

Spring Valley CCSD #99 School Board Meeting

Wednesday, December 21, 2022 7:00 PM

John F. Kennedy School, Kennedy Center, 999 N Strong Ave, Spring Valley,
Illinois 61362

1. **Truth in Taxation Hearing**
2. **Call to Order & Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Regular Meeting Agenda**
5. **Intoduction/Recognition of Special Guests**
6. **Public Comment, Correspondence, and Announcements**
7. **Consent Agenda**
 - 7.A. Approval of Regular Meeting Minutes from Previous Meeting
 - 7.B. Approval of the Financial Reports
 - 7.C. Approval of the Treasurer's Report
 - 7.D. Approval of District Bills
8. **Reports, Updates & Informational Items**
 - 8.A. Cash Flow & Budget Watch
 - 8.B. 3rd & 4th Restrooms
 - 8.C. Assistant Principal's Report
 - 8.D. Principal's Report
 - 8.E. Superintendent's Report
9. **Action Items**
 - 9.A. **Presentation and Approval of the 2022 Tax Levy for FY24**
 - 9.B. Approve the a Resolution Abating all of the Tax Hereto Levied for the Year 2022 to Pay the Principal of and Interest on \$4,500,000 General Obligation School Bonds, Series 2018, of Spring

Valley C.C.S.D. #99 \$179,278 Using Evidence Based
Funding for the 2020 -2021 Tax Levy for FY24

9.C. Review & Continue to Keep Closed Session Notes
Confidential

9.D. Adopt District Goals

9.E. Approve October Board Policy Updates

9.F. **Approve the FY24 Calendar**

10. **Executive Session**

11. **Action Items Following
Closed Session**

12. **Adjournment**

Spring Valley CCSD #99
Account #27540002561
November 30, 2022

<u>Category</u>	<u>Cost Basis</u>	<u>Market Value</u>	<u>%</u>	<u>Estimated Annual Income</u>	<u>Current Yield</u>
Cash & Cash Equivalents	\$529,583	\$529,583	12.32%	\$12,498	2.36%
Certificates of Deposit	\$480,000	\$472,398	10.99%	\$10,563	2.24%
T-Bills	\$987,695	\$992,024	23.09%	\$34,934	3.52%
Commercial Paper	\$0	\$0	0.00%	\$0	0.00%
Pass-Thru Securities	\$0	\$0	0.00%	\$0	0.00%
Taxable Municipal Bonds	\$1,213,414	\$1,181,934	27.51%	\$22,572	1.91%
U.S. Government Obligations	<u>\$1,129,391</u>	<u>\$1,120,946</u>	<u>26.09%</u>	<u>\$6,123</u>	<u>0.55%</u>
TOTAL ASSETS	<u>\$4,340,083</u>	<u>\$4,296,884</u>	<u>100.00%</u>	<u>\$86,690</u>	<u>2.02%</u>

<u>Sales/Maturities/Calls</u>	<u>Coupon</u>	<u>Maturity</u>	<u>Par</u>
Fox Lake, IL	4.00%	11/01/22	\$100,000
US Treasury Bill	0.00%	11/01/22	\$250,000

<u>Purchases</u>	<u>Coupon</u>	<u>Maturity</u>	<u>Par</u>
US Treasury Bill	0.00%	02/14/23	\$400,000

Assets Held 11/30/22

Spring Valley CCSD #99
 Account #27540002561
 Cash Basis Earnings Worksheet
 November 30, 2022

Fiscal Year Ending: 6/30/23
 Fiscal Year Beginning: 7/01/22

MONTHLY INCOME

Nov-22	Prepaid Interest (Accrued)	\$0.00
	CD Interest	\$0.00
	UST/Agencies/Municipals	\$4,150.00
	T-Bills/Commercial Paper	\$1,978.43
	11/1/22 Money Market	<u>\$519.75</u>
	November Monthly Total	\$6,648.18
	Previous Fiscal YTD Interest	\$9,002.92
	Total Fiscal YTD Interest	<u>\$15,651.10</u>

MONTHLY ACCOUNT CHARACTERISTICS

Yield on Portfolio:	2.02%
Duration (excluding cash):	0.22

MONTHLY CASH BASIS EARNINGS

Nov-22	November Interest	\$6,648.18
	Realized Gain/Loss	-\$1,418.00
	Fees	<u>-\$591.42</u>
	Monthly Cash Basis Earnings	<u>\$4,638.76</u>

**FISCAL YEAR-TO-DATE
 CASH BASIS EARNINGS**

DIVIDENDS/INTEREST	\$15,651.10
REALIZED GAIN/LOSS	-\$2,863.91
FEES	<u>-\$2,424.51</u>
YTD CASH BASIS EARNINGS	<u>\$10,362.68</u>

**PRIOR YEAR FISCAL YEAR-TO-DATE
 CASH BASIS EARNINGS**

DIVIDENDS/INTEREST	\$2,364.97
REALIZED GAIN/LOSS	-\$495.00
FEES	<u>-\$2,154.42</u>
YTD CASH BASIS EARNINGS	<u>-\$284.45</u>

Spring Valley District 99 Revenue Report

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Education Fund 10							
Source of Revenue	1000	General Levy					
Account Number	Description		Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance Revenue	% of Budget
General Levy							
10-111000-1	Local Taxes - Education		886,475.00	0.00	875,130.69	11,344.31	98.72
10-113000-1	Local Taxes - Tech Lease		38,210.00	0.00	37,605.87	604.13	98.42
10-114000-1	Local Taxes - Spec Ed		15,284.00	0.00	15,042.03	241.97	98.42
10-151000-1	Interest on Investments		5,000.00	7,549.57	4,371.55	628.45	87.43
10-161100-1	Breakfast & Lunch		3,000.00	4,386.62	18,526.37	(15,526.37)	617.55
10-161400-1	Milk - Students		2,500.00	53.00	1,725.51	774.49	69.02
10-171100-1	Extracurricular Admissions		9,500.00	296.00	3,597.00	5,903.00	37.86
10-172000-1	Extracurricular/Organization Fees		8,500.00	840.00	6,500.00	2,000.00	76.47
10-172100-1	Technology Fees		17,000.00	240.00	13,840.00	3,160.00	81.41
10-179000-1	Yearbooks/Cap & Gown		6,500.00	20.00	3,830.00	2,670.00	58.92
10-181100-1	Registration Fees		26,000.00	50.00	22,889.22	3,110.78	88.04
10-199900-1	Other Revenue		60,000.00	3,864.10	6,781.81	53,218.19	11.30
10-199901-1	E-Rate Reimbursement		3,700.00	0.00	0.00	3,700.00	0.00
10-199904-1	Student Locks		250.00	0.00	131.00	119.00	52.40
10-199906-1	Band Rental Fees		1,500.00	230.00	595.00	905.00	39.67
1000	General Levy		1,083,419.00	17,529.29	1,010,566.05	72,852.95	93.28
							* Source of Revenue
Revenue From State Sources							
10-300100-1	Evidence Based Funding		3,906,458.00	368,768.00	1,325,072.00	2,581,386.00	33.92
10-310000-1	Spec Ed Private Facility		50,000.00	0.00	9,859.72	40,140.28	19.72
10-312000-1	Spec Ed Orphanage		0.00	0.00	289.61	(289.61)	0.00
10-336000-1	State Lunch Reimbursement		8,000.00	0.00	79.07	7,920.93	0.99
10-370500-16	ECE Grant		149,221.00	0.00	72,783.00	76,438.00	48.78
3000	Revenue From State Sources		4,113,679.00	368,768.00	1,408,083.40	2,705,595.60	34.23
							* Source of Revenue
Revenue From Federal Sources							
10-410700-24	Rural Achievement Program		27,721.00	0.00	5,878.88	21,842.12	21.21
10-421000-1	Federal Lunch Reimbursement		315,000.00	51,241.24	64,592.88	250,407.12	20.51
10-422000-1	Federal Breakfast Reimbursement		50,000.00	11,219.58	14,426.23	35,573.77	28.85
10-422500-1	Summer Food Service Program		1,000.00	0.00	0.00	1,000.00	0.00
10-430000-26	Title I Grant		160,042.00	0.00	15,703.00	144,339.00	9.81
10-440000-25	Title IV SSAE Grant		3,216.00	0.00	9,993.00	(6,777.00)	310.73
10-460000-1	Pre School Flow Through		7,050.00	0.00	1,763.00	5,287.00	25.01
10-462000-1	IDEA Flow Through		149,100.00	0.00	37,275.00	111,825.00	25.00
10-493200-20	Title II Grant		22,246.00	0.00	2,392.00	19,854.00	10.75
10-499100-1	Medicaid Admin Outreach		40,000.00	0.00	2,955.85	37,044.15	7.39
10-499200-1	Medicaid Fee for Service		11,000.00	0.00	9,038.90	1,961.10	82.17
10-499800-1	Other Federal Revenue		0.00	0.00	9,224.00	(9,224.00)	0.00
10-499800-30	Digital Equity		0.00	0.00	0.00	0.00	0.00
10-499800-58	ESSER		463,795.00	0.00	59,689.00	404,106.00	12.87

Spring Valley District 99 Revenue Report

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Education Fund 10									
Source of Revenue		4000	Revenue From Federal Sources						
Account Number	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance Revenue	% of Budget			
4000	Revenue From Federal Sources	1,250,170.00	62,460.82	232,931.74	1,017,238.26	18.63	*	Source of Revenue	
10	Education Fund	6,447,268.00	448,758.11	2,651,581.19	3,795,686.81	41.13		Fund	

Spring Valley District 99 Revenue Report

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Oper, Build, & Maint Fund 20						
Source of Revenue		General Levy				
Account Number	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance Revenue	% of Budget
General Levy						
20-111100-1	Local Taxes - Building	286,576.00	0.00	282,042.77	4,533.23	98.42
20-123000-1	Corporate Personal Prop Replace Tax	240,000.00	0.00	104,840.68	135,159.32	43.68
20-151000-1	Interest on Investments	1,000.00	2,177.26	1,571.70	(571.70)	157.17
20-196000-1	TIF Funds	25,000.00	0.00	0.00	25,000.00	0.00
20-199900-1	Other Revenue	30,000.00	400.00	1,694.00	28,306.00	5.65
1000	General Levy	582,576.00	2,577.26	390,149.15	192,426.85	66.97
Revenue From Federal Sources						
20-440000-25	Title IV SSAE - Building	8,209.00	0.00	0.00	8,209.00	0.00
20-499800-58	ESSER	30,000.00	0.00	0.00	30,000.00	0.00
4000	Revenue From Federal Sources	38,209.00	0.00	0.00	38,209.00	0.00
20	Oper, Build, & Maint Fund	620,785.00	2,577.26	390,149.15	230,635.85	62.85

Spring Valley District 99 Revenue Report

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Debt Service Fund or Fund Group 30									
Source of Revenue	1000	General Levy							
Account Number	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance Revenue	% of Budget			
General Levy									
30-111200-1	Local Taxes - Debt Service	540,009.00	0.00	531,467.09	8,541.91	98.42			
30-151000-1	Interest on Investments	500.00	1,892.25	1,422.71	(922.71)	284.54			
1000	General Levy	540,509.00	1,892.25	532,889.80	7,619.20	98.59	*	Source of Revenue	
30	Debt Service Fund or Fund Group	<u>540,509.00</u>	<u>1,892.25</u>	<u>532,889.80</u>	<u>7,619.20</u>	<u>98.59</u>		Fund	

Spring Valley District 99 Revenue Report

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Transportation Fund 40							
Source of Revenue	1000	General Levy					
Account Number	Description		Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance Revenue	% of Budget
General Levy							
40-111300-1	Local Taxes - Transportation		91,704.00	0.00	92,307.77	(603.77)	100.66
40-141100-1	Student Bus Fees		10,000.00	405.00	9,044.08	955.92	90.44
40-151000-1	Interest on Investments		250.00	317.03	277.54	(27.54)	111.02
1000	General Levy		101,954.00	722.03	101,629.39	324.61	99.68
							* Source of Revenue
Revenue From State Sources							
40-350000-1	Regular State Reimbursement		15,000.00	0.00	31.12	14,968.88	0.21
40-300100-1	Evidence Based Funding		150,000.00	0.00	150,000.00	0.00	100.00
40-351000-1	Spec Ed State Reimbursement		80,000.00	0.00	24,243.48	55,756.52	30.30
40-370500-16	ECE Grant		41,570.00	0.00	0.00	41,570.00	0.00
3000	Revenue From State Sources		286,570.00	0.00	174,274.60	112,295.40	60.81
							* Source of Revenue
40	Transportation Fund		388,524.00	722.03	275,903.99	112,620.01	71.01
							Fund

Spring Valley District 99 Revenue Report

Printed: 12/5/2022 1:22 PM
Spring Valley CCSD 99

I.M.R.F./Soc. Sec. Fund 50						
Source of Revenue		1000	General Levy			
Account Number	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance Revenue	% of Budget
General Levy						
50-111400-1	Local Taxes - IMRF	99,002.00	0.00	97,436.44	1,565.56	98.42
50-115000-1	Local Taxes - Soc Sec/Med	107,256.00	0.00	105,559.99	1,696.01	98.42
50-151000-1	Interest on Investments	500.00	707.12	479.46	20.54	95.89
1000	General Levy	206,758.00	707.12	203,475.89	3,282.11	98.41
Revenue From State Sources						
50-370500-16	ECE Grant	7,735.00	0.00	0.00	7,735.00	0.00
3000	Revenue From State Sources	7,735.00	0.00	0.00	7,735.00	0.00
Revenue From Federal Sources						
50-430000-26	Title I Grant	1,684.00	0.00	0.00	1,684.00	0.00
50-493200-20	Title II Grant	171.00	0.00	0.00	171.00	0.00
50-499800-58	ESSER	3,253.00	0.00	0.00	3,253.00	0.00
4000	Revenue From Federal Sources	5,108.00	0.00	0.00	5,108.00	0.00
50	I.M.R.F./Soc. Sec. Fund	219,601.00	707.12	203,475.89	16,125.11	92.66

