotic Ointment Foil Packs - 1/32 Oz (0.9 G) - 25 Per Box		2	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$12.34
Bacitracin Ointment - 1/2 OZ Tube		1	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$3.04

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Triple Antibiotic Ointment - 1 OZ Tube		1	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$4.08
Professional Lysol Disinfectant Spray - 19 OZ Can		2	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$28.40
Purell Advanced Hand Sanitizer - 1.5 Liter Pump Bottle		1	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$26.36
Sani-Cloth Bleach Germicidal Wipes - Large 6" X 6 3/4" - 75 Per Tub		2	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$26.58
Super Sani-Cloth Germicidal Wipes - Large 6" X 6 3/4" - 160 Wipes Per Tub		2	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$21.26
Housebrand Powder-Free Latex Exam Gloves - Medium - 100 Gloves Per Box		2	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$24.60
Packs - 4" X 6" - 100 Per Case		1	260006	INV1061501 8/12/2025	10.5.2130.4100.200.0000	\$122.55
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$688.99
Check Group:						
Housebrand Flexible Fabric Banages - Finger Tip - 1 3/4" X 2" - 100 Bandages Per Box		2	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$11.12
Housebrand Flexible Fabric Bandages - Knuckle - 1 1/2" X 3" - 100 Bandages Per Box		2	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$10.24
SNS Housebrand Sheer Plastic Adhesive Bandages - X-Large, 2" X 4 1/2" - 50 Per Box		2	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$9.48
Cleansing Towelettes - 100 Towelettes Per Box		4	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$20.12
Rainbow Pack Dynarex Sensi-Wrap - 2" X 5 Yds - 36 Rolls Per Case		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$56.95

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
School Nurse Supply Nitrile PowderFree Exam Gloves - Medium - 100 Gloves Per Box		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$94.10
Therma-Kool Reusable Hot/Cold Gel Packs - 3" X 5" - 125 Per Case		2	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$264.10
Joslin ER Sling - Child - Fits 50-90 Lbs - 3'6" - 5'		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$5.50
Triangular Bandage		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$1.13
CaviWipes Bleach Disposable Wipes - 90 Per Tub		2	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$31.82
Super Sani-Cloth Germicidal Wipes - Large 6" X 6 3/4" - 160 Wipes Per Tub		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$121.60
CareBand Flexible Fabric Bandages - 3/4" X 3" - 1200 Per Case (12 Boxes Of 100 Bandages Per Box) - (MFG# CBD4018)		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$37.05
Alcohol Prep Pads - Medium - 200 Pads Per Box		2	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$6.36
Welch Allyn Probe Covers For SureTemp 690/692 - 250 Per Box		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$12.25
Medi-First Lubricant Eye Drops - 30 Per Box		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$12.83
Medline MedSpa Aerosol Spray Deodorant - 5 OZ Bottle		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$5.69
Hydrocortisone 1% Cream Foil Packs - 1/32 Oz (0.9 G) - 25 Per Box		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$4.70
Non-Sterile Gauze Sponges - 3" X 3", 12-Ply - 200 Per Package		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$4.08

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Non-Sterile Gauze Sponges - 2" X 2", 12-Ply - 200 Per Package		3	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$7.95
Skintegrity Wound Cleanser - 16 OZ Spray Bottle		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$14.73
12 OZ Paper Hot Cups - 50 Cups Per Tube		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$5.46
Regal Fine Sea Salt - 16 Oz Bottle		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$3.75
Eye Glass Repair Kit With Case		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$2.14
Shout Wipe & Go Stain Remover Wipes - 80 Per Case		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$27.08
Lens Cleaner Wipes - 100 Per Box		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$9.45
Retractable Tape Measure		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$3.33
Treasure Chest Tooth Box - 144 Per Package		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$9.45
Reusable Metal Penlight With Pupil Gauge - White		2	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$9.02
Petroleum Jelly: 13 OZ Jar		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$6.60
Lice Comb With Handle		5	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$4.25
Naturelle Maxi Pads Plus #4 Wings - 250 Per Case		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$90.25
SNS Facial Tissues - 30 Boxes Per Case		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$45.60
Eme-Bag Emergency Sickness Bags - 5 Per Box		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$5.69

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Baby Touch Baby Wipes - Unscented - 80 Per Package		2	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$6.26
Ammonia Towelette - 0.7G Per Pouch - 10 Per Box		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$3.89
Triple Antibiotic Ointment Foil Packs - 1/32 Oz (0.9 G) - 25 Per Box		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$6.17
3M Steri-Strips: 1/4" X 1 1/2" - 6 Per Package		1	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$1.99
Housebrand Flexible Fabric Banages - 4-Wing - 3" X 3" - 50 Bandages Per Box		2	260007	INV1061512 8/12/2025	10.5.2130.4100.100.0000	\$14.24
Check #: 0						
PO/InvoiceTotal:						\$986.42
Vendor Total:						\$3,685.29
Scott Kopach	845710					
Check Group:						
Boys Softball Assignor		1	0	9925 9/9/2025	10.5.1501.6400.500.0101	\$85.00
Check #: 0						
PO/InvoiceTotal:						\$85.00
Vendor Total:						\$85.00
SEAL SOUTH, INC						
Check Group:						
Tuition Aug. 25 DF		1	0	10385 8/30/2025	10.5.1912.6700.500.0000	\$3,363.84
Check #: 0						
PO/InvoiceTotal:						\$3,363.84
Vendor Total:						\$3,363.84
SHIRT PRINTING 4 U, INC.	844195					
Check Group:						

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
polo shirts		43	260086	8362577 8/25/2025	20.5.2540.4100.000.0000	\$1,290.00
3XLT polo shirts		5	260086	8362577 8/25/2025	20.5.2540.4100.000.0000	\$160.00
women's polo shirts		23	260086	8362577 8/25/2025	20.5.2540.4100.000.0000	\$690.00
2XL size		10	260086	8362577 8/25/2025	20.5.2540.4100.000.0000	\$20.00
3XL size		12	260086	8362577 8/25/2025	20.5.2540.4100.000.0000	\$36.00
Check #: 0						
						PO/InvoiceTotal: <u>\$2,196.00</u>
Check Group:						
T-shirts		24	260087	8362576 8/25/2025	20.5.2540.4100.000.0000	\$408.00
3XLT shirt		2	260087	8362576 8/25/2025	20.5.2540.4100.000.0000	\$38.00
Laidies T-shirts		10	260087	8362576 8/25/2025	20.5.2540.4100.000.0000	\$170.00
2XL		6	260087	8362576 8/25/2025	20.5.2540.4100.000.0000	\$12.00
3xl		6	260087	8362576 8/25/2025	20.5.2540.4100.000.0000	\$18.00
screen setup		1	260087	8362576 8/25/2025	20.5.2540.4100.000.0000	\$12.50
Check #: 0						
						PO/InvoiceTotal: <u>\$658.50</u>
						Vendor Total: <u>\$2,854.50</u>

Silva, Theresa L
Check Group:

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Mileage Reimbursement		1	0	91525 9/15/2025	10.5.1110.3320.300.0000	\$266.00
					Check #: 0	
						PO/InvoiceTotal: \$266.00
						Vendor Total: \$266.00
SOARING EAGLE ACADEMY						
Check Group:						
August 25 Tutition - KM		1	0	23823 8/31/2025	10.5.1912.6700.400.0000	\$4,520.97
					Check #: 0	
						PO/InvoiceTotal: \$4,520.97
						Vendor Total: \$4,520.97
South Side Control Supply Co.						
Check Group:						
Fan Cycling Control		1	0	S101021678.001 5/2/2025	20.5.2540.4100.400.0000	\$41.44
					Check #: 0	
						PO/InvoiceTotal: \$41.44
						Vendor Total: \$41.44
T-MOBILE	845341					
Check Group:						
7.21.25 - 8.20.25		1	0	972033599 82125 8/21/2025	20.5.2540.3440.000.0000	\$150.00
					Check #: 0	
						PO/InvoiceTotal: \$150.00
						Vendor Total: \$150.00
THOMSON REUTERS - WEST	845302					
Check Group:						
Online/Software Subscription		1	0	852483233 9/1/2025	10.5.1205.3160.000.0000	\$805.40

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$805.40
						Vendor Total: <u> </u> \$805.40
Tyler Technologies, Inc.						
Check Group:						
KC Project Management (6.23.25)		1	0	025-518372 6/30/2025	10.5.2520.3900.000.0000	\$85.00
KC Project Management		1	0	025-525963 8/20/2025	10.5.2520.3900.000.0000	\$85.00
KC Project Management		1	0	025-527176 8/31/2025	10.5.2520.3900.000.0000	\$255.00
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$425.00
						Vendor Total: <u> </u> \$425.00
UNITED RENTALS (NORTH AMERICA), INC						
	845068					
Check Group:						
Maintenance		1	0	251315047-001 8/8/2025	20.5.2540.3100.000.0000	\$1,873.73
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$1,873.73
						Vendor Total: <u> </u> \$1,873.73
UNIVERSITY OF OREGON/PBIS						
	845158					
Check Group:						
SWIS Annual License		1	0	3874141 9/1/2025	10.5.1250.3100.000.4300	\$4,050.00
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$4,050.00
						Vendor Total: <u> </u> \$4,050.00
Verifent						
	845825					
Check Group:						

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070 09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Annual Subscription Fee		1	0	A-202531 7/19/2025	10.5.2642.3900.000.0000	\$500.00
					Check #: 0	
						PO/InvoiceTotal: \$500.00
						Vendor Total: \$500.00
VERIZON WIRELESS						
Check Group:						
Billing 7.24.25 - 8.23.25		1	0	6121791717 8/23/2025	20.5.2540.3440.000.0000	\$991.89
					Check #: 0	
						PO/InvoiceTotal: \$991.89
						Vendor Total: \$991.89
VILLAGE OF LYONS WATER DEPARTMENT 800597						
Check Group:						
Robinson 6.16.25 - 8.15.25		1	0	010999 83125 8/31/2025	20.5.2540.3700.400.0000	\$386.00
Admin 6.16.25 - 8.15.25		1	0	011801 83125 8/31/2025	20.5.2540.3700.000.0000	\$155.00
Annex 6.16.25 - 8.15.25		1	0	011802 83125 8/31/2025	20.5.2540.3700.000.0000	\$64.00
GWMS 6.16.25 - 8.15.25		1	0	011803 83125 8/31/2025	20.5.2540.3700.500.0000	\$470.00
Shop 6.16.25 - 8.15.25		1	0	011804 83125 8/31/2025	20.5.2540.3700.000.0000	\$281.00
					Check #: 0	
						PO/InvoiceTotal: \$1,356.00
						Vendor Total: \$1,356.00
VILLAGE OF STICKNEY WATER DEPT 800060						
Check Group:						

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1070

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Home 8.11.25 - 9.12.25		1	0	101878 91425 9/14/2025	20.5.2540.3700.200.0000	\$607.27
Edison 8.11.25 - 9.12.25		1	0	101884 91425 9/14/2025	20.5.2540.3700.100.0000	\$594.33