Spring Valley District 99 Revenue Report

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Spring Valley CCSD 99

Capital Projects Fund or Fund Group 60						
Source of Revenue 4000		Revenue From Federal Sources				
Account Number	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance Revenue	% of Budget
Revenue From Federal Sources						
60-499800-58	ESSER	915,469.00	0.00	0.00	915,469.00	0.00
4000	Revenue From Federal Sources	915,469.00	0.00	0.00	915,469.00	0.00 * Source of Revenue
60	Capital Projects Fund or Fund Group	915,469.00	0.00	0.00	915,469.00	0.00 Fund

Spring Valley District 99 Revenue Report

Printed: 12/5/2022 1:22 PM
Spring Valley CCSD 99

Working Cash Fund 70						
Source of Revenue		1000	General Levy			
Account Number	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance Revenue	% of Budget
General Levy						
70-111500-1	Local Taxes - Working Cash	38,210.00	0.00	37,605.87	604.13	98.42
70-151000-1	Interest on Investments	750.00	1,676.58	1,014.57	(264.57)	135.28
1000	General Levy	38,960.00	1,676.58	38,620.44	339.56	99.13
						* Source of Revenue
70	Working Cash Fund	38,960.00	1,676.58	38,620.44	339.56	99.13
						Fund

Spring Valley District 99 Revenue Report

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Spring Valley CCSD 99

Tort Immunity and Judgment Fund 80						
Source of Revenue		1000	General Levy			
Account Number	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance Revenue	% of Budget
General Levy						
80-112000-1	Taxes - Tort Insurance	210,377.00	0.00	207,049.68	3,327.32	98.42
80-151000-1	Interest on Investments	250.00	516.75	311.99	(61.99)	124.80
1000	General Levy	<u>210,627.00</u>	<u>516.75</u>	<u>207,361.67</u>	<u>3,265.33</u>	<u>98.45</u> *
80	Tort Immunity and Judgment Fund	<u>210,627.00</u>	<u>516.75</u>	<u>207,361.67</u>	<u>3,265.33</u>	<u>98.45</u> Fund

Spring Valley District 99 Revenue Report

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Spring Valley CCSD 99

Capital Improvement Fund 90						
Source of Revenue		General Levy				
Account Number	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance Revenue	% of Budget
General Levy						
90-111800-1	Local Taxes - Fire Prevention/Safety	38,210.00	0.00	37,605.87	604.13	98.42
90-151000-1	Interest on Investments	500.00	716.73	446.15	53.85	89.23
1000	General Levy	38,710.00	716.73	38,052.02	657.98	98.30
90	Capital Improvement Fund	38,710.00	716.73	38,052.02	657.98	98.30
	Report Total:	9,420,453.00	457,566.83	4,338,034.15	5,082,418.85	46.05

* Source of Revenue
Fund

Spring Valley District 99 Expenditure Repo

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Spring Valley CCSD 99

Education Fund 10						
Fund	10	Education Fund				
Function	1110	Regular Programs				
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget

Education Fund

Regular Programs

10-1110-1100-1	Regular Salaries	1,736,582.00	136,872.31	730,396.25	1,006,185.75	45.99
10-1110-1100-12	Insurance Stipend Salaries	46,200.00	0.00	2,200.00	44,000.00	123.81
10-1110-1100-20	Title II Teacher Salary	11,775.00	0.00	0.00	11,775.00	0.00
10-1110-1100-58	ESSER Salaries	219,548.00	15,423.62	89,835.13	129,712.87	44.43
10-1110-1500-1	Home Hospital Tutoring Salary	0.00	0.00	0.00	0.00	0.00
10-1110-1700-1	Sick Days - Teachers	0.00	0.00	0.00	0.00	0.00
10-1110-2100-1	Regular TRS	168,703.00	13,009.95	81,026.34	87,676.66	55.62
10-1110-2100-12	Insurance Stipend TRS	2,176.00	0.00	0.00	2,176.00	119.99
10-1110-2100-20	Title II TRS	1,165.00	0.00	555.16	609.84	47.65
10-1110-2100-58	ESSER TRS	22,867.00	1,525.42	8,849.21	14,017.79	44.89
10-1110-2101-20	Title II Federal TRS	1,357.00	0.00	635.96	721.04	46.87
10-1110-2101-58	ESSER Federal TRS	26,652.00	1,777.94	10,277.51	16,374.49	41.90
10-1110-2110-1	Regular NEC	10,886.00	838.39	4,532.33	6,353.67	49.21
10-1110-2110-12	Insurance Stipend NEC	140.00	0.00	0.00	140.00	120.17
10-1110-2110-20	Title II NEC	75.00	0.00	35.76	39.24	47.68
10-1110-2110-58	ESSER NEC	1,474.00	98.30	570.25	903.75	44.88
10-1110-2120-1	Regular ETHIS/THIS	29,438.00	2,269.50	12,268.80	17,169.20	49.26
10-1110-2120-12	Insurance Stipend EHTIS/THIS	380.00	0.00	0.00	380.00	119.87
10-1110-2120-20	Title II ETHIS/THIS	203.00	0.00	96.84	106.16	47.70
10-1110-2120-58	ESSER ETHIS/THIS	3,989.00	266.10	1,543.59	2,445.41	44.89
10-1110-2200-1	Regular Vision Insurance	2,816.00	239.03	1,139.55	1,676.45	44.83
10-1110-2200-20	Title II Vision Insurance	79.00	0.00	13.20	65.80	16.71
10-1110-2200-58	ESSER Vision Insurance	343.00	23.10	115.50	227.50	37.04
10-1110-2201-1	Retiree Insurance	20,000.00	3,435.78	8,444.16	11,555.84	42.22
10-1110-2210-1	Regular Life Insurance	2,267.00	194.29	932.39	1,334.61	45.42
10-1110-2210-20	Title II Life Insurance	62.00	0.00	10.40	51.60	16.77
10-1110-2210-58	ESSER Life Insurance	291.00	26.00	110.06	180.94	42.29
10-1110-2220-1	Regular Health Insurance	254,286.00	21,359.99	101,917.75	152,368.25	44.40
10-1110-2220-20	Title II Health Insurance	7,045.00	0.00	1,175.12	5,869.88	16.68
10-1110-2220-58	ESSER Health Insurance	30,936.00	2,085.76	10,383.80	20,552.20	36.94
10-1110-2230-1	Regular Dental Insurance	19,824.00	1,688.16	7,721.82	12,102.18	43.33
10-1110-2230-20	Title II Dental Insurance	482.00	0.00	80.36	401.64	16.67
10-1110-2230-58	ESSER Dental Insurance	2,403.00	167.62	792.38	1,610.62	36.46
10-1110-2300-1	Tuition Reimbursement	20,000.00	1,281.65	12,661.40	7,338.60	63.31
10-1110-3100-25	Title IV SSAE Purchased Service	342.00	0.00	0.00	342.00	0.00
10-1110-3100-58	ESSER Purchased Service	104,253.00	417.12	20,737.48	83,515.52	19.89
10-1110-3200-1	Regular Purchased Service	5,000.00	0.00	12,651.86	(7,651.86)	253.04
10-1110-3400-1	Postage	5,000.00	44.35	279.94	4,720.06	5.60

Spring Valley District 99 Expenditure Repo

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Education Fund 10								
Fund	10	Education Fund						
Function	1110	Regular Programs						
Account Number	Description		Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	
10-1110-4100-1	Regular Supplies		32,000.00	3,193.43	26,247.50	5,752.50	82.02	
10-1110-4100-30	Digital Equity Supplies		0.00	0.00	1,098.95	(1,098.95)	0.00	
10-1110-4100-24	Rural Achievement Supplies		27,721.00	100.15	5,008.03	22,712.97	18.07	
10-1110-4100-58	ESSER Supplies		30,739.00	905.08	60,034.40	(29,295.40)	195.30	
10-1110-4101-1	Supplies - Middle		4,500.00	0.00	114.40	4,385.60	2.54	
10-1110-4102-1	Supplies - Primary		4,000.00	0.00	316.89	3,683.11	7.92	
10-1110-4200-1	Textbooks		75,000.00	0.00	0.00	75,000.00	0.00	
10-1110-4300-1	Other Supplies - Teachers		15,000.00	823.13	3,823.13	11,176.87	25.49	
10-1110-4300-25	Title IV SSAE Supplies		2,874.00	0.00	2,529.89	344.11	88.03	
10-1110-4400-1	Art Supplies		600.00	34.99	223.13	376.87	37.19	
10-1110-4500-1	Vocal Music Supplies		400.00	0.00	0.00	400.00	0.00	
10-1110-4600-1	Band Supplies		1,500.00	547.06	866.85	633.15	57.79	
10-1110-4700-1	PE Supplies		2,000.00	38.97	38.97	1,961.03	1.95	
10-1110-5100-1	Regular Capital Outlay		0.00	0.00	0.00	0.00	0.00	
10-1110-5100-58	ESSER Capital Outlay		10,000.00	0.00	5,959.70	4,040.30	59.60	
1110	Regular Programs		2,965,373.00	208,687.19	1,228,252.14	1,737,120.86	47.02	** Function
Function 1111								
10-1111-1200-1	Substitute Salary		75,000.00	4,894.64	14,339.74	60,660.26	21.32	
10-1111-2110-1	Substitute NEC		500.00	15.29	44.61	455.39	10.07	
10-1111-2120-1	Substitute ETHIS		600.00	17.69	51.58	548.42	9.70	
1111	Function 1111		76,100.00	4,927.62	14,435.93	61,664.07	21.15	** Function
Pre-K Programs								
10-1125-1100-16	ECE Salaries		104,060.00	8,506.88	46,080.84	57,979.16	48.37	
10-1125-1200-16	ECE Substitutes		1,500.00	451.14	849.13	650.87	66.56	
10-1125-2100-16	ECE TRS		6,545.00	503.48	2,736.70	3,808.30	50.65	
10-1125-2110-16	ECE NEC		422.00	32.76	177.30	244.70	50.84	
10-1125-2120-16	ECE ETHIS/THIS		1,142.00	88.19	478.48	663.52	50.73	
10-1125-2200-16	ECE Vision Insurance		195.00	16.28	81.40	113.60	45.92	
10-1125-2210-16	ECE Life Insurance		187.00	15.89	77.85	109.15	45.80	
10-1125-2220-16	ECE Health Insurance		17,653.00	1,476.26	7,319.68	10,333.32	45.65	
10-1125-2230-16	ECE Dental Insurance		1,529.00	130.42	616.52	912.48	44.59	
10-1125-3100-16	ECE Purchased Service		987.00	0.00	597.00	390.00	60.49	
10-1125-4100-16	ECE Supplies		518.00	0.00	122.98	395.02	23.74	
1125	Pre-K Programs		134,738.00	11,221.30	59,137.88	75,600.12	48.30	** Function
Infant/Toddler (I/T)								
10-1215-1100-1	Life Skills Salaries		162,166.00	12,530.66	70,729.69	91,436.31	47.48	
10-1215-2100-1	Life Skills TRS		7,809.00	690.24	3,191.79	4,617.21	48.08	
10-1215-2110-1	Life Skills NEC		503.00	44.48	205.69	297.31	48.10	
10-1215-2120-1	Life Skills ETHIS/THIS		1,362.00	120.42	556.80	805.20	48.09	

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Education Fund 10							
Fund	10	Education Fund					
Function	1215	Infant/Toddler (I/T)					
Account Number	Description		Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget
10-1215-2200-1		Life Skills Vision Insurance	119.00	19.80	46.20	72.80	47.14
10-1215-2210-1		Life Skills Life Insurance	312.00	26.00	125.79	186.21	44.48
10-1215-2220-1		Life Skills Health Insurance	11,591.00	1,788.12	4,944.76	6,646.24	50.37
10-1215-2230-1		Life Skills Dental Insurance	832.00	132.60	305.38	526.62	44.67
10-1215-4100-1		Life Skills Supplies	1,500.00	0.00	372.14	1,127.86	24.81
1215	Infant/Toddler (I/T)		186,194.00	15,352.32	80,478.24	105,715.76	47.49
							** Function
<u>Cross-Categorical (Cc)</u>							
10-1220-1100-1		CC Primary Salaries	91,694.00	9,443.55	43,624.08	48,069.92	52.73
10-1220-2100-1		CC Primary TRS	8,244.00	634.14	2,749.97	5,494.03	39.84
10-1220-2110-1		CC Primary NEC	485.00	40.86	177.21	307.79	43.64
10-1220-2120-1		CC Primary ETHIS/THIS	1,312.00	110.60	479.62	832.38	43.66
10-1220-2200-1		CC Primary Vision Insurance	66.00	6.60	19.80	46.20	35.00
10-1220-220-1		CC Primary Salaries (31B)	0.00	0.00	0.00	0.00	0.00
10-1220-2210-1		CC Primary Life Insurance	177.00	20.80	93.60	83.40	58.76
10-1220-2220-1		CC Primary Health Insurance	5,952.00	596.04	1,779.64	4,172.36	34.91
10-1220-2230-1		CC Primary Dental Insurance	438.00	44.20	128.58	309.42	34.40
10-1220-4100-1		CC Primary Supplies	1,000.00	0.00	79.99	920.01	8.00
1220	Cross-Categorical (Cc)		109,368.00	10,896.79	49,132.49	60,235.51	52.16
							** Function
<u>Function 1221</u>							
10-1221-1100-1		CC Middle Salaries	142,914.00	11,670.64	67,056.60	75,857.40	50.89
10-1221-2100-1		CC Middle TRS	10,025.00	771.17	4,191.71	5,833.29	50.00
10-1221-2110-1		CC Middle NEC	646.00	49.70	270.15	375.85	50.01
10-1221-2120-1		CC Middle ETHIS/THIS	1,749.00	134.54	731.25	1,017.75	50.00
10-1221-2200-1		CC Middle Vision Insurance	218.00	19.80	79.20	138.80	40.63
10-1221-2210-1		CC Middle Life Insurance	250.00	20.80	114.40	135.60	49.76
10-1221-2220-1		CC Middle Health Insurance	19,618.00	1,788.12	7,101.60	12,516.40	40.51
10-1221-2230-1		CC Middle Dental Insurance	1,434.00	132.60	506.28	927.72	39.68
10-1221-4100-1		CC Middle Supplies	600.00	0.00	0.00	600.00	0.00
1221	Function 1221		177,454.00	14,587.37	80,051.19	97,402.81	49.41
							** Function
<u>Function 1222</u>							
10-1222-1100-1		CC JH Salaries	170,901.00	13,456.50	68,472.40	102,428.60	44.00
10-1222-2100-1		CC JH TRS	11,450.00	880.74	4,787.35	6,662.65	49.46
10-1222-2110-1		CC JH NEC	738.00	56.76	308.50	429.50	49.45
10-1222-2120-1		CC JH ETHIS/THIS	1,997.00	153.62	835.07	1,161.93	49.46
10-1222-2200-1		CC JH Vision Insurance	218.00	19.80	79.20	138.80	41.11
10-1222-2210-1		CC JH Life Insurance	250.00	20.80	93.33	156.67	41.65
10-1222-2220-1		CC JH Health Insurance	19,618.00	1,788.12	7,101.60	12,516.40	41.00
10-1222-2230-1		CC JH Dental Insurance	1,434.00	132.60	506.28	927.72	40.17

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Education Fund 10						
Fund	10	Education Fund				
Function	1222	Function 1222				
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget
1222	Function 1222	206,606.00	16,508.94	82,183.73	124,422.27	44.06 ** Function
Special Education Programs Pre-K						
10-1225-1100-1	Pre School Salary	40,314.00	3,133.84	16,809.70	23,504.30	45.58
10-1225-2100-1	Pre School TRS	1,864.00	143.40	779.46	1,084.54	51.50
10-1225-2110-1	Pre School NEC	120.00	9.24	50.22	69.78	51.54
10-1225-2120-1	Pre School ETHIS/THIS	325.00	25.02	135.97	189.03	51.53
10-1225-2200-1	Pre School Vision Insurance	69.00	6.60	23.10	45.90	38.26
10-1225-2210-1	Pre School Life Insurance	94.00	7.80	38.58	55.42	45.19
10-1225-2220-1	Pre School Health Insurance	6,376.00	596.04	2,203.58	4,172.42	39.23
10-1225-2230-1	Pre School Dental Insurance	458.00	44.20	148.64	309.36	37.28
1225	Special Education Programs Pre-K	49,620.00	3,966.14	20,189.25	29,430.75	44.96 ** Function
Remedial and Supplemental Programs K-12						
10-1250-1100-26	Title I Salary	111,194.00	8,596.00	46,724.12	64,469.88	45.89
10-1250-2100-26	Title I TRS	11,052.00	850.16	4,621.08	6,430.92	45.66
10-1250-2101-26	Title I Federal TRS	12,882.00	990.92	5,353.26	7,528.74	45.40
10-1250-2110-26	Title I NEC	712.00	54.79	297.87	414.13	45.68
10-1250-2120-26	Title I ETHIS/THIS	1,928.00	148.28	806.02	1,121.98	45.65
10-1250-2210-26	Title I Life Insurance	125.00	10.30	51.90	73.10	45.68
10-1250-3100-26	Title I Purchased Service	14,649.00	0.00	7,124.00	7,525.00	48.63
10-1250-4100-26	Title I Supplies	200.00	0.00	0.00	200.00	0.00
10-1250-5100-26	Title I Capital Outlay	0.00	0.00	0.00	0.00	0.00
1250	Remedial and Supplemental Programs K-12	152,742.00	10,650.45	64,978.25	87,763.75	46.03 ** Function
Interscholastic Programs						
10-1500-1100-1	Extracurricular Salaries	61,000.00	412.69	5,086.83	55,913.17	33.85
10-1500-2100-1	Extracurricular TRS	4,800.00	0.00	0.00	4,800.00	31.99
10-1500-2110-1	Extracurricular NEC	350.00	0.00	0.00	350.00	28.28
10-1500-2120-1	Extracurricular ETHIS/THIS	1,200.00	0.00	0.00	1,200.00	22.32
10-1500-3100-1	Extracurricular Purchased Service	10,000.00	0.00	2,360.00	7,640.00	23.60
10-1500-3300-1	Extracurricular Travel	2,000.00	0.00	0.00	2,000.00	0.00
10-1500-4100-1	Extracurricular Supplies	5,000.00	1,344.41	1,985.44	3,014.56	39.71
10-1500-6100-1	Extracurricular Fees	2,500.00	0.00	1,155.00	1,345.00	46.20
1500	Interscholastic Programs	86,850.00	1,757.10	10,587.27	76,262.73	32.30 ** Function
Bilingual Programs						
10-1800-1100-38	Bi-Lingual Salaries	113,893.00	6,855.24	35,901.14	77,991.86	35.18
10-1800-2100-38	Bi-Lingual TRS	8,931.00	425.08	2,310.54	6,620.46	30.69
10-1800-2110-38	Bi-Lingual NEC	4,324.00	29.31	150.85	4,173.15	4.26
10-1800-2120-38	Bi-Lingual ETHIS/THIS	1,437.00	76.35	405.22	1,031.78	33.88
10-1800-2200-38	Bi-Lingual Vision Insurance	88.00	6.60	41.88	46.12	51.34

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Education Fund 10							
Fund	10	Education Fund					
Function	1800	Bilingual Programs					
Account Number	Description		Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget
10-1800-2210-38	Bi-Lingual Life Insurance		177.00	10.40	52.00	125.00	32.32
10-1800-2220-38	Bi-Lingual Health Insurance		7,926.00	596.04	3,753.66	4,172.34	51.12
10-1800-2230-38	Bi-Lingual Dental Insurance		580.00	44.20	270.56	309.44	50.46
10-1800-4100-38	Bi-Lingual Supplies		500.00	0.00	0.00	500.00	0.00
1800 Bilingual Programs			137,856.00	8,043.22	42,885.85	94,970.15	34.77 ** Function
<u>Attn/Social Worker Services</u>							
10-2110-4100-1	ESSER Social Worker Supplies		0.00	0.00	9.99	(9.99)	0.00
2110 Attn/Social Worker Services			0.00	0.00	9.99	(9.99)	0.00 ** Function
<u>Guidance Services</u>							
10-2120-1100-1	Guidance Salary		85,610.00	5,646.46	43,261.65	42,348.35	53.83
10-2120-2100-1	Guidance TRS		7,260.00	558.44	4,278.62	2,981.38	65.78
10-2120-2110-1	Guidance NEC		468.00	35.98	275.69	192.31	65.75
10-2120-2120-1	Guidance ETHIS/THIS		1,266.00	97.42	746.41	519.59	65.80
10-2120-2200-1	Guidance Vision Insurance		132.00	9.90	62.70	69.30	51.25
10-2120-2210-1	Guidance Life Insurance		73.00	5.20	36.40	36.60	53.42
10-2120-2220-1	Guidance Health Insurance		11,905.00	893.68	5,649.40	6,255.60	51.21
10-2120-2230-1	Guidance Dental Insurance		1,009.00	79.22	454.86	554.14	49.01
10-2120-4100-58	ESSER Guidance Supplies		0.00	0.00	1,141.07	(1,141.07)	0.00
2120 Guidance Services			107,723.00	7,326.30	55,906.80	51,816.20	55.55 ** Function
<u>Health Services</u>							
10-2130-1100-1	Nurse Salary		0.00	2,628.92	9,506.86	(9,506.86)	0.00
10-2130-2200-1	Nurse Vision Insurance		13.00	0.00	13.20	(0.20)	101.54
10-2130-2210-1	Nurse Life Insurance		73.00	5.20	36.40	36.60	53.42
10-2130-2220-1	Nurse Health Insurance		1,175.00	0.00	1,175.12	(0.12)	100.01
10-2130-2230-1	Nurse Dental Insurance		80.00	0.00	80.36	(0.36)	100.45
10-2130-3100-1	Nurse Purchased Service		500.00	0.00	400.00	100.00	80.00
10-2130-4100-1	Nurse Supplies		800.00	504.58	700.94	99.06	87.62
10-2130-5100-1	Nurse Capital Outlay		0.00	0.00	0.00	0.00	0.00
10-2130-5100-58	ESSER Grant Capital Outlay		900.00	0.00	0.00	900.00	0.00
2130 Health Services			3,541.00	3,138.70	11,912.88	(8,371.88)	373.62 ** Function
<u>Speech Pathology/Audio Services</u>							
10-2150-1100-1	Speech Salary		121,746.00	9,411.70	51,767.69	69,978.31	46.39
10-2150-2100-1	Speech TRS		12,101.00	930.82	5,059.55	7,041.45	47.46
10-2150-2110-1	Speech NEC		780.00	59.98	326.01	453.99	47.44
10-2150-2120-1	Speech ETHIS/THIS		2,111.00	162.36	882.54	1,228.46	47.45
10-2150-2200-1	Speech Vision Insurance		46.00	6.60	38.92	7.08	91.78
10-2150-2210-1	Speech Life Insurance		125.00	10.40	52.00	73.00	45.76
10-2150-2220-1	Speech Health Insurance		7,393.00	596.04	3,487.36	3,905.64	51.20

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Education Fund 10							
Fund	10	Education Fund					
Function	2150	Speech Pathology/Audio Services					
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	
10-2150-2230-1	Speech Dental Insurance	539.00	44.20	250.02	288.98	50.49	
10-2150-3100-1	Speech Purchased Service	0.00	0.00	83.18	(83.18)	0.00	
10-2150-3300-1	Speech Travel	0.00	0.00	0.00	0.00	0.00	
10-2150-4100-1	Speech Supplies	0.00	57.20	57.20	(57.20)	0.00	
10-2150-4100-58	ESSER Grant Speech Supplies	0.00	0.00	1,420.00	(1,420.00)	0.00	
10-2150-6100-1	Speech Dues & Fees	500.00	0.00	0.00	500.00	0.00	
2150 Speech Pathology/Audio Services		145,341.00	11,279.30	63,424.47	81,916.53	47.68	** Function
Improvement of Instruction Serv							
10-2210-3100-1	Regular Staff Development	0.00	0.00	31.59	(31.59)	0.00	
10-2210-3100-26	Title I Staff Development	0.00	1,893.01	6,237.79	(6,237.79)	0.00	
10-2210-3100-58	ESSER Grant Staff Development	0.00	0.00	8,680.00	(8,680.00)	0.00	
10-2210-6100-26	Title I Dues & Fees	0.00	0.00	0.00	0.00	0.00	
2210 Improvement of Instruction Serv		0.00	1,893.01	14,949.38	(14,949.38)	0.00	** Function
Educational Media Services							
10-2220-1100-1	Library Salaries	73,109.00	5,963.30	32,141.37	40,967.63	48.04	
10-2220-1101-1	Summer Library Salaries	0.00	0.00	1,349.10	(1,349.10)	0.00	
10-2220-2100-1	Library TRS	4,788.00	368.34	2,002.15	2,785.85	50.21	
10-2220-2110-1	Library NEC	309.00	23.74	129.05	179.95	50.14	
10-2220-2120-1	Library ETHIS/THIS	835.00	64.26	349.27	485.73	50.22	
10-2220-2200-1	Library Vision Insurance	215.00	19.58	78.10	136.90	40.88	
10-2220-2210-1	Library Life Insurance	125.00	10.40	52.27	72.73	45.98	
10-2220-2220-1	Library Health Insurance	20,235.00	1,774.28	7,815.34	12,419.66	43.01	
10-2220-2230-1	Library Dental Insurance	1,668.00	152.52	600.42	1,067.58	40.57	
10-2220-3100-1	Library Software Services	1,000.00	0.00	0.00	1,000.00	0.00	
10-2220-3300-1	Library Travel	0.00	0.00	0.00	0.00	0.00	
10-2220-4100-1	Library Supplies	9,000.00	1,629.96	2,639.56	6,360.44	29.33	
10-2220-4100-22	Back to Books Grant	0.00	0.00	0.00	0.00	0.00	
10-2220-4100-26	Title I Library Supplies	0.00	0.00	0.00	0.00	0.00	
10-2220-4105-1	Accelerated Reader Supplies	4,241.00	0.00	4,241.25	(0.25)	100.01	
10-2220-4200-1	Library Per Capita Grant	0.00	0.00	0.00	0.00	0.00	
10-2220-4300-1	Library Audio Visual	0.00	0.00	0.00	0.00	0.00	
10-2220-5100-1	Library Capital Outlay	0.00	0.00	0.00	0.00	0.00	
10-2220-6100-1	Library Dues & Fees	0.00	0.00	31.00	(31.00)	0.00	
2220 Educational Media Services		115,525.00	10,006.38	51,428.88	64,096.12	48.38	** Function
Service Area Direction							
10-2221-3100-1	Computer Purchased Service	1,500.00	1,140.00	5,896.50	(4,396.50)	393.10	
10-2221-3250-1	Tech Lease Payment	59,211.00	0.00	59,244.70	(33.70)	100.06	
10-2221-4100-1	Computer Supplies	8,000.00	917.80	5,218.80	2,781.20	65.24	
10-2221-4200-1	Computer Software	35,000.00	20.00	6,243.85	28,756.15	17.84	