Check #: 0

PO/Invoice Total:	\$1,201.60
Vendor Total:	\$1,201.60
Grand Total:	\$2,063,709.60

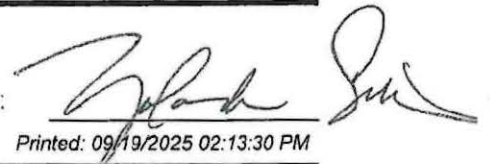
End of Report

LYONS SCHOOL DISTRICT 103 VOUCHER

Voucher No: 1071

Voucher Date: 09/23/2025

Prepared By:



Printed: 09/19/2025 02:13:30 PM

LYONS SCHOOL DISTRICT 103 is hereby authorized to draw warrants against LYONS SCHOOL DISTRICT 103 funds for the sum of \$2,226.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



LYONS SCHOOL DISTRICT 103

Fund	Amount
10 EDUCATION	\$2,226.00
	<hr/>
	\$2,226.00

Lyons School District 103

Voucher Detail Listing

Voucher Batch Number: 1071

09/23/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Ruth Poage						
Check Group:						
Admin Retreat		1	0	91625 9/16/2025	10.5.2210.3140.000.4932	\$2,100.00
					Check #: 0	
PO/InvoiceTotal:						\$2,100.00
Vendor Total:						\$2,100.00
Yesenia Sanchez	845638					
Check Group:						
Mileage Reimbursement		1	0	9225 9/2/2025	10.5.2330.3320.000.0000	\$126.00
					Check #: 0	
PO/InvoiceTotal:						\$126.00
Vendor Total:						\$126.00
Grand Total:						\$2,226.00

End of Report

GENERAL FUND Totals for All Accounts

Costello Elementary School

Account #

				\$9,329.47
8/18/2025		Deposit (yearbook)	203.89	\$9,533.36
8/21/2025	1428	Jamrose (reim. Staff luncheon)	279.42	\$9,253.94
9/2/2025		Deposit (2025 VanGogh commission check)	195.06	\$9,449.00
9/8/2025	1432	T&M Sports (spiritwear order)	1025	\$8,424.00
9/10/2025		Deposit (school fundraiser)	33.19	\$8,457.19

EDISON ACTIVITY ACCOUNT - 2025-2026

August 2025					
Date	Check Number	Transaction	Debit	Credit	Total
		Balance Brought Forward			\$29,279.47
8/14/25	1380	T&M Sports (PF/Spirit)	682.00		\$28,597.47
8/22/25	1381	Flor Ramirez (Teachers Fund)	1,466.73		\$27,130.74
8/22/25	1382	Salerno's Pizza (PF/Spirit)	270.04		\$26,860.70
8/28/25	1383	T&M Sports (PF/Spirit)	2,664.00		\$24,196.70
September 2025					
Date	Check Number	Transaction	Debit	Credit	Total
		Balance Brought Forward			\$24,196.70
9/5/25	1384	Meagan Guerrero (Teachers Fund)	691.25		\$23,505.45
9/5/25	1385	Sarahi Pillado-Franco (Teachers Fund)	486.78		\$23,018.67

Date	Check Number	Transaction	Debit	Credit	Total
Robinson					
September 2025					
Balance forward					\$16,215.26
Date	Check	Transaction	Debit	Credit	Total
9/10/2025		Van Gogh commission check		127.50	\$16,342.76

HOME SCHOOL GENERAL LEDGER September 2025

Date	Ck.#	Description	Disbursements	Receipts	Balance
7/1/2025		STARTING BALANCE			\$ 4,048.19
8/20/2025		NO ACTIVITY			\$ 4,048.19
9/16/2025		NO ACTIVITY			\$4,048.19

General fund

Totals for all accounts

GWMS

Date	Check #	Description	Disbursements	Receipts	Balance
22-Aug	1963	USPS- Records	71.25		\$30,826.15
22-Aug	1964	Taylor Koc- Cream Cheese	16.86		\$30,809.29
27-Aug	1965	Taylor Koc- Aldi and Jewel Open House snacks/drinks	102.39		\$30,706.90
27-Aug	1966	Paisans- Open house Teacher Dinner	219.1		\$30,487.80
2-Sep	1967	Maria Galvez- Laundry- Uniform Donations	76.9		\$30,410.90
3-Sep	1968	BOC- Trills and Thrills Festival Down Payment	300		\$30,110.90
8-Sep	1969	T & M Sports - SpiritWear	1075		\$29,035.90
11-Sep	1970	Daina Welsh- Choir Music, BOC	68.53		\$28,967.37
11-Sep	1971	Walsworth- Yearbook	1448.85		\$27,518.52

MINUTES OF THE PUBLIC HEARING & REGULAR MEETING
OF THE BOARD OF EDUCATION
LYONS ELEMENTARY SCHOOL DISTRICT 103
George Washington Middle School, Cafeteria
8101 Ogden Avenue, Lyons, Il 60534 at 6:00 P.M.
Tuesday, August 26, 2025

I. Call to Order

The regular meeting of the Board of Education was called to order at 6:02 p.m. by President Jorge Torres.

II. Roll Call

Members Physically Present:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
-----------------------------	---

Absent:	None
---------	------

III. Public Hearing on Proposed Annual Budget for FY2025-26

Convene Public Hearing

The public hearing convened at 6:03 p.m.

Presentation on Proposed Annual Budget for FY2025-26

Business Manager Channell presented a brief overview of the tentative budget. He stated the tentative budget was published in the Des Plaines Valley News on July 24, 2025 and that it needs to be submitted to the Cook County Clerk and ISBE no later than 30 days following the Board's adoption.

Mr. Channell's presentation included the following topics: revenues and expenditures; year end fund balances; a revenue budget summary; a proposed revenue allocation by source; a revenue allocation by fund; revenues (in millions); an expenditure budget summary; an expenditure allocation by object; an expenditure allocation by fund; and expenditures (in millions).

Mr. Channell stated the total budgeted revenue is \$49.4 million which is \$1.8 million above 2024-25. He noted that the total state revenue of \$15.6 million increased \$1.1 million over last year. He also presented that the corporate personal property tax revenue was budgeted at \$3.3 million, which is down from a high of \$7.1 million in 2022-23. He stated the federal revenue of \$2.9 million is

down \$1.2 million; as the final \$1.2 million of ESSER funds were utilized for capital improvement projects in the beginning of last year. The \$874,000 deficit in 2024-25 reflected the Board's intent to use its fund balance to cover annual maintenance and repairs.

Public Comment

None

Adjourn Public Hearing

The public hearing on the proposed Annual Budget for FY2025-26 was adjourned at 6:22 p.m.

IV. Reading of Communications

Superintendent Rivera reported that three FOIA requests were received in August, 2025 of which two were completed and one is in the process of being completed.

V. Year-to-Date Financials

Board President Torres stated the financials are attached to the agenda for the public to view.

VI. Superintendent Report

None

VII. Closed Session

Sara Andreas moved seconded by Olivia Quintero to go into Closed Executive Session at 6:23 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Open Meetings Act, 5 ILCS 120/2(c)(1); to consider the selection of a person to fill school board member vacancy pursuant to Section 2(c)(3) of the Open Meetings Act, 5 ILCS 120/2(c)(3); and, pending litigation of the public body pursuant to Section 2(c)(11) of the Open Meetings Act, 5 ILCS 120/2(c)(11).

Upon Roll Call:

Ayes:

Slagiana Aleksikj
Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: None

Motion carried

VIII. Return to Open Session

Olivia Quintero moved seconded by Mario Ramirez to return to open session at 6:46 p.m.

Upon Roll Call:

Ayes: Slagiana Aleksikj
Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: None

Motion carried

IX. Public Comment

None

X. Consent Agenda

Olivia Quintero moved seconded by Sara Andreas to approve the Consent Agenda, as presented.

Upon Roll Call:

Ayes: Slagiana Aleksikj
Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent:

None

Motion carried

- A. Authorize Payment of Monthly Bills for August 2025
 - 1. Board Bills August 2025
 - 2. Activity Funds August 2025
- B. Approval of Minutes
 - 1. Special Minutes of July 7, 2025
 - 2. Confidential Minutes of July 7 2025
 - 3. Regular Minutes of July 22, 2025
- C. Approval of Personnel Report #08.26.25

XI. Board Reports

Board President Torres stated there are policy updates on the agenda for a first reading and to please reach out to the Superintendent should there be any questions on the policies.

XII. Action Items

Approval of Resolution to Adopt Annual Budget for Fiscal Year 2025-26

Mario Ramirez moved seconded by Olivia Quintero to approve the Resolution to Adopt the Annual Budget for Fiscal Year 2025-2026, as presented.

Upon Roll Call:

Ayes:

- Slagiana Aleksikj
- Sara Andreas
- Olivia Quintero
- Mario Ramirez
- Winifred Rodriguez
- Jorge Torres

Nays:

None

Absent:

None

Motion carried

Approval of Superintendent Multi-Year Employment Agreement

Mario Ramirez moved seconded by Sara Andreas to approve the Multi-Year Employment Contract for Superintendent Kristopher Rivera commencing July 1, 2026 and terminating on June 30, 2030 at an annual base salary of \$210,000 for the 2026-2027 contract year. The remaining contract years under this contract shall be with a 3.5% increase over the prior year's salary, which includes a \$6,000 per year allowance, plus benefits, which are contained in the contract.

Upon Roll Call:

Ayes:

Slagiana Aleksikj
Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays:

None

Absent:

None

Motion carried

Approval of Adjustments to School Nurse Compensation for Expanded Roles

Olivia Quintero moved seconded by Sara Andreas to approve a \$9,000 stipend for the George Washington Middle School nurse for a measurable increase in direct student service demands, administrative tasks, and a higher workload and a \$1,375 stipend for all Elementary School Nurses who are shared between two schools on a rotating schedule.