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Education Fund 10							
Fund	10	Education Fund					
Function	2221	Service Area Direction					
Account Number	Description		Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget
10-2221-5100-1		Computer Capital Outlay	20,000.00	0.00	3,970.00	16,030.00	19.85
2221	Service Area Direction		123,711.00	2,077.80	80,573.85	43,137.15	65.13 ** Function
Audio-Visual Services							
10-2223-1100-1		Tech Specialist Salary	88,421.00	6,801.60	37,408.80	51,012.20	46.15
10-2223-2200-1		Tech Specialist Vision Insurance	156.00	12.98	64.90	91.10	45.76
10-2223-2210-1		Tech Specialist Life Insurance	62.00	5.20	26.00	36.00	46.13
10-2223-2220-1		Tech Specialist Health Insurance	14,090.00	1,178.24	5,842.30	8,247.70	45.65
10-2223-2230-1		Tech Specialist Dental Insurance	1,270.00	108.32	512.02	757.98	44.58
10-2223-4100-1		Tech Specialist Supplies	0.00	0.00	0.00	0.00	0.00
10-2223-5100-1		Tech Specialist Capital Outlay	0.00	0.00	0.00	0.00	0.00
2223	Audio-Visual Services		103,999.00	8,106.34	43,854.02	60,144.98	46.07 ** Function
Computer-Assisted Inst							
10-2225-1100-1		Tech Coordinator Salary	50,642.00	4,203.20	23,117.60	27,524.40	49.80
10-2225-2200-1		Tech Coordinator Vision Insurance	119.00	9.90	49.50	69.50	45.76
10-2225-2210-1		Tech Coordinator Life Insurance	62.00	5.20	26.00	36.00	46.13
10-2225-2220-1		Tech Coordinator Health Insurance	10,730.00	893.68	4,474.28	6,255.72	45.86
10-2225-2230-1		Tech Coordinator Dental Insurance	929.00	79.22	374.50	554.50	44.58
2225	Computer-Assisted Inst		62,482.00	5,191.20	28,041.88	34,440.12	49.03 ** Function
Assessment/Testing							
10-2230-3100-26		Title I Testing Purchased Service	0.00	0.00	0.00	0.00	0.00
10-2230-3100-58		ESSER Testing Purchased Service	9,400.00	0.00	2,464.00	6,936.00	26.21
10-2230-4100-1		Testing Supplies	0.00	0.00	0.00	0.00	0.00
10-2230-4100-26		Title I Testing Supplies	0.00	0.00	0.00	0.00	0.00
2230	Assessment/Testing		9,400.00	0.00	2,464.00	6,936.00	26.21 ** Function
Board of Education Services							
10-2310-1100-1		Board Secretary Salary	1,800.00	138.46	761.53	1,038.47	46.15
10-2310-1101-1		Board Treasurer Salary	1,800.00	156.52	626.08	1,173.92	39.13
10-2310-3170-1		Board Audit Services	12,000.00	0.00	10,800.00	1,200.00	90.00
10-2310-3180-1		Board Legal Services	3,500.00	0.00	5,360.00	(1,860.00)	153.14
10-2310-3300-1		Board Travel	8,000.00	0.00	0.00	8,000.00	0.00
10-2310-3500-1		Board Legal Advertising	1,500.00	0.00	82.50	1,417.50	5.50
10-2310-3800-1		Board Bond Insurance	5,000.00	0.00	248.00	4,752.00	4.96
10-2310-3900-1		Board Other Purchased Service	25,000.00	1,730.16	11,624.81	13,375.19	46.50
10-2310-4100-1		Board Supplies	8,000.00	451.92	574.40	7,425.60	7.18
10-2310-6100-1		Board Dues & Fees	4,000.00	0.00	2,747.96	1,252.04	68.70
2310	Board of Education Services		70,600.00	2,477.06	32,825.28	37,774.72	46.70 ** Function
Executive Admin Services							
10-2320-1100-1		Superintendent Salary	110,280.00	9,790.79	53,849.36	56,430.64	53.27

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Education Fund 10								
Fund	10	Education Fund						
Function	2320	Executive Admin Services						
Account Number	Description		Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	
10-2320-1101-1	Sup't Secretary Salary		39,688.00	4,002.28	22,012.54	17,675.46	60.51	
10-2320-1700-1	Sick Days - Sup't		0.00	0.00	0.00	0.00	0.00	
10-2320-2100-1	Superintendent TRS		12,588.00	968.32	5,325.76	7,262.24	49.61	
10-2320-2110-1	Superintendent NEC		811.00	62.40	343.20	467.80	49.62	
10-2320-2120-1	Superintendent ETHIS/THIS		2,196.00	168.92	929.06	1,266.94	49.61	
10-2320-2200-1	Sup't & Secretary Vision Insurance		232.00	19.36	96.80	135.20	45.90	
10-2320-2210-1	Sup't & Secretary Life Insurance		250.00	20.80	104.00	146.00	45.76	
10-2320-2220-1	Sup't & Secretary Health Insurance		21,053.00	1,760.44	8,729.84	12,323.16	45.65	
10-2320-2230-1	Sup't & Secretary Dental Insurance		2,022.00	172.42	815.06	1,206.94	44.57	
10-2320-3100-1	Superintendent Purchased Service		0.00	0.00	0.00	0.00	0.00	
10-2320-3300-1	Sup't & Secretary Travel		750.00	0.00	115.83	634.17	15.44	
10-2320-4100-1	Superintendent Office Supply		500.00	0.00	102.64	397.36	20.53	
10-2320-5100-1	Superintendent Capital Outlay		0.00	0.00	0.00	0.00	0.00	
10-2320-6100-1	Superintendent Dues & Fees		1,000.00	0.00	1,509.08	(509.08)	150.91	
2320	Executive Admin Services		191,370.00	16,965.73	93,933.17	97,436.83	53.80	** Function
Office Of Principal Serv								
10-2410-1100-1	Principal Salary		142,839.00	12,711.42	67,657.90	75,181.10	51.82	
10-2410-1101-1	Princ Secretary Salary		58,881.00	5,680.32	30,157.94	28,723.06	56.04	
10-2410-1100-58	ESSER Salaries		0.00	0.00	960.00	(960.00)	0.00	
10-2410-1700-1	Sick/Pers Day - Principal		0.00	0.00	0.00	0.00	0.00	
10-2410-2100-1	Principal TRS		16,343.00	1,282.76	7,014.68	9,328.32	52.12	
10-2410-2100-58	ESSER TRS		0.00	0.00	94.93	(94.93)	0.00	
10-2410-2101-58	ESSER Federal TRS		0.00	0.00	110.66	(110.66)	0.00	
10-2410-2110-1	Principal NEC		1,053.00	82.66	452.03	600.97	52.12	
10-2410-2110-58	ESSER NEC		0.00	0.00	6.12	(6.12)	0.00	
10-2410-2120-1	Principal ETHIS/THIS		2,851.00	223.76	1,223.63	1,627.37	52.11	
10-2410-2120-58	ESSER ETHIS/THIS		0.00	0.00	16.56	(16.56)	0.00	
10-2410-2200-1	Princ & Secretary Vision Insurance		465.00	45.32	204.67	260.33	48.89	
10-2410-2200-58	ESSER Vision Insurance		0.00	0.00	2.13	(2.13)	0.00	
10-2410-2210-1	Princ & Secretary Life Insurance		499.00	41.60	204.57	294.43	45.16	
10-2410-2210-58	ESSER Life Insurance		0.00	0.00	1.72	(1.72)	0.00	
10-2410-2220-1	Princ & Secretary Health Insurance		42,106.00	4,116.92	18,460.85	23,645.15	48.73	
10-2410-2220-58	ESSER Health Insurance		0.00	0.00	190.91	(190.91)	0.00	
10-2410-2230-1	Princ & Secretary Dental Insurance		4,044.00	389.04	1,701.29	2,342.71	46.88	
10-2410-2230-58	ESSER Dental Insurance		0.00	0.00	17.23	(17.23)	0.00	
10-2410-2300-1	Principal Tuition Reimbursement		3,600.00	0.00	0.00	3,600.00	0.00	
10-2410-3100-1	Principal Purchased Service		0.00	0.00	0.00	0.00	0.00	
10-2410-3300-1	Princ & Secretary Travel		500.00	0.00	0.00	500.00	0.00	
10-2410-4100-1	Principal Supplies		2,000.00	0.00	0.00	2,000.00	0.00	
10-2410-5100-1	Principal Capital Outlay		0.00	0.00	0.00	0.00	0.00	

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Education Fund 10							
Fund	10	Education Fund					
Function	2410	Office Of Principal Serv					
Account Number	Description		Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget
10-2410-6100-1	Principal Dues & Fees		1,000.00	0.00	702.07	297.93	70.21
2410	Office Of Principal Serv		276,181.00	24,573.80	129,179.89	147,001.11	51.61
							** Function
Fiscal Services							
10-2520-1100-1	Bookkeeper Salary		50,137.00	4,395.14	24,173.27	25,963.73	52.60
10-2520-2200-1	Bookkeeper Vision Insurance		79.00	6.60	33.00	46.00	45.95
10-2520-2210-1	Bookkeeper Life Insurance		62.00	5.20	26.00	36.00	46.13
10-2520-2220-1	Bookkeeper Health Insurance		7,127.00	596.04	2,954.76	4,172.24	45.64
10-2520-2230-1	Bookkeeper Dental Insurance		518.00	44.20	208.94	309.06	44.60
10-2520-3100-1	Bookkeeper Purchased Service		9,000.00	0.00	0.00	9,000.00	0.00
10-2520-4100-1	Bookkeeper Supplies		1,750.00	0.00	0.00	1,750.00	0.00
2520	Fiscal Services		68,673.00	5,047.18	27,395.97	41,277.03	43.57
							** Function
Food Services							
10-2560-1100-1	Food Service Salaries		97,441.00	7,707.73	43,185.46	54,255.54	48.24
10-2560-1200-1	Food Service Substitute		1,500.00	1,091.04	2,400.12	(900.12)	167.58
10-2560-2200-1	Food Service Vision Insurance		119.00	13.20	26.40	92.60	27.73
10-2560-2210-1	Food Service Life Insurance		198.00	10.40	62.40	135.60	34.14
10-2560-2220-1	Food Service Health Insurance		10,729.00	1,192.08	2,384.16	8,344.84	27.78
10-2560-2230-1	Food Service Dental Insurance		795.00	88.40	176.80	618.20	27.80
10-2560-3100-1	Food Service Purchased Service		1,000.00	0.00	0.00	1,000.00	0.00
10-2560-4100-1	Food Supplies		100,000.00	11,590.28	33,832.78	66,167.22	33.83
10-2560-4100-16	ECE Supplies		3,000.00	99.85	581.36	2,418.64	19.38
10-2560-4200-1	Non-Food Supplies		2,500.00	351.03	1,153.17	1,346.83	46.13
10-2560-5100-1	Food Service Capital Outlay		0.00	0.00	0.00	0.00	0.00
2560	Food Services		217,282.00	22,144.01	83,802.65	133,479.35	40.68
							** Function
Internal Services							
10-2570-3250-1	Copy Machine Rental		20,000.00	1,590.30	7,996.03	12,003.97	39.98
10-2570-4100-1	Internal Supplies		1,000.00	0.00	140.00	860.00	14.00
2570	Internal Services		21,000.00	1,590.30	8,136.03	12,863.97	38.74
							** Function
Other Support Services							
10-2900-3100-1	Investment Fees		4,100.00	423.82	1,805.65	2,294.35	44.04
2900	Other Support Services		4,100.00	423.82	1,805.65	2,294.35	44.04
							** Function
Community Services							
10-3000-4100-16	ECE Supplies		200.00	0.00	0.00	200.00	0.00
10-3000-4100-26	Title I Reading Night Supplies		1,300.00	98.04	98.04	1,201.96	7.54
3000	Community Services		1,500.00	98.04	98.04	1,401.96	6.54
							** Function
Payments Sp Ed Programs							
10-4120-3100-1	BMP Joint Agreement Assessment		391,824.00	97,956.00	195,912.08	195,911.92	50.00

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Education Fund 10						
Fund	10	Education Fund				
Function	4120	Payments Sp Ed Programs				
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget
10-4120-3400-1	Vision & Hearing Services	12,000.00	348.72	348.72	11,651.28	2.91
10-4120-6700-1	Spec Ed Tuition - Other Schools	75,000.00	7,998.40	28,065.72	46,934.28	37.42
4120	Payments Sp Ed Programs	478,824.00	106,303.12	224,326.52	254,497.48	46.85
						** Function
Other Interest on Short-Term Debt						
10-5150-6100	Interest on Bonds	179,278.00	89,638.75	89,638.75	89,639.25	50.00
5150	Other Interest on Short-Term Debt	179,278.00	89,638.75	89,638.75	89,639.25	50.00
						** Function
10	Education Fund	6,463,431.00	624,879.28	2,776,020.32	3,687,410.68	47.40
						* Fund
10	Education Fund	6,463,431.00	624,879.28	2,776,020.32	3,687,410.68	47.40
						Fund

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Oper, Build, & Maint Fund 20							
Fund	20	Oper, Build, & Maint Fund					
Function	2540	Oper and Maint of Plant Services					
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	
Oper, Build, & Maint Fund							
Oper and Maint of Plant Services							
20-2540-1100-1	Custodian Salaries	149,680.00	13,126.47	69,863.57	79,816.43	51.34	
20-2540-1101-1	Summer Custodian Salaries	5,000.00	0.00	16,080.53	(11,080.53)	321.61	
20-2540-1200-1	Custodian Substitute	0.00	0.00	56.76	(56.76)	0.00	
20-2540-2200-1	Custodian Vision Insurance	139.00	13.20	46.94	92.06	38.52	
20-2540-2210-1	Custodian Life Insurance	187.00	15.72	82.63	104.37	48.52	
20-2540-2220-1	Custodian Health Insurance	13,272.00	1,192.08	4,994.38	8,277.62	42.12	
20-2540-2230-1	Custodian Dental Insurance	916.00	88.40	302.98	613.02	37.90	
20-2540-3100-1	Telephone & Internet	16,800.00	1,542.90	7,023.25	9,776.75	41.81	
20-2540-3200-1	Grounds Upkeep Services	33,000.00	1,332.67	35,777.50	(2,777.50)	108.42	
20-2540-3201-1	Building Upkeep Services	150,000.00	11,488.80	190,376.99	(40,376.99)	126.92	
20-2540-3202-1	Equipment Upkeep Services	32,000.00	6,066.61	13,249.08	18,750.92	41.40	
20-2540-3700-1	Water	6,500.00	726.23	2,734.85	3,765.15	42.07	
20-2540-4100-1	Building Supply	25,000.00	55.39	6,909.90	18,090.10	27.64	
20-2540-4100-25	Title IV SSAE Supplies	8,209.00	0.00	0.00	8,209.00	0.00	
20-2540-4100-58	ESSER Grant Supplies	30,000.00	1,693.50	3,700.11	26,299.89	12.33	
20-2540-4605-1	Gas	20,000.00	559.35	5,618.36	14,381.64	28.09	
20-2540-4606-1	Electricity	80,000.00	6,795.88	30,173.57	49,826.43	37.72	
20-2540-5100-58	ESSER Grant Capital Outlay	0.00	0.00	1,788.00	(1,788.00)	0.00	
20-2540-5100-1	Building Capital Outlay	0.00	0.00	0.00	0.00	0.00	
2540	Oper and Maint of Plant Services	570,703.00	44,697.20	388,779.40	181,923.60	69.46	** Function
Other Support Services							
20-2900-3100-1	Investment Fees	750.00	82.26	325.73	424.27	43.43	
2900	Other Support Services	750.00	82.26	325.73	424.27	43.43	** Function
20	Oper, Build, & Maint Fund	571,453.00	44,779.46	389,105.13	182,347.87	69.43	* Fund
20	Oper, Build, & Maint Fund	571,453.00	44,779.46	389,105.13	182,347.87	69.43	Fund

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Debt Service Fund or Fund Group 30							
Fund	30	Debt Service Fund or Fund Group					
Function	5200	Debt Service - Interest on Long-Term Debt					
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	
Debt Service Fund or Fund Group							
Debt Service - Interest on Long-Term Debt							
30-5200-6000-1	Interest on Bonds	77,175.00	41,700.00	41,700.00	35,475.00	54.03	
5200	Debt Service - Interest on Long-Term Debt	77,175.00	41,700.00	41,700.00	35,475.00	54.03	** Function
Teachers/Employees Orders							
30-5300-6000-1	Principal on Bonds	415,000.00	415,000.00	415,000.00	0.00	100.00	
5300	Teachers/Employees Orders	415,000.00	415,000.00	415,000.00	0.00	100.00	** Function
Debt Service Other - Short Term Debt Principal							
30-5400-3000-1	Service Charge on Bonds	0.00	0.00	0.00	0.00	0.00	
5400	Debt Service Other - Short Term Debt Principal	0.00	0.00	0.00	0.00	0.00	** Function
30	Debt Service Fund or Fund Group	492,175.00	456,700.00	456,700.00	35,475.00	92.79	* Fund
30	Debt Service Fund or Fund Group	492,175.00	456,700.00	456,700.00	35,475.00	92.79	Fund

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Transportation Fund 40						
Fund	40	Transportation Fund				
Function	2550	Pupil Transportation Services				
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget
Transportation Fund						
<u>Pupil Transportation Services</u>						
40-2550-3100-16	ECE Transportation	92,000.00	12,403.58	30,682.54	61,317.46	33.35
40-2550-3310-1	Spec Ed Transportation	60,000.00	11,124.00	35,986.28	24,013.72	59.98
40-2550-3311-1	Regular Transportation	175,000.00	19,687.96	51,942.84	123,057.16	29.68
40-2550-3312-1	Extracurricular Transportation	3,000.00	636.60	4,111.35	(1,111.35)	137.05
40-2550-3313-1	Field Trip Transportation	7,500.00	1,065.85	1,521.85	5,978.15	20.29
40-2550-4100-1	Transportation Supplies	0.00	3,752.16	10,642.02	(10,642.02)	0.00
2550	Pupil Transportation Services	337,500.00	48,670.15	134,886.88	202,613.12	39.97
						** Function
<u>Other Support Services</u>						
40-2900-3100-1	Investment Fees	50.00	11.62	24.76	25.24	49.52
2900	Other Support Services	50.00	11.62	24.76	25.24	49.52
						** Function
40	Transportation Fund	337,550.00	48,681.77	134,911.64	202,638.36	39.97
						* Fund
40	Transportation Fund	337,550.00	48,681.77	134,911.64	202,638.36	39.97
						Fund

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

I.M.R.F./Soc. Sec. Fund 50						
Fund	50	I.M.R.F./Soc. Sec. Fund				
Function	1110	Regular Programs				
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget

I.M.R.F./Soc. Sec. Fund

Regular Programs

50-1110-2120-1	Regular IMRF	3,819.00	444.83	1,621.79	2,197.21	48.29	
50-1110-2120-58	ESSER IMRF	40.00	0.00	30.06	9.94	75.15	
50-1110-2130-1	Regular FICA	3,900.00	407.50	1,471.49	2,428.51	42.95	
50-1110-2130-12	Insurance Stipend FICA	1,851.00	0.00	168.30	1,682.70	127.29	
50-1110-2130-58	ESSER FICA	37.00	0.00	27.54	9.46	74.43	
50-1110-2140-1	Regular Medicare	24,577.00	1,846.86	10,001.89	14,575.11	44.44	
50-1110-2140-12	Insurance Stipend Medicare	319.00	0.00	0.00	319.00	120.00	
50-1110-2140-20	Title II Medicare	171.00	0.00	81.40	89.60	47.60	
50-1110-2140-58	ESSER Medicare	3,176.00	215.88	1,254.06	1,921.94	42.88	
1110	Regular Programs	37,890.00	2,915.07	14,656.53	23,233.47	49.31	** Function

Function 1111

50-1111-2130-1	Substitut FICA	1,500.00	60.80	312.89	1,187.11	22.38	
50-1111-2140-1	Substitute Medicare	1,000.00	57.87	146.20	853.80	16.58	
1111	Function 1111	2,500.00	118.67	459.09	2,040.91	20.06	** Function

Pre-K Programs

50-1125-2120-16	ECE IMRF	3,299.00	293.81	1,545.84	1,753.16	51.18	
50-1125-2130-16	ECE FICA	3,368.00	284.38	1,454.25	1,913.75	47.28	
50-1125-2140-16	ECE Medicare	955.00	68.15	360.66	594.34	41.21	
1125	Pre-K Programs	7,622.00	646.34	3,360.75	4,261.25	48.21	** Function

Infant/Toddler (I/T)

50-1215-2120-1	Life Skills IMRF	6,870.00	463.56	2,876.56	3,993.44	45.25	
50-1215-2130-1	Life Skills FICA	7,012.00	424.68	2,549.55	4,462.45	39.39	
50-1215-2140-1	Life Skills Medicare	1,138.00	101.20	467.96	670.04	45.57	
1215	Infant/Toddler (I/T)	15,020.00	989.44	5,894.07	9,125.93	42.54	** Function

Cross-Categorical (Cc)

50-1220-2120-1	CC Primary IMRF	1,405.00	253.14	1,334.83	70.17	104.01	
50-1220-2130-1	CC Primary FICA	1,438.00	231.92	1,222.96	215.04	93.11	
50-1220-2140-1	CC Primary Medicare	1,100.00	92.96	403.12	696.88	40.87	
1220	Cross-Categorical (Cc)	3,943.00	578.02	2,960.91	982.09	82.42	** Function

Function 1221

50-1221-2120-1	CC Middle IMRF	3,751.00	323.42	2,115.85	1,635.15	60.37	
50-1221-2130-1	CC Middle FICA	3,829.00	296.32	1,938.56	1,890.44	54.18	
50-1221-2140-1	CC Middle Medicare	1,463.00	113.06	614.55	848.45	45.87	
1221	Function 1221	9,043.00	732.80	4,668.96	4,374.04	55.40	** Function

Function 1222

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

I.M.R.F./Soc. Sec. Fund 50						
Fund	50	I.M.R.F./Soc. Sec. Fund				
Function	1222	Function 1222				
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget
50-1222-2120-1	CC JH IMRF	4,325.00	380.00	1,689.40	2,635.60	43.45
50-1222-2130-1	CC JH FICA	4,491.00	348.16	1,547.84	2,943.16	38.34
50-1222-2140-1	CC JH Medicare	1,670.00	129.14	701.91	968.09	45.90
1222	Function 1222	10,486.00	857.30	3,939.15	6,546.85	41.65
Special Education Programs Pre-K						
50-1225-2120-1	Pre School IMRF	1,614.00	140.58	745.39	868.61	50.54
50-1225-2130-1	Pre School FICA	1,649.00	128.82	668.67	980.33	44.46
50-1225-2140-1	Pre School Medicare	272.00	21.02	114.25	157.75	45.87
1225	Special Education Programs Pre-K	3,535.00	290.42	1,528.31	2,006.69	47.34
Remedial and Supplemental Programs K-12						
50-1250-2140-26	Title I Medicare	1,612.00	121.79	663.07	948.93	44.91
1250	Remedial and Supplemental Programs K-12	1,612.00	121.79	663.07	948.93	44.91
Interscholastic Programs						
50-1500-2120-1	Extracurricular IMRF	300.00	0.00	0.00	300.00	0.00
50-1500-2130-1	Extracurricular FICA	500.00	0.00	268.52	231.48	53.70
50-1500-2140-1	Extracurricular Medicare	850.00	2.01	2.01	847.99	26.57
1500	Interscholastic Programs	1,650.00	2.01	270.53	1,379.47	29.96
Bilingual Programs						
50-1800-2120-38	Bi-Lingual IMRF	2,527.00	188.48	1,021.96	1,505.04	44.17
50-1800-2130-38	Bi-Lingual FICA	2,231.00	172.68	936.30	1,294.70	45.84
50-1800-2140-38	Bi-Lingual Meciare	1,229.00	66.67	330.51	898.49	30.48
1800	Bilingual Programs	5,987.00	427.83	2,288.77	3,698.23	41.98
Guidance Services						
50-2120-2140-1	Guidance Medicare	1,241.00	77.00	602.64	638.36	51.66
2120	Guidance Services	1,241.00	77.00	602.64	638.36	51.66
Health Services						
50-2130-2120-1	Nurse IMRF	2,958.00	219.52	1,619.50	1,338.50	58.46
50-2130-2130-1	Nurse FICA	764.00	201.12	1,477.08	(713.08)	206.50
2130	Health Services	3,722.00	420.64	3,096.58	625.42	88.85
Speech Pathology/Audio Services						
50-2150-2140-1	Speech Medicare	1,765.00	135.84	739.15	1,025.85	45.73
2150	Speech Pathology/Audio Services	1,765.00	135.84	739.15	1,025.85	45.73
Educational Media Services						
50-2220-2120-1	Library IMRF	2,168.00	186.94	1,117.20	1,050.80	55.84
50-2220-2130-1	Library FICA	2,213.00	171.28	946.12	1,266.88	46.62
50-2220-2140-1	Library Medicare	699.00	44.54	246.82	452.18	38.50

Spring Valley District 99 Expenditure Repo

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Spring Valley CCSD 99

I.M.R.F./Soc. Sec. Fund 50						
Fund	50	I.M.R.F./Soc. Sec. Fund				
Function	2220	Educational Media Services				
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget
2220	Educational Media Services	5,080.00	402.76	2,310.14	2,769.86	49.44 ** Function
Audio-Visual Services						
50-2223-2120-1	Tech Specialist IMRF	6,632.00	567.94	3,123.67	3,508.33	51.38
50-2223-2130-1	Tech Specialist FICA	6,764.00	470.40	2,615.28	4,148.72	42.14
2223	Audio-Visual Services	13,396.00	1,038.34	5,738.95	7,657.05	46.72 ** Function
Computer-Assisted Inst						
50-2225-2120-1	Tech Coordinator IMRF	4,098.00	350.96	1,930.28	2,167.72	51.39
50-2225-2130-1	Tech Coordinator FICA	4,180.00	295.84	1,638.29	2,541.71	42.73
2225	Computer-Assisted Inst	8,278.00	646.80	3,568.57	4,709.43	47.02 ** Function
Board of Education Services						
50-2310-2120-1	Board IMRF	135.00	0.00	0.00	135.00	0.00
50-2310-2130-1	Board FICA	275.00	11.98	47.92	227.08	19.60
2310	Board of Education Services	410.00	11.98	47.92	362.08	13.15 ** Function
Executive Admin Services						
50-2320-2120-1	Sup` t Secretary IMRF	3,352.00	345.76	1,901.66	1,450.34	61.89
50-2320-2130-1	Sup` t Secretary FICA	3,419.00	316.76	1,742.19	1,676.81	55.59
50-2320-2140-1	Superintendent Medicare	1,846.00	141.34	776.52	1,069.48	45.89
2320	Executive Admin Services	8,617.00	803.86	4,420.37	4,196.63	55.96 ** Function
Office Of Principal Serv						
50-2410-2120-1	Princ Secretary IMRF	5,014.00	474.30	2,549.28	2,464.72	55.57
50-2410-2130-1	Princ Secretary FICA	5,116.00	434.54	2,335.57	2,780.43	49.90
50-2410-2140-1	Principal Medicare	2,390.00	188.06	1,028.39	1,361.61	46.96
50-2410-2140-58	ESSER Medicare	0.00	0.00	13.92	(13.92)	0.00
2410	Office Of Principal Serv	12,520.00	1,096.90	5,927.16	6,592.84	51.72 ** Function
Fiscal Services						
50-2520-2120-1	Bookkeeper IMRF	4,285.00	367.00	2,018.50	2,266.50	51.39
50-2520-2130-1	Bookkeeper FICA	4,371.00	336.22	1,849.21	2,521.79	46.15
2520	Fiscal Services	8,656.00	703.22	3,867.71	4,788.29	48.74 ** Function
Oper and Maint of Plant Services						
50-2540-2120-1	Custodian IMRF	12,412.00	1,096.06	6,325.08	6,086.92	55.66
50-2540-2130-1	Custodian FICA	12,904.00	1,004.18	6,385.51	6,518.49	53.63
2540	Oper and Maint of Plant Services	25,316.00	2,100.24	12,710.59	12,605.41	54.62 ** Function
Food Services						
50-2560-2120-1	Food Service IMRF	7,545.00	570.25	3,447.89	4,097.11	49.48
50-2560-2130-1	Food Service FICA	7,143.00	673.12	3,499.28	3,643.72	53.20