Upon Roll Call:

Ayes:

Slagiana Aleksikj
Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays:

None

Absent:

None

Motion carried

Approval to Amend School Calendar 2025-26

Olivia Quintero moved seconded by Mario Ramirez to amend school calendar 2025-26 by removing the School Improvement Days (SIP) on December 3, 2025, January 7, 2026 and April 8, 2025 and to make those days regular school attendance days.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
-------	---

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

Approval of ProCare Client Services Agreement

Mario Ramirez moved seconded by Olivia Quintero to approve the Client Services Agreement between Lyons School District 103 and ProCare Therapy, d/b/a New Direction Solutions, LLC, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
-------	---

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

Approval of General Release in Exchange for Waiver of Costs

Olivia Quintero moved seconded by Mario Ramirez to approve the General Release in Exchange for Waiver of Costs between Carol Baker and the Board of Education of Lyons Elementary School District 103.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
-------	---

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

Approval of Board Goals for SY2025-26

Olivia Quintero moved seconded by Sara Andreas to approve the Board Goals for School Year 2025-2026, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
-------	---

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

Approval of Student Fees for SY2025-26

Olivia Quintero moved seconded by Winifred Rodriguez to approve the student fees for the 2025-2026 school year, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
-------	---

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

Approval of Resolution of the Board of Education of Lyons School District 103, Cook County, Illinois to Fill Board Vacancy and Oath of Office

Winifred Rodriguez moved seconded by Olivia Quintero to approve the Resolution of the Board of Education of Lyons School District 103, Cook County, Illinois Approving Nancy Miller to Fill the Board Vacancy, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
-------	---

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

Approval of Field Experience and Student Teaching Agreement with the Department of Education of Illinois College, Jacksonville, Illinois

Olivia Quintero moved seconded by Mario Ramirez to approve the Field Experience and Student Teaching Agreement with the Department of Education of Illinois College, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Nancy Miller Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
-------	---

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

Approval of Modification to GWMS Continued School Improvement Plan for SY2024-2026

Olivia Quintero moved seconded by Mario Ramirez to approve the modification to George Washington Middle School Continued School Improvement Plan for School Year 2024-2026, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Nancy Miller Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
-------	---

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

XIII. Adjournment

Olivia Quintero moved seconded by Sara Andreas to adjourn at 7:05 p.m.

Upon Voice Vote there were 7 Ayes, 0 Nays, 0 Absent

Sara Andreas, Secretary

Jorge Torres, President

**LYONS SCHOOL DISTRICT 103 BOARD RESOLUTION NO. 09.23.25
RESOLUTION AUTHORIZING AND APPROVING EMPLOYMENT ACTIONS**

WHEREAS, the Superintendent has submitted to the Board of Education of Lyons School District 103 a list of employment actions; and

WHEREAS, the Board of Education has reviewed the proposed employment actions for the month, as set forth in **Exhibit A** attached hereto,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Lyons School District 103, County of Cook, State of Illinois, as follows:

1. The Board hereby approves the employment actions set forth in **Exhibit A**, as submitted by the Superintendent.
2. The Superintendent is authorized and directed to take all necessary actions to implement the approved employment actions in accordance with applicable laws, board policies, and employment contracts.

ADOPTED this 23rd day of September, 2025, by the following roll call vote:

BOARD MEMBER	AYES	NAYES	ABSENT	ABSTAIN
Jorge Torres, President				
Winifred Rodriguez, Vice President				
Sara Andreas, Secretary				
Slagiana Aleksikj				
Nancy Miller				
Mario Ramirez				
Olivia Quintero				

President, Board of Education

Attest:

Secretary, Board of Education

EXHIBIT A

EMPLOYMENT ACTIONS Lyons School District 103 Board of Education September 23, 2025

APPROVAL OF CERTIFIED STAFF EMPLOYMENT

NAME	SCHOOL	POSITION	START DATE	WAGES
Consuelo Garcia	Costello	Special Education Teacher	08/15/2025	\$59,181.71
Abigail Moore	Home	Speech Language-Pathologist	08/15/2025	\$55,812.90

APPROVAL OF SUPPORT STAFF EMPLOYMENT

NAME	SCHOOL	POSITION	START DATE	WAGES
Martha Lopez	Lincoln	Paraprofessional	08/15/2025	\$17.34
Michelle Alvarez	District	PM Custodian	09/22/2025	\$22.60

APPROVAL OF LEAVE OF ABSENCE

NAME	SCHOOL	POSITION	DATE
Laura Calderon	Washington	Paraprofessional	10/31/2025 - 11/10/2025
Angela Gonzales	Home	Interventionist	08/15/2025 - 05/29/2025)
Kristal Higgins	Washington	Science Teacher	08/15/2025 - 05/29/2026
Rupa Wilson	Home	5th Grade Teacher	08/15/2025 - 05/29/2025
Jennifer Galvan	Washington	Special Education Teacher	03/13/2026 - 05/29/2025 (previously approved on 08/26/25 as 08/13/26 – End of SY25-26)

APPROVAL OF RESIGNATIONS

NAME	SCHOOL	POSITION	DATE
Marija Markovic	Lincoln	Food Service Aide	9/3/2025

APPROVAL OF RETIREMENT

NAME	SCHOOL	POSITION	DATE
Susan Hansen	Robinson	EL Teacher	End of School Year 2025-2026

Dated: September 23, 2025

Approved By:

Sara Andreas, Secretary

Jorge Torres, President

Document Status: Draft Update

BOARD OF EDUCATION

2:80 Board Member Oath and Conduct

Each Board of Education member, before taking his or her seat on the Board, shall take the following oath of office:

I, *(name)*, **do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Lyons Public School District 103, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Lyons Public School District 103;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Lyons Public School District 103; and

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board Secretary will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards (Code)*. [PRESSPlus1](#) A copy of the *Code* shall be displayed in the regular Board meeting room. [Q1](#)

LEGAL REF.:

[105 ILCS 5/10-16.5.](#)

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:50 (Board Member Term of Office), [2:60 \(Board Member Removal from Office\)](#), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational Board of Education Meeting)

Adopted: February 20, 2024

Questions and Answers:

***Required Question 1. The School Code does not specifically address what happens when board members violate their oath of office, nor does it create an opportunity to take legal action for such violations. *Collins v. Bd. of Educ. of North Chicago Comm. Unit Sch. Dist. 187*, 792 F.Supp.2d 992 (N.D.Ill. 2011). **Consult the board attorney for guidance when considering any type of disciplinary action or sanction against a board member.**

Depending on the situation, a board self-evaluation or private one-on-one meetings with a board member may be appropriate to address an issue relating to board member behavior (for a list of IASB workshops, see www.iasb.com/conference-training-and-events/training/workshops/). When a board member's violation of the oath of office also constitutes a willful failure to perform his or her official duties, the board may request the regional superintendent to remove the member from office. See sample policy 2:60, *Board Member Removal from Office*, available at PRESS Online by logging in at www.iasb.com, at footnote 2, for further discussion. A board member whose conduct violates conflict of interest laws may also be subject to criminal liability and removal from office. See sample policy 2:100, *Board Member Conflict of Interest*, and its footnotes, for additional information. In consultation with the board attorney, a board may also consider other actions to address a member's violation of the oath of office, such as publicly censuring a member. *Houston Comm. College System v. Wilson*, 595 U.S. 468 (2022) (holding that a college board of trustees did not violate a trustee's First Amendment rights when it adopted a resolution censuring him for "reprehensible" conduct). Other sanctions may be also warranted, depending on the facts. For example, in *Earnest v. Jasper Cty. Comm. Unit Sch. Dist. No. 1*, 371 F.Supp.3d 459 (S.D.Ill 2019), a court held a board member was not deprived of his liberty interest under the 14th Amendment when the board limited his access to confidential board packet information after it found the board member shared confidential personnel and student information with members of the public.

To encourage appropriate conduct, boards may wish to have their policy express potential consequences for violating the oath of office or the *Code of Conduct for Members of School Boards*. Such boards may add the following sentence to the end of this policy:

"A board member who fails to abide by the oath of office or the *Code* may be subject to action by the Board, including, but not limited to, formal censure and/or referral to the Regional Superintendent for removal from office under Board policy 2:60, *Board Member Removal from Office*."

Has the Board adopted this policy to include the optional sentence shown above?

No. (Default)

Yes. (For districts in suburban Cook County, IASB will replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director.")

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 119, June 2025**

Document Status: Draft Update - Rewritten

Board Member Development

2:120-E1 Exhibit - Guidelines for Serving as a Mentor to a New Board of Education Member

On District letterhead [PRESSPlus1](#)

Date

Dear Board of Education 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 to help the new Board member be comfortable and become an effective member of our governance team. Follow these guidelines to maximize your mentoring effectiveness:

1. 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.
2. Share your knowledge and experiences with the new Board member. Take a personal interest in helping the new Board member succeed.
3. 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.
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.

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

Sincerely,

Board of Education President

PRESSPlus Comments

PRESSPlus 1. Rewritten for PRESS Plus in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. A redlined version showing the changes made is available at PRESS Online by logging in at www.iasb.com. **Issue 119, June 2025**

Document Status: Draft Update

Board Member Development

2:120-E2 Exhibit - Website Listing of Development and Training Completed by Board Members

District website administrator ~~master~~: [PRESSPlus1](#) 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 and 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 or Training Activity and Provider

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](#) ~~Board of Educations~~ 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 in support of quality public education.

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

DATED : October 26, 2021

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. ~~Issue~~ **Issue 119, June 2025**

Document Status: Draft Update

Board Member Compensation; Expenses

2:125-E3 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 Board of Education 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]~~ [PRESSPlus1](#) _____ 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

Adopted: March 26, 2024

PRESSPlus Comments

PRESSPlus 1. The maximum allowable reimbursement for travel, meal, and lodging expenses should be filled in, based upon a district's financial resources and other considerations important to the local district. Enter the amount adopted by the Board, and use the Save Status "Adopted with Additional District Edits." The amount entered will also be added to list item number 2, below.

For more information, see policy 2:125, *Board Member Compensation; Expenses*, and its footnotes, available at PRESS Online by logging in at www.iasb.com. Consult the board attorney about how often the board should adopt or revisit its resolution. **Issue 119, June 2025**

Document Status: Draft Update

BOARD OF EDUCATION

2:130 Board-Superintendent Relationship

The Board of Education 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 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.

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** [PRESSPlus1](#) 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)

Adopted: October 26, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

Board of Education Meeting Procedure

2:220-E7 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.

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:				
<input type="checkbox"/> Access granted				
Date access occurred:		Start time:		
Requesting Board member's name <i>(Please print)</i>				
In the presence of: <i>(Check appropriate box and insert name on line.)</i> PRESSPlus1				
<input type="checkbox"/> Recording Secretary				
<input type="checkbox"/> Superintendent or Designated Administrator				
<input type="checkbox"/> 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:			
<input type="checkbox"/> Access granted			
Date access occurred:		Start time:	End time:
Requesting Board member's name <i>(Please print)</i>			
In the presence of: <i>(Check appropriate box and insert name on line.)</i>			
<input type="checkbox"/> Recording Secretary			
<input type="checkbox"/> Superintendent or Designated Administrator			
<input type="checkbox"/> Elected Board member			
<input type="checkbox"/> Access denied <input type="checkbox"/> 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 _____

DATED : October 26, 2021

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update - Rewritten

Board of Education Meeting Procedure

2:220-E4 Exhibit - Open Meeting Minutes

Meeting Minutes Protocol [PRESSPlus1](#)

1. Meeting minutes are the permanent record of the proceedings during a Board of Education 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 Board members making specific points during discussion. Requests from individual Board members to include their vote or an opinion in the minutes are handled according to Board policy 2:220, *Board of Education 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 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.