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

I.M.R.F./Soc. Sec. Fund 50						
Fund	50	I.M.R.F./Soc. Sec. Fund				
Function	2560	Food Services				
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget
2560	Food Services	14,688.00	1,243.37	6,947.17	7,740.83	51.29
						** Function
Other Support Services						
50-2900-3100-1	Investment Fees	150.00	26.63	89.22	60.78	59.48
2900	Other Support Services	150.00	26.63	89.22	60.78	59.48
						** Function
50	I.M.R.F./Soc. Sec. Fund	203,127.00	16,387.27	90,756.31	112,370.69	50.08
						* Fund
50	I.M.R.F./Soc. Sec. Fund	203,127.00	16,387.27	90,756.31	112,370.69	50.08
						Fund

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Capital Projects Fund or Fund Group 60							
Fund	60	Capital Projects Fund or Fund Group					
Function	2530	Facilities Acqu Const Services					
Account Number	Description		Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget
Capital Projects Fund or Fund Group							
Facilities Acqu Const Services							
60-2530-3100-1	Construction Services		0.00	0.00	0.00	0.00	0.00
60-2530-3100-58	ESSSER Construction Services		915,469.00	0.00	0.00	915,469.00	0.00
2530	Facilities Acqu Const Services		915,469.00	0.00	0.00	915,469.00	0.00 ** Function
Other Support Services							
60-2900-3100-1	Investment Fees		0.00	0.00	0.00	0.00	0.00
2900	Other Support Services		0.00	0.00	0.00	0.00	0.00 ** Function
Debt Service-Interest on Short-Term Debt							
60-5100-6200-1	Debt Certificate Interest		0.00	0.00	0.00	0.00	0.00
5100	Debt Service-Interest on Short-Term Debt		0.00	0.00	0.00	0.00	0.00 ** Function
Debt Service - Interest on Long-Term Debt							
60-5200-6100-1	Debt Certificate Principal		0.00	0.00	0.00	0.00	0.00
5200	Debt Service - Interest on Long-Term Debt		0.00	0.00	0.00	0.00	0.00 ** Function
60	Capital Projects Fund or Fund Group		915,469.00	0.00	0.00	915,469.00	0.00 * Fund
60	Capital Projects Fund or Fund Group		915,469.00	0.00	0.00	915,469.00	0.00 Fund

Spring Valley District 99 Expenditure Repo

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Spring Valley CCSD 99

Working Cash Fund 70						
Fund	70	Working Cash Fund				
Function	8990	Function 8990				
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget

Working Cash Fund

Function 8990

70-8990-6600-1	Permanent Transfer to Fund 40	0.00	0.00	0.00	0.00	0.00	
70-8990-6601-1	Permanent Transfer to Fund 50	0.00	0.00	0.00	0.00	0.00	
8990	Function 8990	0.00	0.00	0.00	0.00	0.00	** Function
70	Working Cash Fund	0.00	0.00	0.00	0.00	0.00	* Fund
70	Working Cash Fund	0.00	0.00	0.00	0.00	0.00	Fund

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Tort Immunity and Judgment Fund 80						
Fund	80	Tort Immunity and Judgment Fund				
Function						
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget
Tort Immunity and Judgment Fund						
80-1222-1100-1	CC JH Salaries	3,000.00	0.00	166.47	2,833.53	5.55
80-1225-1100-1	Pre School Salaries	0.00	0.00	0.00	0.00	0.00
80-2130-1100-1	Nurse Salary	38,906.00	0.00	9,887.76	29,018.24	25.41
80-2220-1100-1	Library Salary	4,000.00	0.00	243.30	3,756.70	6.08
80-2320-1100-1	Superintendent Salary	17,000.00	0.00	0.00	17,000.00	0.00
80-2320-1101-1	Sup` t Secretary Salary	5,000.00	0.00	0.00	5,000.00	0.00
80-2361-3800-1	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00
80-2361-3801-1	Liability Insurance	13,398.00	0.00	13,398.00	0.00	100.00
80-2361-3802-1	Property Insurance	34,247.00	0.00	34,247.00	0.00	100.00
Regular Programs						
80-1110-1100-1	Regular Salaries	9,396.00	0.00	0.00	9,396.00	0.00
1110	Regular Programs	9,396.00	0.00	0.00	9,396.00	0.00 ** Function
Pre-K Programs						
80-1125-1100-16	ECE Salaries	5,822.00	0.00	0.00	5,822.00	0.00
1125	Pre-K Programs	5,822.00	0.00	0.00	5,822.00	0.00 ** Function
Infant/Toddler (I/T)						
80-1215-1100-1	Life Skills Salaries	8,000.00	0.00	475.42	7,524.58	5.94
1215	Infant/Toddler (I/T)	8,000.00	0.00	475.42	7,524.58	5.94 ** Function
Cross-Categorical (Cc)						
80-1220-1100-1	CC Primary Salaries	3,000.00	0.00	167.54	2,832.46	5.58
1220	Cross-Categorical (Cc)	3,000.00	0.00	167.54	2,832.46	5.58 ** Function
Function 1221						
80-1221-1100-1	CC Middle Salaries	8,000.00	0.00	666.05	7,333.95	8.33
1221	Function 1221	8,000.00	0.00	666.05	7,333.95	8.33 ** Function
Health Services						
80-2130-5100-1	Nurse Capital Outlay	0.00	0.00	0.00	0.00	0.00
2130	Health Services	0.00	0.00	0.00	0.00	0.00 ** Function
Computer-Assisted Inst						
80-2225-1100-1	Tech Coordinator Salary	4,000.00	0.00	0.00	4,000.00	0.00
2225	Computer-Assisted Inst	4,000.00	0.00	0.00	4,000.00	0.00 ** Function
Risk Management and Claims Services Payments						
80-2365-3100-1	Tort Purchased Service	0.00	0.00	0.00	0.00	0.00
80-2365-3900-1	Risk Management Purchased Service	0.00	0.00	0.00	0.00	0.00
2365	Risk Management and Claims Services Payments	0.00	0.00	0.00	0.00	0.00 ** Function
Educational, Inspectional, Sup Serv due to loss						

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Tort Immunity and Judgment Fund 80						
Fund	80	Tort Immunity and Judgment Fund				
Function	2367	Educational, Inspectional, Sup Serv due to loss				
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget
80-2367-4100-1	Tort Supplies	0.00	0.00	0.00	0.00	0.00
2367	Educational, Inspectional, Sup Serv due to loss	0.00	0.00	0.00	0.00	0.00 ** Function
Legal Services						
80-2369-3180-1	Legal Services	0.00	0.00	0.00	0.00	0.00
2369	Legal Services	0.00	0.00	0.00	0.00	0.00 ** Function
Office Of Principal Serv						
80-2410-1100-1	Principal Salary	22,000.00	0.00	1,845.27	20,154.73	8.39
80-2410-1101-1	Princ Secretary Salaries	8,000.00	0.00	372.68	7,627.32	4.66
2410	Office Of Principal Serv	30,000.00	0.00	2,217.95	27,782.05	7.39 ** Function
Fiscal Services						
80-2520-1100-1	Bookkeeper Salary	7,000.00	0.00	0.00	7,000.00	0.00
2520	Fiscal Services	7,000.00	0.00	0.00	7,000.00	0.00 ** Function
Oper and Maint of Plant Services						
80-2540-1100-1	Custodian Salary	19,000.00	0.00	0.00	19,000.00	0.00
2540	Oper and Maint of Plant Services	19,000.00	0.00	0.00	19,000.00	0.00 ** Function
Food Services						
80-2560-1100-1	Food Service Salary	3,000.00	0.00	156.79	2,843.21	5.23
2560	Food Services	3,000.00	0.00	156.79	2,843.21	5.23 ** Function
Other Support Services						
80-2900-3100-1	Investment Fees	200.00	19.69	55.52	144.48	27.76
80-2900-3800-1	Worker's Compensation Insurance	26,231.00	0.00	26,891.00	(660.00)	102.52
2900	Other Support Services	26,431.00	19.69	26,946.52	(515.52)	101.95 ** Function
80	Tort Immunity and Judgment Fund	239,200.00	19.69	88,572.80	150,627.20	37.03 * Fund
80	Tort Immunity and Judgment Fund	239,200.00	19.69	88,572.80	150,627.20	37.03 Fund

Spring Valley District 99 Expenditure Repo

Printed: 12/5/2022 1:23 PM
Spring Valley CCSD 99

Capital Improvement Fund 90							
Fund	90	Capital Improvement Fund					
Function	2530	Facilities Acqu Const Services					
Account Number	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	
Capital Improvement Fund							
Facilities Acqu Const Services							
90-2530-3100-1	Life Safety Purchased Service	0.00	0.00	0.00	0.00	0.00	
90-2530-3600-1	Life Safety Architect	0.00	0.00	0.00	0.00	0.00	
2530	Facilities Acqu Const Services	0.00	0.00	0.00	0.00	0.00	** Function
Other Support Services							
90-2900-3100-1	Investment Fees	250.00	27.40	123.63	126.37	49.45	
2900	Other Support Services	250.00	27.40	123.63	126.37	49.45	** Function
90	Capital Improvement Fund	250.00	27.40	123.63	126.37	49.45	* Fund
90	Capital Improvement Fund	250.00	27.40	123.63	126.37	49.45	Fund
Report Total:		9,222,655.00	1,191,474.87	3,936,189.83	5,286,465.17	46.00	

Spring Valley CCSD #99
Cash Flow 2022 - 2023

	Education	O & M	Debt Svcs	Transport	IMRF/SS	Working Csh	Tort	Fire Pre & Saf
Final FY22 & FY23 July	\$ 2,155,433	\$ 636,848	\$ 48,461	\$ (26,315)	\$ 39,297	\$ 475,862	44,232	\$ 182,126
Beginning Balance								
Revenue	83,417	42,630	1	27,061	1	12	0	4
Expenses	488,725	180,559	0	108	16,666	0	82,920	23
Change	-405,308	-137,929	1	26,953	-16,665	12	-82,920	-19
AUGUST								
Beginning Balance	\$ 1,750,125	\$ 498,919	\$ 48,462	\$ 638	\$ 22,632	\$ 475,874	-38,688	\$ 182,107
Revenue	944,610	164,490	300,735	53,554	114,874	21,277	117,153	21,279
Expenses	445,295	61,329	0	3,920	16,530	0	4,944	23
Change	499,315	103,161	300,735	49,634	98,344	21,277	112,209	21,256
SEPTEMBER								
Beginning Balance	\$ 2,249,440	\$ 602,080	\$ 349,197	\$ 50,272	\$ 120,976	\$ 497,151	73,521	\$ 203,363
Revenue	290,004	277	-678	151,321	-336	-967	-238	-395
Expenses	675,490	69,243	0	29,605	24,563	0	675	25
Change	-385,486	-68,966	-678	121,716	-24,899	-967	-913	-420
OCTOBER								
Beginning Balance	\$ 1,863,954	\$ 533,114	\$ 348,519	\$ 171,988	\$ 96,077	\$ 496,184	72,608	\$ 202,943
Revenue	884,812	180,174	230,940	43,245	88,230	16,622	89,931	16,447
Expenses	541,896	34,595	0	52,332	16,443	0	15	25
Change	342,916	145,579	230,940	-9,087	71,787	16,622	89,916	16,422
NOVEMBER								
Beginning Balance	\$ 2,206,870	\$ 678,693	\$ 579,459	\$ 162,901	\$ 167,864	\$ 512,806	162,524	\$ 219,365
Revenue	488,758	2,577	1,892	722	707	1,677	517	717
Expenses	624,879	44,779	456,700	48,682	16,387	0	20	27
Change	-136,121	-42,202	-454,808	-47,960	-15,680	1,677	497	690
DECEMBER								
Beginning Balance	\$ 2,070,749	\$ 636,491	\$ 124,651	\$ 114,941	\$ 152,184	\$ 514,483	163,021	\$ 220,055
Revenue								
Expenses								
Change								
JANUARY								
Beginning Balance								
Revenue								
Expenses								
Change								
FEBRUARY								
Beginning Balance								
Revenue								
Expenses								
Change								
MARCH								
Beginning Balance								
Revenue								
Expenses								
Change								
APRIL								
Beginning Balance								
Revenue								
Expenses								
Change								
MAY								
Beginning Balance								
Revenue								
Expenses								
Change								
JUNE								
Beginning Balance								
Revenue								
Expenses								
Change								
Final FY23								
Current Balance all Funds:	\$	3,996,575						

December FY23 SV 99 Budget Watch

Revenue Highlights:

Budget Projection for FY23 \$9,420,453

Revenues: \$457,567

46.05% Received Revenues

FEES & TAXES

- Local taxes = 98.72% of \$2,190,563 (all 8 Funds)
- Evidence Based Funding = 34% of \$3,906,458
- Registration = 88% of \$26,000
- Tech Fees = 81% of \$17,000
- TIF = 0% of \$25,000
- Corporate Personal Property Tax = 44% of \$240,000

GRANTS

- ECE Ed. Fund = 49% of \$149,221
- ECE IMRF/SS = 0% of \$7,735
- Title II Class Size = 11% of \$22,246
- Title I = 10% of \$160,042

SPECIAL EDUCATION

- Special Ed Private Facility = 20% of \$50,000

TRANSPORTATION

- Bus fees = 90% of \$10,000
- Regular State Transportation = .21% of \$15,000
- Special Ed Transportation = 30% of \$80,000
- Local taxes Transportation = 100.66% of \$91,704
- ECE Transportation = 0% of \$41,570

Expenditure Highlights:

Budget Projection for FY23 \$9,222,655

Expenditures: \$645,305

46.0% Expended

- Teacher substitutes 21% - of \$75,000
- Certified Salaries 46% of 1,736,582
- Tech: Software = 18% of \$35,000
- Tech Capital Outlay 20% of \$20,000
- Building Upkeep 127% of 150,000
- Grounds Upkeep 108% of \$33,000
- Equipment Upkeep 41% of \$32,000
- Supplies 28% of \$25,000
- Gas 28% of \$20,000
- Electric 38% of \$80,000
- Water 42% of \$6,500

Current Balance = \$3,996,575

SPRING VALLEY C.C. ELEMENTARY SCHOOLS

ACTIVITY REPORT

November 2022

	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
BAND	\$64.81	\$0.00	\$0.00	\$64.81
BASKETBALL - BOYS	\$1,785.16	\$3,449.69	\$2,452.75	\$2,782.10
BASKETBALL - GIRLS	\$1,103.29	\$1,112.00	\$0.00	\$2,215.29
CANDY-SODA MACHINES	\$1,213.90	\$0.00	\$0.00	\$1,213.90
CHEER	\$578.00	\$1,500.00	\$90.00	\$1,988.00
COUNSELING	\$303.15	\$0.00	\$0.00	\$303.15
FIELD TRIPS	\$849.12	\$0.00	\$0.00	\$849.12
HHP (HELP HERMES PROJECT)	\$269.99	\$0.00	\$0.00	\$269.99
JFK ACTIVITY FUND (PRINC.)	\$3,830.22	\$0.00	\$0.00	\$3,830.22
JFK LIBRARY - MEDIA CENTER	\$774.28	\$4,460.39	\$4,457.15	\$777.52
JUMP ROPE FOR HEART	\$0.00	\$0.00	\$0.00	\$0.00
MUSICAL	\$2,837.50	\$918.50	\$0.00	\$3,756.00
PBIS - JFK	\$8,311.24	\$1,250.00	\$1,259.62	\$8,301.62
RETIREMENT PARTY	\$57.58	\$0.00	\$0.00	\$57.58
SCHOLASTIC BOWL	\$112.44	\$0.00	\$0.00	\$112.44
SPECIAL EDUCATION DONATION	\$0.00	\$0.00	\$0.00	\$0.00
SPEECH	\$1,672.16	\$1,289.50	\$1,272.32	\$1,689.34
STARVED ROCK CONFERENCE	\$0.00	\$0.00	\$0.00	\$0.00
STUDENT COUNCIL	\$369.66	\$0.00	\$0.00	\$369.66
SUNSHINE FUND	\$1,045.44	\$0.00	\$50.00	\$995.44
TRACK	\$613.41	\$0.00	\$0.00	\$613.41
VOLLEYBALL	\$1,211.47	\$0.00	\$0.00	\$1,211.47
Total	\$27,002.82	\$13,980.08	\$9,581.84	\$31,401.06
CHECKBOOK BALANCE		\$31,401.06		

SPRING VALLEY ELEMENTARY SCHOOL DISTRICT No. 99
TREASURER'S REPORT - DISTRICT CHECKING ACCOUNT 0000961450
NOVEMBER 30, 2022

BEGINNING BALANCE - BOOKS	11/1/2022	\$ 236,204.73
ADD: CASH RECEIPTS		443,211.46
TRANSFER FROM INVESTMENT ACCOUNT		450,000.00
SUBTRACT: CASH DISBURSEMENTS		(1,194,143.01)
TRANSFER TO INVESTMENT ACCOUNT		-
ADJUSTMENTS: TRS adjustments		(18.82)
		<u>-</u>
ENDING BALANCE - BOOKS	11/30/2022	<u>\$ (64,745.64)</u>

RECONCILIATION OF CHECKING ACCOUNT

BALANCE PER 11/30/2022 BANK STATEMENT		\$ 5,940.29
ADD: DEPOSITS IN TRANSIT		-
SUBTRACT: OUTSTANDING CHECKS		(70,975.93)
ADJUSTMENTS: Bank error -voided check processed		290.00
		<u>290.00</u>
RECONCILED BALANCE		<u>\$ (64,745.64)</u>

DETAIL OF RECONCILED CHECKING ACCOUNT BALANCE PER FUND

10 EDUCATIONAL		\$ 9,754.82
20 OPERATIONS & MAINTENANCE		26,633.61
30 DEBT SERVICES		(121,542.19)
40 TRANSPORTATION		2,792.77
50 MUNICIPAL RETIREMENT/SOCIAL SECURITY		12,618.93
60 CAPITAL PROJECTS		-
70 WORKING CASH		52.91
80 TORT		4,831.30
90 FIRE PREVENTION & SAFETY		112.21
		<u>112.21</u>
ENDING BALANCE		<u>\$ (64,745.64)</u>



 Lucy Frasco, Treasurer

12/15/2022

SPRING VALLEY ELEMENTARY SCHOOL DISTRICT No. 99
DISTRICT CHECKING - OUTSTANDING CHECKS AND ADDITIONAL RECONCILIATIONS
NOVEMBER 30, 2022

District Checking - Outstanding Checks

Check Date	Check No.	Amount
Jan 2022	42999	\$ 125.00
May 2022	43280	300.00
Oct 2022	43621	207.00
Oct 2022	43660	450.00
Nov 2022	43675	74.95
Nov 2022	43681	412.65
Nov 2022	43682	7,355.23
Nov 2022	43691	348.72
Nov 2022	43732	4,405.00
Nov 2022	43733	52,144.00
Nov 2022	43734	488.80
Nov 2022	43735	581.64
Nov 2022	43736	52.94
Nov 2022	43738	3,830.00
Nov 2022	43739	200.00
		70,975.93

Additional Reconciliations

Flex Plan - Spring Valley City Bank	
Beginning Balance	\$ 17,843.01
Add: Deposits	2,173.36
Deposit in transit	-
Less: Reimbursements/fees	(643.07)
Ending Balance	\$ 19,373.30

Vezzetti Capital Mgmt., Inc.	
Beginning Balance	\$ 4,731,416.51
Dividends & Interest	6,648.18
Change in market value	10,237.19
Property taxes received	-
Realized gain/loss	(1,418.00)
Transfers to/from checking	(450,000.00)
Ending Balance	\$ 4,296,883.88

Regular Checking **\$ (64,745.64)**

Total All Accounts **\$ 4,251,511.54**

Total All Accounts by Fund	
10 EDUCATIONAL	\$ 2,235,467.99
20 O & M (BUILDING)	686,904.82
30 DEBT SERVICES	124,163.76
40 TRANSPORTATION	81,061.23
50 MR/SS	226,394.75
60 CAPITAL PROJECTS	-
70 WORKING CASH	514,581.92
80 TORT	162,879.40
90 FIRE PREVENTION & SAFETY	220,057.67
	\$ 4,251,511.54

Bills Payable List

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Spring Valley CCSD 99

Expense on Date: 12/1/2022 to 12/31/2022

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
ALLISON BOOTH						
		Girls Basketball		1222	200.00	10-1500-3100-1
					<u>\$200.00</u>	
Amanda Foote						
		Girls Basketball		1222	250.00	10-1500-3100-1
					<u>\$250.00</u>	
AMAZON.COM						
		Cohill - Timers		1222	159.90	10-1110-4100-1
		ECE Supplies		1222	52.84	10-2560-4100-16
		Kinetic Sand, Table		1222	50.10	10-1125-4100-16
		Regular Supplies		1222	175.00	10-1110-4100-1
		Rural Achievement Supplies		1222	37.95	10-1110-4100-24
		Regular Supplies		1222	75.68	10-1110-4100-1
		Regular Supplies		1222	71.28	10-1110-4100-1
		Non-Food Supplies		1222	154.99	10-2560-4200-1
		Coat Rack		1222	39.99	10-1110-4100-1
		Title I Reading Night Supplies		1222	74.75	10-3000-4100-26
		Computer Supplies		1222	196.25	10-2221-4100-1
		Regular Supplies		1222	47.90	10-1110-4100-1
		Art Supplies		1222	82.54	10-1110-4400-1
		Kinetic Sand		1222	13.10	10-1125-4100-16
		Regular Supplies		1222	275.22	10-1110-4100-1
		Sand		1222	45.02	10-1125-4100-16
		Nurse Supplies		1222	6.37	10-2130-4100-1
		Nurse Supplies		1222	18.01	10-2130-4100-1
					<u>\$1,576.89</u>	
AMY CACCIATORI						
		AR Reward Party		1222	102.33	10-1110-4101-1
					<u>\$102.33</u>	
Arrowhead Country Club						
		Extracurricular Fees		1222	20.00	10-1500-6100-1
					<u>\$20.00</u>	
BR Bleachers						
		Bleacher Inspections		1222	500.00	20-2540-3202-1
					<u>\$500.00</u>	
Brooke Jeppson						
		Girls Basketball		1222	350.00	10-1500-3100-1
					<u>\$350.00</u>	
Brooke Kurkowski						
		Life Skills Supplies		1222	283.01	10-1215-4100-1
					<u>\$283.01</u>	
BRYAN DICKINSON						
		Girls Basketball		1222	50.00	10-1500-3100-1
					<u>\$50.00</u>	
BUREAU COUNTY REPUBLICAN						
		Annual Stmt of Affairs		1222	549.75	10-2310-3500-1

Bills Payable List

Printed: 12/21/2022 8:37 AM
 Spring Valley CCSD 99
 Expense on Date: 12/1/2022 to 12/31/2022

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		Truth in Taxation		1222	276.00	10-2310-3500-1
					<u>\$825.75</u>	
Capital One						
		Thanksgiving Lunch		1222	313.22	10-1215-4100-1
		Christmas Giveaway		1222	1,714.64	10-2310-3900-1
		Christmas Giveaway		1222	98.88	10-2310-3900-1
		Christmas Giveaway		1222	840.61	10-2310-3900-1
		Christmas Giveaway		1222	571.78	10-2310-3900-1
		Food Supplies		1222	52.96	10-2560-4100-1
					<u>\$3,592.09</u>	
CARLY LOPEZ						
		Other Supplies - Teachers		1222	300.00	10-1110-4300-1
					<u>\$300.00</u>	
CHASE CARD SERVICES						
		Dishwasher Parts		1222	579.88	20-2540-3202-1
		Vocal Music Supplies		1222	17.45	10-1110-4500-1
		Building Supply		1222	153.31	20-2540-4100-1
		Dishwasher Parts		1222	206.29	20-2540-3202-1
		American Education Week Lunch		1222	1,120.33	10-2310-3900-1
		School Board Convention		1222	40.37	10-2310-3300-1
		School Board Convention		1222	30.11	10-2310-3300-1
		School Board Convention		1222	27.67	10-2310-3300-1
		PT Conference Dinner		1222	182.79	10-2310-3900-1
		Scholastic Bowl		1222	15.00	10-1500-3100-1
		School Board Convention		1222	4,366.20	10-2310-3300-1
		Telephone & Internet		1222	440.92	20-2540-3100-1
		Musical Kit		1222	740.00	10-1500-3100-1
		ECE Supplies		1222	258.90	10-2560-4100-16
		3D Printer Filament		1222	119.95	10-1110-4100-24
		Amazon		1222	133.27	10-1110-4100-1
					<u>\$8,432.44</u>	
CINTAS CORP #396						
		Building Upkeep Services		1222	64.05	20-2540-3201-1
		Building Upkeep Services		1222	64.05	20-2540-3201-1
		Building Upkeep Services		1222	56.83	20-2540-3201-1
		Building Upkeep Services		1222	56.83	20-2540-3201-1
					<u>\$241.76</u>	
CITY OF SPRING VALLEY						
		Water South		1222	504.70	20-2540-3700-1
		Water North		1222	155.16	20-2540-3700-1
					<u>\$659.86</u>	
COMCAST CABLE						
		Telephone & Internet		1222	412.65	20-2540-3100-1
					<u>\$412.65</u>	
CONSTELLATION NEW ENERGY						
		Gas		1222	1,503.61	20-2540-4605-1
		Electricity		1222	7,326.07	20-2540-4606-1

Bills Payable List

Printed: 12/21/2022 8:37 AM
 Spring Valley CCSD 99
 Expense on Date: 12/1/2022 to 12/31/2022