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: _____ 114

Members in attendance: members absent:

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

Members in attendance remotely (by audio or video conference):

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 newagenda 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:

Motion to approve the consent agenda made by:_____

Motion seconded

by:_____

“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 exhibit 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: _____

PRESSPlus Comments

PRESSPlus 1. Rewritten for PRESS Plus in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. A redlined version showing the changes made is available at PRESS Online by logging in at www.iasb.com. **Issue 119, June 2025**

Document Status: Draft Update - Rewritten

Board of Education Meeting Procedure

2:220-E9 Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration

Use this exhibit to document the Board's and/or its committee(s)'s (5 ILCS 120/1.02) processes to comply with the requirements of the Open Meetings Act (OMA) when a board and/or its committee(s) must meet during a disaster declaration related to a public health emergency/concern, and the meeting will have no physical presence of a quorum and participation by audio or video. [PRESSPlus1](#)

Note: If a Board committee uses this exhibit, replace Board President, Vice President, and Superintendent with the appropriate committee leaders.

Consult the Board Attorney for guidance.

Documentation of OMA Requirements for Board Members to Participate in a Meeting with No Physical Presence of Quorum

The Governor or the Director of the Ill. Dept. of Public Health has issued a disaster declaration related to a public health emergency because of a disaster as defined in 20 ILCS 3305/4, and all or part of the jurisdiction of the Board is covered by the disaster area. 5 ILCS 120/7(e)(1). **Note:** OMA uses "public health concerns," but the Ill. Emergency Management Agency Act (IEMA) uses "public health emergency;" this exhibit matches the IEMA term because it governs disaster declarations.

Insert Disaster Declaration or Executive Order number [] or attach to this document.

The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President, or if neither the President nor Vice President are present or able to perform this determination, the Superintendent (5 ILCS 120/7(e)(2) and 140/2(e)) signs below that the following three **Steps** were executed by:

Step 1. Determining whether the meeting is a bona fide emergency (5 ILCS 120/7(e)(7)) (*check Yes or No, below*):

Yes; it is an emergency meeting, and I:

- a. Notified the Board members and the public, including any news medium which has filed an annual request for notice of meetings as soon as practicable, but in any event prior to the holding of such meeting pursuant to 5 ILCS 120/2.02(a) and 120/7(e)(7)(A);
- b. Stated the nature of the emergency at the beginning of the meeting; and
- c. Provided the Superintendent or Board Secretary the resources necessary during the meeting to keep a verbatim record of the meeting, **for both open and closed**, and managed it the same way that the Board complies with the verbatim recording requirements for closed meetings (see exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*).

Note: In this situation, a verbatim recording is not limited to closed meetings only.

d. Move to Step 2, below.

No; it is a regular or special meeting, and I:

- a. Ensured that the Board provided 48 hours' notice of the meeting to all Board members, to any news medium on file in the District that have requested notice of meetings pursuant to 5 ILCS 120/2.02(a), and to members of the public by posting it on the District's website. 5 ILCS 120/7(e)(7). **Note:** 5 ILCS 120/7(e) does not have the "if any" exception for school boards that do not have websites. Consult the Board Attorney regarding alternate ways to communicate notice of a meeting when the District does not have a website and a Disaster Declaration or Executive Order has been issued.

Insert meeting date and time, and a link to the meeting notice or attach a copy of the notice to this document.

b. Move to Step 2, below.

Step 2. Determining whether it is practical, prudent, or feasible for any in-person attendance at the regular meeting location (5 ILCS 120/7(e)(2)). (*check Yes or No, below*):

Yes; in-person attendance is practical, prudent, or feasible, and I:

- a. Ensured that at least one Board member, the Board Attorney, or the Superintendent was physically present at the regular meeting location (5 ILCS 120/7(e)(5)), and
- b. Verified that members of the public who were present could hear all discussion and testimony and all votes of the members of the Board. 5 ILCS 120/7(e)(4).
- c. Move to Step 3, below.

No; in-person attendance is not practical, prudent, or feasible, and I:

- a. Made a written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting. 5 ILCS 120/7(e)(1) and (2).
- b. Included the written determination made in letter a., above, on the Board's published notice and agenda for the alternative arrangements for the meeting. 5 ILCS 120/7(e)(7)(A).
- c. Offered the alternative arrangements to the public by offering a telephone number or a web-based link. 5 ILCS 120/7(e)(4).

Insert a link to the meeting notice or attach a copy of the notice or refer to above if already attached to this document (see above).

Include this written determination on the Board/committee's published notice and agenda for the audio or video meeting, and in the meeting minutes.

d. Move to Step 3, below.

Step 3. During the meeting, I:

Directed the Recording Secretary to, in addition to the requirements for open meetings under OMA, also keep verbatim record of the open meeting by recording it and making it open and available to the public under all provisions of OMA. 5 ILCS 120/7(e)(9). *Sample text follows below in the*

subhead Report to the Public Following the Board's Meeting with No Physical Presence of Quorum.

Read my written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting and directed the Recording Secretary to include it in the meeting minutes.

Ensured that any interested member of the public has access to contemporaneously hear all discussion, testimony, and roll call votes. 5 ILCS 120/7(e)(4).

Requested the Recording Secretary to enter into the appropriate minutes of the Board that each Board member participating in the meeting, wherever their physical locations:

1. Announced themselves present (5 ILCS 120/7(e)(3)), and
2. Verified that they could hear one another and all discussion and testimony. Id.

See exhibits 2:220-E3, *Closed Meeting Minutes* and/or 2:220-E4, *Open Meeting Minutes*.

Attach to this document copies or information about where these minutes may be found.

Announced and considered each Board member participating in the meeting present at the meeting for purposes of determining a quorum and participating in all proceedings (5 ILCS 120/7(e)(8)) and directed the Recording Secretary to reflect it in the minutes (best practice for transparency).

Conducted all votes by roll call, so each Board member's vote on each issue could be identified and recorded (5 ILCS 120/7(e)(6)), and ensured that the Recording Secretary entered all votes as **Roll Call Votes** (Use exhibit 2:220-E4, *Open Meeting Minutes*, but ensure all votes are recorded as roll call votes pursuant to the example below):

"Yeas"	"Nays"
--------	--------

Motion: Carried Failed

Executed or directed execution of the subhead below **Report to the Public Following the Board's Meeting with No Physical Presence of Quorum.**

Report to the Public Following the Board's Meeting with No Physical Presence of Quorum

The text below may be used for the actual report.

The Board of Education met on *[insert date]* with no physical presence of quorum to conduct its business.

The verbatim *[circle one]* audio | video recording of this meeting is available to the public under all provisions of OMA and will be destroyed pursuant to 5 ILCS 120/2.06(c) (no less than 18 months after the completion of the meeting recorded but only after: (1) the Board approves the destruction of the particular recording; and (2) the Board approves minutes of the meeting that meet the written minutes requirements of OMA). 5 ILCS 120/7(e)(9).

Insert links to the verbatim recording of meeting here or attach to this document.

Note: Consult the Board Attorney for guidance on the destruction of a verbatim recording of an open meeting without the physical presence of a quorum. While 5 ILCS 120/2.06(c) refers to the process for

destroying closed session verbatim recordings, 5 ILCS 120/7(e)(9), applies that process for destroying closed session verbatim recordings to the destruction of the verbatim open session recordings that are required when a board determines it is necessary for it to meet without the physical presence of a quorum due to a public health emergency.

Completed By: _____

Title: _____

PRESSPlus Comments

PRESSPlus 1. Rewritten for PRESS Plus in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. A redlined version showing the changes made is available at PRESS Online by logging in at www.iasb.com. **Issue 119, June 2025**

Document Status: Draft Update - Rewritten

Board Policy Development

2:240-E1 Exhibit - PRESS Issue Updates

This exhibit is for **PRESS** subscribers. For subscribers to **PRESS Plus**, IASB’s full-maintenance policy update service, the **PRESS Plus** Online User Guide and video tutorials, available at www.iasb.com/policy-services-and-school-law/policy-services/press-plus/, provide further guidance. [PRESSPlus1](#)

Actor	Action
Superintendent	<p>Manages the process for the Board to receive PRESS updates to policies.</p> <p>Requests review of recommended revisions by the Board Attorney, as appropriate.</p> <p>Manages the Board’s compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and full Board include discussion and list action to consider, adopt, implement, or revise Board policies and Board exhibits.</p> <p>Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks.</p> <p>Communicates all policy and administrative procedure revisions or adoptions, as appropriate, to staff members, parents, students, and community members.</p>
Superintendent or Superintendent’s Secretary	<p>Updates the District’s <i>Roster</i> as follows:</p> <ol style="list-style-type: none"> 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 needs access to PRESS Online are listed with their current email addresses. For detailed roster management instructions, see www.iasb.com/IASB/media/Documents/rostermanagementinstructions.pdf.
	<p>Logs in to PRESS Online as follows:</p> <ol style="list-style-type: none"> 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 “Quick Links,” click “PRESS Login.”

<p>Designated support staff</p>	<p>To each member of the Policy Committee, full Board, and/or other interested school official, emails or otherwise distributes the following:</p> <ol style="list-style-type: none"> 1. PRESS Update Memo; 2. PRESS video tutorial link at: www.iasb.com/policy-services-and-school-law/policy-services/press-policy-reference-education-subscription-serv/; 3. Committee worksheets (showing tracked changes in redline); and 4. Current District policy in relevant areas. <p>As appropriate, includes new and revised policies in the Board meeting packets.</p> <p>After a policy is adopted or revised, updates the District’s policy manual master electronic file and adds or updates adoption dates.</p> <p>Archives previous version of revised policy.</p> <p>Follows District process for updating paper and online manuals.</p> <p>Considers distributing the PRESS Update Memo to Building Principals.</p>
<p>Policy Committee (or Full Board)</p>	<p>Considers each PRESS update. Reviews all footnote changes.</p> <p>Decides which changes require Board discussion and which are appropriate as consent agenda items. Policies or policy revisions may be appropriate for a consent agenda when providing for legal compliance; updating legal references; correcting substantive grammar, spelling, or punctuation; or clarifying pre-existing policy language.</p> <p>Presents recommendations regarding PRESS updates to the Board at a regularly scheduled meeting.</p>
<p>Full Board</p>	<p>Conducts a first reading of the policies that are recommended for adoption or revision. Policies may be adopted after a first reading 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.</p> <p>During the next regular meeting, conducts a second reading.</p> <p style="padding-left: 40px;">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.</p> <p>After the second reading, consider and take action to approve the policies at a duly convened open meeting.</p>
<p>Assistant Superintendents, Directors, Building Principals, and supervisory employees</p>	<p>Reads the 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).</p>

Anyone

For further clarification, view the online tutorial for **PRESS**, available at www.iasb.com/policy-services-and-school-law/policy-services/press-policy-reference-education-subscription-serv/.

PRESSPlus Comments

PRESSPlus 1. Rewritten for PRESS Plus in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. A redlined version showing the changes made is available at PRESS Online by logging in at www.iasb.com. **Issue 119, June 2025**

Document Status: Draft Update - Rewritten

Board Policy Development

2:240-E2 Exhibit - Developing Local Policy

Actor PRESSPlus1	Action
Anyone (Superintendent, Board of Education 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 Board of Education.
Superintendent	<p>Confers with the Board Attorney as appropriate.</p> <p>Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and full Board include discussion and list actions to consider, adopt, implement, or revise Board policies and Board exhibits.</p> <p>Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks.</p> <p>Communicates all policy and administrative procedure revisions or adoptions as appropriate to staff members, parents, students, and community members.</p>
Policy Committee (or Full Board)	<p>First, answers these questions to decide whether new policy language is needed:</p> <ol style="list-style-type: none"> 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 covered in an administrative procedure (i.e., staff work)? 3. Is it already covered in Board policy? Checks for policies that cover similar or connected topics. Tools such as search engines, Tables of Contents, cross references, and indexes at PRESS Online can be used to identify relevant policy numbers to check for in the Board's policy manual. <p>Second, uses a 3-step process to draft new policy language:</p> <ol style="list-style-type: none"> 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.

	<p>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.</p> <p>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.</p> <p>The PRESS coding system reserves policy numbers ending in a ‘0’ and ‘5’ for PRESS material. Locally developed Board policies should use policy numbers ending in 2, 4, 6, or 8.</p>
Full Board	<p>Conducts a first reading of the policy that is recommended for adoption or revision. Policies may be adopted after a first reading 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.</p> <p>During the next regular meeting, conducts a second reading.</p> <p>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.</p> <p>After the second reading, consider and take action to approve the policy at a duly convened open meeting.</p>
Designated support staff	<p>After a policy is adopted or revised, updates the District’s policy manual master electronic file and adds or updates adoption dates.</p> <p>Archives previous version of revised policy.</p> <p>Follows District process for updating paper and online manuals.</p>
Assistant Superintendents, Directors, Building Principals, and supervisory employees	<p>Reads 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).</p>

PRESSPlus Comments

PRESSPlus 1. Rewritten for PRESS Plus in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. A redlined version showing the changes made is available at PRESS Online by logging in at www.iasb.com. **Issue 119, June 2025**

Document Status: Draft Update

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, [410 ILCS 130/](#).

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*.

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. [PRESSPlus1](#)

Nondiscrimination Coordinator (Employee-Related)

Stephanie Koenig

Nondiscrimination Coordinator (Student-Related):

Kim West

(708) 783-4100 x 1006

koenig@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Title IX Coordinator (Primary):
Stephanie Koenig (Employee-Related)

(708) 783-4100 x 1006

koenig@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Complaint Manager (Employee-Related)
Stephanie Koenig

(708) 783-4100 x 1006

koenig@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

(708) 783-4100 x 1005

westk@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Title IX Coordinator (Secondary):
Kim West (Student-Related)

(708) 783-4100 x 1005

westk@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Complaint Manager (Student-Related)
Kim West

(708) 783-4100 x 1005

westk@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Nondiscrimination Coordinator:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Title IX Coordinator:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Complaint Managers:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Kim West

4100 Joliet Ave., Lyons, IL 60534

westk@lyons103.org

708-783-4100

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

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may 5:10

include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §218d](#), Fair Labor Standards Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §701](#) *et seq.*, Rehabilitation Act of 1973.

[38 U.S.C. §4301](#) *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

[42 U.S.C. §1981](#) *et seq.*, Civil Rights Act of 1991.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. Part 1601](#).

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act of 2008.

[42 U.S.C. §2000gg](#) *et seq.*, Pregnant Workers Fairness Act; [29 C.F.R. Part 1636](#).

[42 U.S.C. §2000e](#)(k), Pregnancy Discrimination Act.

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

[III. 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/](#), III. Whistleblower Act.

[775 ILCS 5/1-103](#), [5/2-101](#), [5/2-102](#), [5/2-103](#), [5/2-103.1](#), [5/2-104](#)(D) and [5/6-101](#), III. Human Rights Act.

[775 ILCS 35/](#), Religious Freedom Restoration Act.

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

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 75/](#), Job Opportunities for Qualified Applicants Act.

[820 ILCS 112/](#), Ill. Equal Pay Act of 2003.

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

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

Adopted: June 24, 2025

Document Status: Draft Update

BOARD OF EDUCATION

2:260 Uniform Grievance Procedure

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

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

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this

grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parent(s)/guardian(s)); this includes mediation.

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

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

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

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

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

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation¹³². The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement,

(2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

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

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

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

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

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

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

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

Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers

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

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

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

Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator, Title IX Coordinator, and the Complaint Managers. [PRESSPlus1](#)

Nondiscrimination Coordinator (Employee-Related)

Stephanie Koenig
(708) 783-4100 x 1006
koenig@lyons103.org
4100 Joliet Avenue,
Lyons, IL 60534

Title IX Coordinator (Primary):
Stephanie Koenig (Employee-Related)

(708) 783-4100 x 1006
koenig@lyons103.org
4100 Joliet Avenue,
Lyons, IL 60534

Complaint Manager (Employee-Related)
Stephanie Koenig

(708) 783-4100 x 1006
koenig@lyons103.org
4100 Joliet Avenue,
Lyons, IL 60534

Nondiscrimination Coordinator (Student-Related):

Kim West
(708) 783-4100 x 1005
westk@lyons103.org
4100 Joliet Avenue,
Lyons, IL 60534

Title IX Coordinator (Secondary):
Kim West (Student-Related)

(708) 783-4100 x 1005
westk@lyons103.org
4100 Joliet Avenue,
Lyons, IL 60534

Complaint Manager (Student-Related)
Kim West

(708) 783-4100 x 1005
westk@lyons103.org
4100 Joliet Avenue,
Lyons, IL 60534

Nondiscrimination Coordinator: _____ **Title IX Coordinator:**

Stephanie Koenig
4100 Joliet Ave., Lyons, IL 60534
koenigs@lyons103.org
708-783-4100

Stephanie Koenig
4100 Joliet Ave., Lyons, IL 60534
koenigs@lyons103.org
708-783-4100

Complaint Managers:

Stephanie Koenig
4100 Joliet Ave., Lyons, IL 60534
koenigs@lyons103.org

Kim West
4100 Joliet Ave., Lyons, IL 60534
westk@lyons103.org

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1232g](#), Family Education Rights Privacy Act.

[20 U.S.C. §1400](#), The Individuals with Disabilities Education Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973.

[29 U.S.C. §2612](#), Family and Medical Leave Act.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964.

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act.

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[42 U.S.C. §12101](#) *et seq.*, Americans With Disabilities Act; [28 C.F.R. Part 35](#).

[105 ILCS 5/2-3.8](#), [5/3-10](#), [5/10-20](#), [5/10-20.5](#), [5/10-20.7a](#), [5/10-20.60](#), [5/10-20.69](#), [5/10-20.75](#), [5/10-22.5](#), [5/22-19](#), [5/22-95](#) (final citation pending), [5/24-4](#), [5/27-1](#), [5/27-23.7](#), and [45/1-15](#).

[5 ILCS 415/10](#)(a)(2), Government Severance Pay Act.

[5 ILCS 430/70-5](#)(a), State Officials and Employees Ethics Act.

[410 ILCS 513/](#), Ill. Genetic Information Privacy Act.

[740 ILCS 174/](#), Whistleblower Act.

[740 ILCS 175/](#), Ill. False Claims Act.

[775 ILCS 5/](#), Ill. Human Rights Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 112/](#), Equal Pay Act of 2003.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act; [56 Ill.Admin.Code Part 280](#).

[23 Ill.Admin.Code §§1.240](#), [200.40](#), [226.50](#), and [226.570](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10
2:260

(Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Adopted: June 24, 2025

Document Status: Draft Update

BOARD OF EDUCATION

2:265 Title IX Grievance Procedure

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

Title IX Sexual Harassment Prohibited

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

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

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

Definitions from [34 C.F.R. §106.30](#)

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

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

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

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

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

Title IX Sexual Harassment Prevention and Response

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

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

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

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

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator. [PRESSPlus1](#)

<u>Title IX Coordinator (Primary):</u>	<u>Title IX Coordinator (Secondary):</u>
<u>Stephanie Koenig (Employee-Related)</u>	<u>Kim West (Student-Related)</u>

(708) 783-4100 x 1006

(708) 783-4100 x 1005

koenig@lyons103.org

westk@lyons103.org

4100 Joliet Avenue.

4100 Joliet Avenue.

Lyons, IL 60534

Lyons, IL 60534

Title IX Coordinator:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Processing and Reviewing a Report

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

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with [34 C.F.R. §106.45](#) before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.

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

Enforcement

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

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

Retaliation Prohibited

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

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

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

Adopted: June 24, 2025

Document Status: Draft Update

General Personnel

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, [Title IX Coordinator](#), and/or a Complaint Manager.

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, [Title IX Coordinator](#), [PRESSPlus1](#) and Complaint Managers. ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~ [PRESSPlus2](#)

Nondiscrimination Coordinator (Employee-Related)

[Stephanie Koenig](#)

[\(708\) 783-4100 x 1006](#)

koenig@lyons103.org

[4100 Joliet Avenue,](#)

[Lyons, IL 60534](#)

Title IX Coordinator (Primary): Stephanie Koenig (Employee-Related)

[\(708\) 783-4100 x 1006](#)

koenig@lyons103.org

[4100 Joliet Avenue,](#)

[Lyons, IL 60534](#)

Complaint Manager (Employee-Related) Stephanie Koenig

[\(708\) 783-4100 x 1006](#)

koenig@lyons103.org

[4100 Joliet Avenue,](#)

[Lyons, IL 60534](#)

Nondiscrimination ?Coordinator (Student-Related):

[Kim West](#)

[\(708\) 783-4100 x 1005](#)

westk@lyons103.org

[4100 Joliet Avenue,](#)

[Lyons, IL 60534](#)

Title IX Coordinator (Secondary): Kim West (Student-Related)

[\(708\) 783-4100 x 1005](#)

westk@lyons103.org

[4100 Joliet Avenue,](#)

[Lyons, IL 60534](#)

Complaint Manager (Student-Related) Kim West

[\(708\) 783-4100 x 1005](#)

westk@lyons103.org

[4100 Joliet Avenue,](#)

[Lyons, IL 60534](#)

~~Nondiscrimination Coordinator:~~

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Complaint Managers:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Kim West

4100 Joliet Ave., Lyons, IL 60534

westk@lyons103.org

708-783-4100

Investigation Process

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

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

For any report or complaint alleging sexual-based [PRESSPlus3](#) harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the [Nondiscrimination Title IX Coordinator](#) or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

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

For any other alleged workplace harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected

abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and/or the Ill. Human Rights Act ([775 ILCS 5/](#)).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.:

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. §1604.11](#).

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[5 ILCS 430/70-5\(a\)](#), State Officials and Employees Ethics Act.

[775 ILCS 5/2-101\(E\)](#) and (E-1), [5/2-102\(A\)](#), (A-10), (D-5), [5/2-102\(E-5\)](#), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#), Ill. Human Rights Act.

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Vance v. Ball State Univ.](#), 570 U.S. 421 (2013).

[Crawford v. Metro. Gov't of Nashville & Davidson Cnty.](#), 555 U.S. 271 (2009).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Oncale v. Sundowner Offshore Servs.](#), 523 U.S. 75 (1998).

[Burlington Indus. v. Ellerth](#), 524 U.S. 742 (1998).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).

[Porter v. Erie Foods Int, Inc.](#), 576 F.3d 629 (7th Cir. 2009).

[Williams v. Waste Mgmt.](#), 361 F.3d 1021 (7th Cir. 2004).

[Berry v. Delta Airlines](#), 260 F.3d 803 (7th Cir. 2001).

[Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n](#), 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

Adopted: December 17, 2024

Document Status: Draft Update

STUDENTS

7:20 Harassment of Students Prohibited

No person, including a School District employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

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

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. [PRESSPlus1](#)

Nondiscrimination Coordinator (Employee-Related)

Stephanie Koenig

(708) 783-4100 x 1006

Nondiscrimination Coordinator (Student-Related):

Kim West

(708) 783-4100 x 1005

147

koenig@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Title IX Coordinator (Primary):
Stephanie Koenig (Employee-Related)

(708) 783-4100 x 1006

koenig@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Complaint Manager (Employee-Related)
Stephanie Koenig

(708) 783-4100 x 1006

koenig@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

westk@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Title IX Coordinator (Secondary):
Kim West (Student-Related)

(708) 783-4100 x 1005

westk@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Complaint Manager (Student-Related)
Kim West

(708) 783-4100 x 1005

westk@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Nondiscrimination Coordinator: ————— Title IX Coordinator:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Complaint Managers:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Kim West

4100 Joliet Ave., Lyons, IL 60534

westk@lyons103.org

708-783-4100

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

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

Investigation Process

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

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

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681](#) *et seq.*), the Title IX Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

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

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

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

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

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

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[105 ILCS 5/10-20.12](#), [5/10-22.5](#), [5/10-23.13](#), [5/26A](#), [5/27-1](#), and [5/27-23.7](#).

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

[West v. Derby Unified Sch. Dist. No. 260](#), 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

Adopted: June 24, 2025

Document Status: Draft Update

STUDENTS

7:140 Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “*School authorities*” includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There On School Property by Students [PRESSPlus1](#)

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students

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

When feasible, the search should be conducted as follows:

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

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles¹⁵¹ on Social Networking Websites

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

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

LEGAL REF.:

[T.L.O. v. New Jersey, 469 U.S. 325 \(1985\).](#)

[Vernonia Sch. Dist. 47J v. Acton, 515 U.S. 646 \(1995\).](#)

[Safford Unified Sch. Dist. No. 1 v. Redding, 557 U.S. 364 \(2009\).](#)

105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

[Right to Privacy in the School Setting Act, 105 ILCS 75/](#), [Right to Privacy in the School Setting Act.](#)

[Cornfield v. Consolidated High Sch. Dist. No. 230, 991 F.2d 1316 \(7th Cir. 1993\).](#)

[People v. Dilworth, 169 Ill.2d 195 \(1996\), cert. denied, 116 S.Ct. 1692 517 U.S. 1197 \(1996\).](#)

[People v. Pruitt, 278 Ill.App.3d 194 \(1st Dist. 1996\), app. denied, 167 Ill.2d 564 667 N.E. 2d 1064 \(Ill.App.1, 1996\).](#)

[T.L.O. v. New Jersey, 469 U.S. 325 \(1985\).](#)

[Vernonia School Dist. 47J v. Acton, 515 U.S. 646 \(1995\).](#)

[Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 \(2009\).](#)

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

Adopted: March 23, 2021

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

STUDENTS

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from [105 ILCS 5/27-23.7](#)

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is

meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report. [PRESSPlus1](#)

Nondiscrimination Coordinator (Employee-Related)

154 **Nondiscrimination Coordinator (Student-Related):**

Stephanie Koenig

(708) 783-4100 x 1006

koenig@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Title IX Coordinator (Primary):

Stephanie Koenig (Employee-Related)

(708) 783-4100 x 1006

koenig@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Complaint Manager (Employee-Related)

Stephanie Koenig

(708) 783-4100 x 1006

koenig@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Kim West

(708) 783-4100 x 1005

westk@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Title IX Coordinator (Secondary):

Kim West (Student-Related)

(708) 783-4100 x 1005

westk@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Complaint Manager (Student-Related)

Kim West

(708) 783-4100 x 1005

westk@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Nondiscrimination Coordinator:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Title IX Coordinator:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Complaint Managers:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Kim West

4100 Joliet Ave., Lyons, IL 60534

westk@lyons103.org

708-783-4100

- Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the

availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to

this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of Board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
 - d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on

school property, at school sponsored activities, and in vehicles used for school-provided transportation.

- i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- j. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6\(b-20\)](#), [5/24-24](#), and [5/27-23.7](#).

[405 ILCS 49/](#), Children's Mental Health Act.

[775 ILCS 5/1-103](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§1.240](#), [1.280](#), and [1.295](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

Adopted: June 24, 2025

Document Status: Draft Update

STUDENTS

7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence ([Article 26A Students](#)) to succeed in school are important District goals and required by [105 ILCS 5/26A \(Article 26A\)](#).

The Superintendent or designee shall develop and implement a program for supporting [Article 26A Students](#) that:

1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year.
2. Ensures at least one staff member in each school building is designated as a resource person for [Article 26A Students \(Article 26A Resource Person\)](#) and receives training in accordance with [105 ILCS 5/26A-35](#).
3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated [Article 26A Resource Person](#).
4. Ensures any employees whose duties include the resolution of [Article 26A](#) complaints receive training in accordance with [105 ILCS 5/26A-25\(b\)\(1\)](#).
5. Requires verification of a student's claim of [Article 26A](#) status relating to domestic or sexual violence in accordance with [105 ILCS 5/26A-45](#).
6. Provides [Article 26A Students](#) with in-school support services, information about non-school-based support services, and the ability to make up work missed due to circumstances related to the student's [Article 26A](#) status in accordance with [105 ILCS 5/26A-40](#).
7. Ensures the prompt and equitable resolution of all [Article 26A](#) complaints through a complaint resolution procedure that fully complies with [105 ILCS 5/26A-25](#).
8. Ensures that all information concerning an [Article 26A Student's](#) status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its employees or agents pursuant to [105 ILCS 5/26A](#) is retained in a confidential temporary file in accordance with [105 ILCS 10/2\(f\)](#).

Confidentiality procedures will:

- a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act ([105 ILCS 10/](#)), the federal Family Educational Rights and Privacy Act ([20 U.S.C. §1232g](#)), or other applicable State or federal laws; or (2) requested or consented to, in writing, by the [Article 26A Student](#) or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and
 - b. Comply with the requirements of [105 ILCS 5/26A-30](#).
9. Ensures that in the event an [Article 26A Student](#) or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with [105 ILCS 5/26A-](#)

[20\(c\)](#).

10. Complies with State and federal law and aligns with Board policies.

Requesting Support Services

An [Article 26A](#) Student and/or their parent/guardian may request support services under this policy by contacting the building-level [Article 26A](#) Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

Filing a Complaint

An [Article 26A](#) Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. [PRESSPlus1](#)

Nondiscrimination Coordinator (Employee-Related)

[Stephanie Koenig](#)

[\(708\) 783-4100 x 1006](#)

koenig@lyons103.org

[4100 Joliet Avenue,](#)

[Lyons, IL 60534](#)

Title IX Coordinator (Primary):

Stephanie Koenig (Employee-Related)

[\(708\) 783-4100 x 1006](#)

koenig@lyons103.org

[4100 Joliet Avenue,](#)

[Lyons, IL 60534](#)

Complaint Manager (Employee-Related)

[Stephanie Koenig](#)

[\(708\) 783-4100 x 1006](#)

koenig@lyons103.org

[4100 Joliet Avenue,](#)

[Lyons, IL 60534](#)

Nondiscrimination Coordinator (Student-Related):

[Kim West](#)

[\(708\) 783-4100 x 1005](#)

westk@lyons103.org

[4100 Joliet Avenue,](#)

[Lyons, IL 60534](#)

Title IX Coordinator (Secondary):

Kim West (Student-Related)

[\(708\) 783-4100 x 1005](#)

westk@lyons103.org

[4100 Joliet Avenue,](#)

[Lyons, IL 60534](#)

Complaint Manager (Student-Related)

[Kim West](#)

[\(708\) 783-4100 x 1005](#)

westk@lyons103.org

[4100 Joliet Avenue,](#)

[Lyons, IL 60534](#)

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Complaint Managers:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Kim West

4100 Joliet Ave., Lyons, IL 60534

westk@lyons103.org

708-783-4100

Complaint Resolution Procedure

When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

Enforcement

Any District employee who is determined, at the conclusion of the complaint resolution procedure, to have violated [Article 26A](#) will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the complaint resolution procedure, to have violated [Article 26A](#) will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc.

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

Policy Review

At least once every two years, pursuant to [105 ILCS 5/26A-20](#) and Board policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy and to any other policies that may act as a barrier to their immediate enrollment and re-enrollment, attendance, graduation, and success in school of any student who is a parent, expectant parent, or victim of domestic or sexual violence. The Superintendent or designee shall assist the Board with its review and any updates.

Retaliation Prohibited

Retaliation against an [Article 26A](#) Student or their parent/guardian for exercising or attempting to exercise their rights under [Article 26A](#) is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension or

expulsion, with regard to students.

LEGAL REF.:

[105 ILCS 5/26A](#).

[105 ILCS 10/](#), III. School Student Records Act.

[405 ILCS 5/](#), Mental Health and Developmental Disabilities Code.

[405 ILCS 49/](#), Children's Mental Health Act.

[740 ILCS 110/](#), Mental Health and Developmental Disabilities Confidentiality Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:250 (Student Support Services), 7:340 (Student Records)

Adopted: June 24, 2025

Document Status: Draft Update

STUDENTS

7:300 Extracurricular Athletics

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

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The **Pre-Participation Physical Examination Form**, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

105 ILCS 5/10-20.30, ~~5/10-20.54~~, [PRESSPlus1](#) 5/22-80, and 25/2.

[23 Ill.Admin.Code §1.530\(b\)](#).

CROSS REF.: 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

Adopted: March 23, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

COMMUNITY RELATIONS

8:80 Gifts to the District

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral when the gift involves the incorporation of any messages. [PRESSPlus1](#) The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments; implemented by [34 C.F.R. Part 106.](#)

[105 ILCS 5/16-1.](#)

[23 Ill.Admin.Code §200.40.](#)

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

Adopted: August 25, 2020

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, [410 ILCS 130/](#).

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*.

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. [PRESSPlus1](#)

Nondiscrimination Coordinator (Employee-Related)

Stephanie Koenig

Nondiscrimination Coordinator (Student-Related):

Kim West

167

(708) 783-4100 x 1006

koenig@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Title IX Coordinator (Primary):
Stephanie Koenig (Employee-Related)

(708) 783-4100 x 1006

koenig@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Complaint Manager (Employee-Related)
Stephanie Koenig

(708) 783-4100 x 1006

koenig@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

(708) 783-4100 x 1005

westk@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Title IX Coordinator (Secondary):
Kim West (Student-Related)

(708) 783-4100 x 1005

westk@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Complaint Manager (Student-Related)
Kim West

(708) 783-4100 x 1005

westk@lyons103.org

4100 Joliet Avenue,

Lyons, IL 60534

Nondiscrimination Coordinator:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Title IX Coordinator:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Complaint Managers:

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

koenigs@lyons103.org

708-783-4100

Kim West

4100 Joliet Ave., Lyons, IL 60534

westk@lyons103.org

708-783-4100

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

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may
5:10

include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §218d](#), Fair Labor Standards Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §701](#) *et seq.*, Rehabilitation Act of 1973.

[38 U.S.C. §4301](#) *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

[42 U.S.C. §1981](#) *et seq.*, Civil Rights Act of 1991.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. Part 1601](#).

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act of 2008.

[42 U.S.C. §2000gg](#) *et seq.*, Pregnant Workers Fairness Act; [29 C.F.R. Part 1636](#).

[42 U.S.C. §2000e](#)(k), Pregnancy Discrimination Act.

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

[III. 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/](#), III. Whistleblower Act.

[775 ILCS 5/1-103](#), [5/2-101](#), [5/2-102](#), [5/2-103](#), [5/2-103.1](#), [5/2-104](#)(D) and [5/6-101](#), III. Human Rights Act.

[775 ILCS 35/](#), Religious Freedom Restoration Act.

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

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 75/](#), Job Opportunities for Qualified Applicants Act.

[820 ILCS 112/](#), Ill. Equal Pay Act of 2003.

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

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

Adopted: June 24, 2025

Document Status: Review and Monitoring

SCHOOL DISTRICT ORGANIZATION

1:10 School District Legal Status

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. [PRESSPlus1](#)

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.

The Board of Education 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 Board of Education; Indemnification)

Adopted: October 26, 2021

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

SCHOOL DISTRICT ORGANIZATION

1:20 District Organization, Operations, and Cooperative Agreements

The District is organized and operates as an Elementary District serving the educational needs of children in grades Pre-K through 8 and others as required by the School Code. [PRESSPlus1](#)

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. 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 Board of Education concerning these programs and agreements.

LEGAL REF.:

[Ill. Constitution, Art. VII](#), Sec. 10.

[5 ILCS 220/](#), Intergovernmental Cooperation Act.

Adopted: October 26, 2021

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

SCHOOL DISTRICT ORGANIZATION

1:30 School District Philosophy

The District believes that the educational program should provide students with the opportunity to develop to their fullest capacity in the areas of mental, physical, and emotional needs. [PRESSPlus1](#)

The goals of a well-rounded education are:

1. Attain, commensurate with ability, optimum proficiency in social studies, science, and math;
2. Attain, commensurate with ability, optimum proficiency in language arts, including reading, listening, speaking, and writing skills;
3. Develop an ethical sense which will help manifest tolerance, kindness, and justice to others;
4. Develop an appreciation for their role in the family and civic groups;
5. Develop skills for effective participation in the domestic process;
6. Develop knowledge and understanding of the natural environment;
7. Develop economic competence as a consumer
8. Develop saleable skills, vocational awareness, and be exposed to the world of work;
9. Explore and develop an appreciation of the arts;
10. Develop wise use of leisure time;
11. Develop zeal for continuous learning and self-improvement; and
12. Develop skills which result in the effective use of technology as a resource to support learning.

The District will strive to provide the citizens of this community with the most complete educational program possible. Every effort will be made to:

1. Make the best use of the physical plant that was provided by the taxpayers;
2. Secure in the judgment of the Board of Education the best personnel available;
3. Advise and inform the lay public of school activities and to seek their advice;
4. Provide the highest moral, ethical, and professional leadership;
5. Inform the employees of any actions of the Board of Education pertinent to their particular interests; and
6. Inform students of the dangers of drug abuse and gangs and the alternatives to violence as a resolution to conflict.

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

Adopted: October 26, 2021

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

BOARD OF EDUCATION

2:10 School District Governance

The District is governed by a Board of Education consisting of seven members. 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. [PRESSPlus1](#)

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, a quorum must be physically present at the meeting.

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

LEGAL REF.:

[5 ILCS 120/](#), 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 Board of Education; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure)

Adopted: October 26, 2021

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

BOARD OF EDUCATION

2:240 Board Policy Development

The Board of Education 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. [PRESSPlus1](#)

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.

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. Further Board consideration may 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.

The Board policies are available for public inspection in the District's main office during regular office hours. 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.

Words Importing Gender

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. 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)

Adopted: October 26, 2021

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

GENERAL SCHOOL ADMINISTRATION

3:30 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. [PRESSPlus1](#)

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)

Adopted: October 26, 2021

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

OPERATIONAL SERVICES

4:50 Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board. [PRESSPlus1](#)

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.:

[105 ILCS 5/8-16](#), [5/10-7](#), and [5/10-20.19](#).

[23 Ill.Admin.Code §100.70](#).

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

Adopted: August 25, 2020

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Document Status: Review and Monitoring

OPERATIONAL SERVICES

4:90 Student Activity and Fiduciary Funds

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds. [PRESSPlus1](#)

Student Activity Funds

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Ill. State Board of Education (ISBE) rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in ISBE rules for school activity funds, except that the treasurer is not authorized to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

Fiduciary Funds

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.:

[105 ILCS 5/8-2](#) and [5/10-20.19](#).

[23 Ill.Admin.Code §§100.20, 100.80](#), and [100.85](#).

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

Adopted: March 23, 2021

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the

review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

OPERATIONAL SERVICES

4:180 Pandemic Preparedness; Management; and Recovery

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic. [PRESSPlus1](#)

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably.

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

Emergency School Closing

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or appropriate Intermediate Service Center.

During an emergency school closing, the Board President and the Superintendent may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic.

Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video

A disaster declaration related to a public health emergency may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency

directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to [20 ILCS 3305/7](#), and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan (Plan) that:

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic;
2. Implements the requirements of [105 ILCS 5/10-30](#); and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-20.5](#), [5/10-20.56](#), and [5/10-30](#).

[5 ILCS 120/2.01](#) and [120/7](#)(e), Open Meetings Act.

[20 ILCS 2305/2](#)(b), Ill. Dept. of Public Health Act (Part 1).

[20 ILCS 3305/](#), Ill. Emergency Management Agency Act.

[115 ILCS 5/](#), Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

Adopted: August 25, 2020

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary

- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

Workplace Harassment Prohibited

5:20-E Exhibit - Resolution to Prohibit Sexual Harassment

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; [PRESSPlus1](#)

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act ([5 ILCS 430/1-5](#)) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act ([5 ILCS 430/5-65](#)) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act ([5 ILCS 430/70-5](#)) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of Education of Lyons School District 103, Cook County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this 25th day of August, 2020.

Attested by: _____ 185 Board President

Attested by: _____ Board Secretary

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

Educational Support Personnel

5:270 Employment At-Will, Compensation, and Assignment

Employment At-Will [PRESSPlus1](#)

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.:

[105 ILCS 5/10-22.34](#) and [5/10-23.5](#).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

Adopted: November 22, 2022

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

STUDENTS

7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance [PRESSPlus1](#)

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have

academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board of Education policy 7:30, *Student Assignment and Intra-District Transfer*, as well as administrative procedures implementing this policy.

LEGAL REF.:

[105 ILCS 5/10-20.24](#) and [5/14-6.01](#).

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 7:30 (Student Assignment and Intra-District Transfer), 7:300 (Extracurricular Athletics)

Adopted: August 25, 2020

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

STUDENTS

7:90 Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian. [PRESSPlus1](#)

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

CROSS REF.: 4:170 (Safety)

ADOPTED: December 15, 2014

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

STUDENTS

7:130 Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the [U.S.](#) and [Illinois Constitutions](#) and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures. [PRESSPlus1](#)

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.:

[20 U.S.C. §7904.](#)

[105 ILCS 20/5.](#)

[Tinker v. Des Moines Independent School District](#), 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior)

Adopted: August 25, 2020

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Document Status: Review and Monitoring

STUDENTS

7:325 Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are: [PRESSPlus1](#)

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property, e.g., tiles or bricks, or placement upon school property, e.g., posters or placards, must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.:

[105 ILCS 5/10-20.19\(3\)](#).

[23 Ill.Admin.Code Part 305](#), School Food Service.

193

CROSS REF.: 4:90 (Student Activity and Fiduciary Funds), 4:120 (Food Services), 8:80 (Gifts to the

District), 8:90 (Parent Organizations and Booster Clubs)

Adopted: August 25, 2020

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

COMMUNITY RELATIONS

8:110 Public Suggestions and Concerns

Please refer to the applicable collective bargaining agreement(s). [PRESSPlus1](#)

LEGAL REF.:

[115 ILCS 5/14](#)(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

Adopted: November 22, 2022

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

JOB TITLE: Custodian
REPORTS TO: Building & Grounds Director
SUPERVISES: N/A
DEPARTMENT: Building & Grounds

JOB STATUS: Part-Time (20 hours/week)
FLSA STATUS: Non-Exempt
PAY RATE: \$22.60/hour
BENEFITS: Ineligible

I. JOB FUNCTION

The Custodian will clean and maintain the school facilities assigned to them.

This position coordinates with the Buildings & Grounds Director, School Administrators, and Teachers, along with other school support staff, students, parents, and the community.

II. TERM

This position is considered a part-time 12-month position. The normal work requirements for all custodians are based on a four (4) consecutive-hour day, without breaks, five (5) days a week, Monday through Friday.

When school is in session, the regular work day begins at 3:00 p.m. and commences at 7:00 p.m. When school is not in session, the regular workday starts at 6:30 a.m. and concludes at 10:30 a.m. These hours may be changed after due notice is given in order to bring about a more efficient operation.

III. DUTIES AND RESPONSIBILITIES

This list is not all inclusive and is only intended to illustrate the various responsibilities and duties performed.

- A. Performs general cleaning and janitorial duties in the common areas of the building.
- B. Performs minor repairs and maintenance such as replacing light fixtures or unclogging pipes.
- C. Assists in cleaning and sanitizing restrooms and cafeteria.
- D. Performs limited grounds maintenance such as mowing and trimming lawns and hedges and cleaning snow from sidewalks.
- E. Ensures heating and cooling systems are operational.
- F. Maintains a neat and orderly janitors room; ensures cleaning and maintenance supplies are stocked.
- G. Washes windows.
- H. Assists in examining school for safety hazards; reports deficiencies to Director, Principal, and/or School Resource Officer.
- I. Assist with training employees and resolving problems.
- J. Required to carry and respond to cellphone and/or hand-held, portable, two-way radio transceiver during assigned shift.
- K. Provide set up, tear down, and cleaning after activities; move and set up furniture and equipment as requested.
- L. Perform custodial duties daily such as cleaning, sweeping, mopping, vacuuming, dusting, polishing and trash removal of classrooms, offices, cafeterias, computer

- labs, break rooms, bathrooms, locker rooms, hallways, entryways, gymnasiums, and other areas of a facility including exterior grounds.
- M. Interact daily with and assist students, staff, visitors, and groups during and after regular school hours to ensure needs are met regarding building use. Provide set up, tear down, and cleaning after activities.
 - N. Receive, document, and coordinate building permits.
 - O. Respond to requests, last-minute needs, unscheduled events, changes, etc. regarding building use.
 - P. Collaborate daily with Director and Principal to resolve issues, schedule work, plan projects, inspect the building and coordinate building activity needs.
 - Q. Monitor and inspect building facility daily for safety and cleanliness. Maintain and make minor repairs to facility and troubleshoot and report areas requiring maintenance to supervisor. Notify building supervisor of hazardous or harmful situations.
 - R. Secure facility daily by locking doors, windows, and setting alarms. Monitor building security throughout shift.
 - S. Report supply and equipment needs to Director. Perform daily preventative maintenance of site custodial equipment.
 - T. Ensure proper use, identification, mixture, and application of chemicals daily.
 - U. Remove snow and ice from sidewalks as needed to ensure safe egress to and from the building.
 - V. Comply with energy conservation procedures daily.
 - W. Perform special cleaning and assist with renovation projects. Operate large cleaning equipment and assist with floor maintenance and restoration as needed.
 - X. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.
 - Y. Attends work as scheduled and arrives in a timely manner.
 - Z. Performs other related duties as assigned.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

- A. Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- B. Detail-oriented and thorough.
- C. Oral and written communication skills.
- D. Ability to manage multiple tasks with frequent interruptions.
- E. Ability to work with and be a part of a team.
- F. Ability to work independently.
- G. Ability to operate a computerized security system.
- H. Ability to maintain honesty and integrity in all aspects of the job.
- I. Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- J. Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

- K. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
- L. Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- M. Ability to keep the school clean and orderly.
- N. Ability to interact with staff, students, parents, and visitors at school while remaining professional, polite, and courteous.
- O. Operating knowledge of all major custodial equipment.

V. EDUCATION AND EXPERIENCE

High school diploma or equivalent required. At least one year of custodial experience preferred. Customer service experience preferred.

VI. PHYSICAL REQUIREMENTS

Able to navigate all areas of the school quickly including indoor and outdoor areas. Prolonged periods standing and walking throughout school and classroom. Must be able to lift up to 50 pounds at a time. Must be able to lift, bend, stoop, climb, kneel, sit, stand, crawl, push, and pull. If requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

Educational Consulting Services Agreement

This Agreement is made and entered into on this 1st day of July, 2025, by and between:

Consultant: Ruth Poage

Client (District/Organization): Lyons

1. Scope of Services

- Psychologist Meetings: GLT DBPS, IPS, Data Analysis (18-20 hours)
- Social Worker Meetings: Tier 2/3, Trauma, SEL, Bullying, Cyberbullying, Mental Health (13.5-20 hours)
- Co-Teaching Support: Lesson planning and co-teaching structures (24 hours)
- Resource Staff Support: Inclusion, modifications, specially designed instruction (10-15 hours)
- District Leadership Team (DLT): Tier 1 fidelity and data-based problem solving (4-8 hours)
- Instructional Coaches: Coaching cycles (4-10 hours)
- GW Instruction: Curriculum mapping and common assessments (20-30 hours)
- BLT Support with School Improvement as needed- 2 hours per building

Total anticipated hours: 137

Note: Hours may adjust as needed by mutual agreement.

2. Compensation

Virtual Services: \$150 per hour

In-Person Services: \$200 per hour

Estimated Cost: Up to \$30,000, depending on service format (virtual or in-person).

3. Billing & Payment

Consultant will provide a monthly invoice and service spreadsheet to Lyons.

Payment is due within 30 days of the invoice date.

4. Term

This agreement shall be effective from July 1, 2025, through the completion of services, unless extended or terminated by mutual written agreement.

5. Termination

Either party may terminate this agreement with 30 days' written notice. Services rendered up to the termination date will be invoiced and paid in full.

6. Agreement

By signing below, both parties agree to the terms outlined in this contract.

Consultant Signature: _____ Date: 9-3-25

Superintendent/Authorized Rep. Signature: _____ Date: _____

**BOARD OF EDUCATION LYONS ELEMENTARY SCHOOL
DISTRICT 103, COOK COUNTY, ILLINOIS**

**RESOLUTION AUTHORIZING AND APPROVING
RESIGNATION AGREEMENT AND RELEASE**

WHEREAS, the Board of Education of Lyons Elementary School District 103, Cook County, Illinois (“Board”), has reviewed the Resignation Agreement and Release (“Agreement”), attached hereto as **Exhibit A** and incorporated herein, entered into by and between the Board, William Leahy (“Employee”), and the Lyons Teacher’s Union (“Union”);

WHEREAS, the Agreement, **Exhibit A**, sets forth the terms and conditions for the voluntary resignation of Employee and resolves all matters between the Parties; and

WHEREAS, the Board finds that the Agreement is in the best interests of the District and desires to approve and authorize the execution of the Agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Lyons Elementary School District 103, Cook County, Illinois, as follows:

Section 1. Approval of Agreement. The Board hereby approves the Resignation Agreement and Release, **Exhibit A**, entered into by and between the Board, William Leahy, and the Lyons Teacher’s Union.

Section 2. Authorization to Execute. The Board President and Secretary are hereby authorized and directed to execute the Agreement, **Exhibit A**, on behalf of the Board.

Section 3. Implementation. The Superintendent and other appropriate District officials are authorized and directed to take all steps necessary or appropriate to implement the terms of the Agreement.

Section 4. Effective Date. This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED this 23rd day of September, 2025, by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

**BOARD OF EDUCATION OF
LYONS SCHOOL DISTRICT 103, COOK
COUNTY, ILLINOIS**

By: _____
Jorge Torres, President

Attest: _____
Sara Andreas, Secretary

Date: _____

**RESOLUTION APPROVING INTERIM EMPLOYMENT AND SUBSEQUENT
REINSTATEMENT OF TEACHER**

WHEREAS, the Illinois State Board of Education (“ISBE”) and Nicole Aiello (“Employee”) entered into an agreed disciplinary sanction resulting in the suspension of any and all educator license for ninety (90) days, from October 4, 2025, through January 4, 2026; and

WHEREAS, the disciplinary sanction arose solely from Employee’s resignation from employment in another school district without providing the 30-day notice required by law, and did not involve any allegation of misconduct or performance deficiencies; and

WHEREAS, the Board of Education of Lyons School District 103 (“Board of Education”) has determined it is in the best interests of the District to accept Employee’s resignation from her teaching position effective October 3, 2025; and

WHEREAS, the Board of Education desires to continue Employee’s employment in another non-licensed capacity during the period of her license suspension; and

WHEREAS, the Board of Education further intends to reemploy Employee as a teacher in Lyons School District 103, effective January 5, 2026, upon reinstatement of her Professional Educator License; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Lyons School District 103, Cook County, Illinois, as follows:

Section 1. The resignation of Nicolle Aiello from her position as a teacher is hereby accepted, effective October 3, 2025.

Section 2. Nicole Aiello is hereby employed as a Night Custodian in Lyons School District 103, effective October 4, 2025, pursuant to the terms and conditions of the Custodian Maintenance Collective Bargaining Agreement.

Section 3. Nicolle Aiello shall be reemployed as a teacher in Lyons School District 103, effective January 5, 2026, contingent upon the reinstatement of her Professional Educator License by ISBE.

Section 4. The terms of this Resolution shall be further reflected in a written Agreement between the Board of Education and Nicole Aiello, attached hereto as **Exhibit A** and incorporated herein by reference.

This Resolution shall be in full force and effect immediately upon its adoption.

Adopted this 23rd day of September, 2025, by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

SIGNED:

Jorge Torres, President

Attest: _____
Sara Andreas, Secretary

Date: _____

Board of Education Lyons School District 103

A RESOLUTION AUTHORIZING AND APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF LYONS AND LYONS SCHOOL DISTRICT NO. 103 FOR THE 2025 ALLEY PAVING PROJECT NO. 25262

WHEREAS, the Illinois Constitution, Article VII, Section 10, and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., authorize units of local government to enter into intergovernmental agreements to exercise, combine, or transfer any power or function not prohibited by law; and

WHEREAS, the Village of Lyons, Illinois (the "Village"), has determined the need to undertake the 2025 Alley Paving Project No. 25262 (the "Project"), which includes improvements to the alley adjoining and partially located upon real property owned by Lyons School District No. 103, Cook County, Illinois (the "District"), and used for Costello School; and

WHEREAS, the Village has solicited competitive bids for the Project and awarded the contract to the lowest responsible bidder, Nardulli Construction Co., Inc., in an amount not to exceed Five Hundred Three Thousand Eight Hundred Ninety-Six Dollars (\$503,896), pursuant to Village Resolution 08-19-25R1; and

WHEREAS, a portion of the Project work will be performed upon District property, and the District has agreed to reimburse the Village for its allocable share of costs in connection with such work; and

WHEREAS, the Village and the District desire to enter into an Intergovernmental Agreement (the "Agreement") to establish the terms and conditions of their cooperation, cost sharing, and responsibilities regarding the Project; and

WHEREAS, the Board of Education of Lyons School District No. 103 has reviewed the terms of the Agreement and finds that it is in the best interests of the District to approve and execute the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Lyons School District No. 103, Cook County, Illinois, as follows:

Section 1: Recitals. The foregoing recitals are incorporated into and made a part of this Resolution by this reference.

Section 2: Authorization. The Board of Education hereby authorizes and approves the Intergovernmental Agreement between the Village of Lyons and Lyons School District No. 103 for the 2025 Alley Paving Project No. 25262, in substantially the form attached hereto as Exhibit A.

Section 3: Execution. The Board President and Board Secretary are hereby authorized and directed to execute the Agreement on behalf of the District, and to take all other actions necessary to carry out the terms and purposes of the Agreement.

Section 4: Effective Date. This Resolution shall be in full force and effect immediately upon its passage and approval.

Section 5: Severability. If any provision of this Resolution or the Agreement is found to be invalid or unenforceable, such provision shall be deemed severable, and the remaining provisions shall remain in full force and effect.

ADOPTED this 23rd day of September, 2025, by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

**BOARD OF EDUCATION OF
LYONS SCHOOL DISTRICT 103, COOK
COUNTY, ILLINOIS**

By: _____
George Torres, President

Attest: _____
Sara Andreas, Secretary

Date: _____