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$8,829.68</u>	
CPI, Inc		Board Other Purchased Service		1222	55.00	10-2310-3900-1
					<u>\$55.00</u>	
DAYNA GAETA		Food Supplies		1222	102.81	10-2560-4100-1
					<u>\$102.81</u>	
DIGITAL COPY SYSTEMS		Copy Machine Rental		1222	1,724.59	10-2570-3250-1
		Internal Supplies		1222	140.00	10-2570-4100-1
					<u>\$1,864.59</u>	
DRESBACH DISTRIBUTING CO		ESSER Grant Supplies		1222	916.86	20-2540-4100-58
		ESSER Grant Supplies		1222	40.95	20-2540-4100-58
		ESSER Grant Supplies		1222	938.45	20-2540-4100-58
					<u>\$1,896.26</u>	
Elizabeth Gross		Girls Basketball		1222	100.00	10-1500-3100-1
					<u>\$100.00</u>	
Embrace Education		Board Other Purchased Service		1222	147.79	10-2310-3900-1
					<u>\$147.79</u>	
Emily Lesman		Girls Basketball		1222	200.00	10-1500-3100-1
		Other Supplies - Teachers		1222	300.00	10-1110-4300-1
					<u>\$500.00</u>	
ERIN COHILL		Girls Basketball		1222	550.00	10-1500-3100-1
					<u>\$550.00</u>	
FLEX SOURCE LLC		Board Other Purchased Service		1222	55.00	10-2310-3900-1
					<u>\$55.00</u>	
GETZ FIRE EQUIPMENT		Equipment Upkeep Services		1222	172.00	20-2540-3202-1
					<u>\$172.00</u>	
GRAPHIC ELECTRONICS		Extracurricular Supplies		1222	6.25	10-1500-4100-1
					<u>\$6.25</u>	
HOMETOWN NATL BANK		Investment Fees		1222	275.80	10-2900-3100-1
		Investment Fees		1222	30.71	10-2900-3100-1
		Investment Fees		1222	64.32	10-2900-3100-1
		Investment Fees		1222	82.53	20-2900-3100-1
		Investment Fees		1222	9.78	40-2900-3100-1
		Investment Fees		1222	26.72	50-2900-3100-1
		Investment Fees		1222	19.76	80-2900-3100-1

Bills Payable List

Printed: 12/21/2022 8:37 AM

Spring Valley CCSD 99

Expense on Date: 12/1/2022 to 12/31/2022

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		Investment Fees		1222	27.49	90-2900-3100-1
					<u>\$537.11</u>	
HYVEE		Food Supplies		1222	97.71	10-2560-4100-1
					<u>\$97.71</u>	
ILLINI SUPPLY INC.		ESSER 3 Library Furniture		1222	8,110.20	10-1110-5100-58
		ESSER 3 Library Furniture		1222	3,989.40	10-1110-3100-58
					<u>\$12,099.60</u>	
IMPREST FUND		IMPREST FUND EDUCATION	10-111-1	1222	1,329.95	10-111-1
					<u>\$1,329.95</u>	
JAMES M. HERMES		Sup` t & Secretary Travel		1222	211.88	10-2320-3300-1
					<u>\$211.88</u>	
JANET ROCHE		Other Supplies - Teachers		1222	300.00	10-1110-4300-1
					<u>\$300.00</u>	
Jessalynn DeSerf		Girls Basketball		1222	200.00	10-1500-3100-1
					<u>\$200.00</u>	
JOHANNES BUS SERVICE		ECE Transportation		1222	11,097.94	40-2550-3100-16
		Spec Ed Transportation		1222	9,872.55	40-2550-3310-1
		Regular Transportation		1222	18,501.15	40-2550-3311-1
		Extracurricular Transportation		1222	3,911.85	40-2550-3312-1
		Field Trip Transportation		1222	86.00	40-2550-3313-1
		Fuel Escalation		1222	3,207.68	40-2550-4100-1
					<u>\$46,677.17</u>	
JOHN`S SERVICE & SALES		Equipment Upkeep Services		1222	145.00	20-2540-3202-1
					<u>\$145.00</u>	
JOHNSON CONTROLS SECURITY		Equipment Upkeep Services		1222	542.25	20-2540-3202-1
					<u>\$542.25</u>	
JULIE M. MCDONALD		Girls Basketball		1222	50.00	10-1500-3100-1
					<u>\$50.00</u>	
JUST ELEVATORS INSPECTION		Equipment Upkeep Services		1222	125.00	20-2540-3202-1
					<u>\$125.00</u>	
KAITLYN FOLEY		Girls Basketball		1222	150.00	10-1500-3100-1
					<u>\$150.00</u>	
KAYLEE SIENZA		Title I Staff Development		1222	389.50	10-2210-3100-26

Specialized Data Systems, Inc.

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Bills Payable List

Printed: 12/21/2022 8:37 AM

Spring Valley CCSD 99

Expense on Date: 12/1/2022 to 12/31/2022

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		Speech Dues & Fees		1222	225.00	10-2150-6100-1-1
					<u>\$614.50</u>	
KELLIE BRANDT		Title I Staff Development		1222	774.97	10-2210-3100-26
					<u>\$774.97</u>	
KENDRICK PEST CONTROL INC		Building Upkeep Services		1222	60.00	20-2540-3201-1
					<u>\$60.00</u>	
KLEIN THORPE & JENKINS		Board Legal Services		1222	96.00	10-2310-3180-1
		Board Legal Services		1222	96.00	10-2310-3180-1
					<u>\$192.00</u>	
KOHL WHOLESALE		Non-Food Supplies		1222	422.31	10-2560-4200-1
		ECE Supplies		1222	82.04	10-2560-4100-16
		Food Supplies		1222	10,834.56	10-2560-4100-1
					<u>\$11,338.91</u>	
Kristin Wrobleski		Life Skills Supplies		1222	41.05	10-1215-4100-1
					<u>\$41.05</u>	
Lake County ROE		Nauman Admin Academy		1222	400.00	10-2210-3100-26
					<u>\$400.00</u>	
LAKESHORE LEARNING		Transition Chair		1222	319.70	10-1225-4100-1
					<u>\$319.70</u>	
LAMINATOR.COM		Regular Supplies		1222	1,111.38	10-1110-4100-1
					<u>\$1,111.38</u>	
LINDSAY FERRARI		School Board Convention		1222	172.99	10-2310-3300-1
					<u>\$172.99</u>	
Lisa Ponce		School Board Convention		1222	132.50	10-2310-3300-1
					<u>\$132.50</u>	
LOCKER ROOM		Volleyball Uniforms		1222	1,491.00	10-1500-4100-1
		Volleyball		1222	145.00	10-1500-4100-1
					<u>\$1,636.00</u>	
LYNETTE LUCAS		Title I Staff Development		1222	59.15	10-2210-3100-26
		November 11		1222	1,951.66	10-2150-1100-1
		November 25		1222	1,951.66	10-2150-1100-1
		December 9		1222	1,978.13	10-2150-1100-1
		Manhattan Life Reimbursement		1222	52.94	10-1110-3200-1

Bills Payable List

Printed: 12/21/2022 8:37 AM
 Spring Valley CCSD 99
 Expense on Date: 12/1/2022 to 12/31/2022

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$5,993.54</u>	
Matt Hassler		Girls Basketball		1222	100.00	10-1500-3100-1
					<u>\$100.00</u>	
MAUTINO DIST CO INC		Regular Supplies		1222	127.50	10-1110-4100-1
		Regular Supplies		1222	75.00	10-1110-4100-1
					<u>\$202.50</u>	
MICHELLE NAUMAN		EDL 655		1222	400.00	10-2410-2300-1
		EDL 701		1222	600.00	10-2410-2300-1
		EDL 607		1222	600.00	10-2410-2300-1
		EDL 623		1222	600.00	10-2410-2300-1
		EDL 620/699		1222	600.00	10-2410-2300-1
		EDL 711		1222	600.00	10-2410-2300-1
		EDL 700		1222	200.00	10-2410-2300-1
		EDS 702		1222	600.00	10-2410-2300-1
					<u>\$4,200.00</u>	
MR. ROOTER PLUMBING		Building Upkeep Services		1222	700.00	20-2540-3201-1
		Building Upkeep Services		1222	300.00	20-2540-3201-1
					<u>\$1,000.00</u>	
MTCO		Telephone & Internet		1222	358.87	20-2540-3100-1
					<u>\$358.87</u>	
N2Y		ESSER 3 Newsela		1222	8,126.85	10-1110-3100-58
					<u>\$8,126.85</u>	
NICKIE ANDERSON		Girls Basketball		1222	150.00	10-1500-3100-1
					<u>\$150.00</u>	
Pam Buettner		EDUA 5664-IL		1222	381.65	10-1110-2300-1
					<u>\$381.65</u>	
PLANK ROAD PUBLISHING		Vocal Music Supplies		1222	87.35	10-1110-4500-1
					<u>\$87.35</u>	
Quadient Finance USA		Postage		1222	1,003.00	10-1110-3400-1
					<u>\$1,003.00</u>	
Quadient Leasing USA		Postage		1222	264.59	10-1110-3400-1
					<u>\$264.59</u>	
Republic Services		Grounds Upkeep Services		1222	332.67	20-2540-3200-1
					<u>\$332.67</u>	

Bills Payable List

Printed: 12/21/2022 8:37 AM

Spring Valley CCSD 99

Expense on Date: 12/1/2022 to 12/31/2022

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
SARA GREEN						
		Other Supplies - Teachers		1222	300.00	10-1110-4300-1
					<u>\$300.00</u>	
SCHOLASTIC BOOK CLUB						
		Title I Reading Night Supplies		1222	412.88	10-3000-4100-26
					<u>\$412.88</u>	
SCOTT SEBASTIAN						
		Girls Basketball		1222	250.00	10-1500-3100-1
		Other Supplies - Teachers		1222	300.00	10-1110-4300-1
					<u>\$550.00</u>	
SNA Depository						
		Membership		1222	65.00	10-2560-4200-1
					<u>\$65.00</u>	
Specialized Education of Illinois						
		High Road Peoria		1222	3,408.80	10-4120-6700-1
		High Road Bloomington		1222	5,471.00	10-4120-6700-1
					<u>\$8,879.80</u>	
SPRING VALLEY SUPERMARKET						
		Regular Supplies		1222	14.98	10-1110-4100-1
					<u>\$14.98</u>	
STAPLES						
		Regular Supplies		1222	330.79	10-1110-4100-1
					<u>\$330.79</u>	
SUNRISE SUPPLY						
		Building Supply		1222	299.22	20-2540-4100-1
		Dishwasher Parts		1222	594.41	20-2540-3202-1
					<u>\$893.63</u>	
TASC						
		Board Other Purchased Service		1222	272.16	10-2310-3900-1
					<u>\$272.16</u>	
TECHNOLOGY MADE EASY						
		Computer Supplies		1222	135.00	10-2221-4100-1
		Computer Supplies		1222	135.00	10-2221-4100-1
		Computer Supplies		1222	144.00	10-2221-4100-1
		Computer Supplies		1222	220.00	10-2221-4100-1
		Computer Supplies		1222	600.00	10-2221-4100-1
		Computer Supplies		1222	600.00	10-2221-4100-1
					<u>\$1,834.00</u>	
TED URBANSKI						
		School Board Convention		1222	294.23	10-2310-3300-1
					<u>\$294.23</u>	
The Home Depot Pro						
		Building Supply		1222	136.40	20-2540-4100-1
					<u>\$136.40</u>	
THE MUSIC SHOPPE, INC.						
		Band Supplies		1222	67.67	10-1110-4600-1

Specialized Data Systems, Inc.

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Bills Payable List

Printed: 12/21/2022 8:37 AM
 Spring Valley CCSD 99
 Expense on Date: 12/1/2022 to 12/31/2022

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		Instrument Repairs		1222	835.00	10-1110-3200-1
		Vocal Music Supplies		1222	149.99	10-1110-4500-1
		Instrument Repairs		1222	99.84	10-1110-3200-1
		Band Supplies		1222	172.98	10-1110-4600-1
		Band Supplies		1222	110.46	10-1110-4600-1
					<u>\$1,435.94</u>	
Tina Pienta		School Board Convention		1222	375.38	10-2310-3300-1
					<u>\$375.38</u>	
TJ Orlandi		Girls Basketball		1222	200.00	10-1500-3100-1
					<u>\$200.00</u>	
TNT LAWN & SNOW, LLC		Leaf Clean Up		1222	470.00	20-2540-3200-1
					<u>\$470.00</u>	
TRICIA BURKART		Girls Basketball		1222	200.00	10-1500-3100-1
					<u>\$200.00</u>	
TRISHA HARRISON		School Board Convention		1222	306.45	10-2310-3300-1
					<u>\$306.45</u>	
VERIZON WIRELESS		Telephone & Internet		1222	491.05	20-2540-3100-1
					<u>\$491.05</u>	
				Report Total	<u><u>\$150,999.54</u></u>	

Assistant Principal's Report- December 21, 2022

Below you will find a breakdown of the number of minors and majors given since our last meeting in November. The overall statistics showed a drop in the number of minors and majors. This could be due to our PBIS Winter Giveaway with the students earning tickets for prizes with their good behavior. We have numerous donations for the giveaway from the Spring Valley Police Department, Wal-Mart and the school. This is an event that we are fortunate to be able to provide for the students and they truly enjoy it. It will take place on Thursday, December 22nd, in the morning hours if you would like to attend and help hand out gifts! Our girls basketball seasons can to an end after Thanksgiving with our 7th grade team reaching the regional final. Congrats to the girls on great seasons. Our 6th grade boys season will end on December 19th and our 7th and 8th grade teams continue into January. If you have anything question, please do not hesitate to reach out.

Grade	# of Minors	Yearly total	# of Majors	Yearly Total
K	3	36	0	3
1	4	14	0	1
2	1	18	0	0
3	7	38	1	3
4	6	29	0	0
5	9	26	0	1
6	35	113	0	0
7	11	83	0	0
8	27	143	1	1
Total as of 11/11/22	103	500	2	9

Grade	# of Students	
EC	4	1
Pre-K	59	NC
K	63	NC
1	74	-1
2	59	NC
3	60	NC
4	62	NC
5	56	-1
6	67	-1
7	56	NC
8	54	-1
Total	614	-3

Principal's Report

12/21/2022

- Parent Teacher Conferences
 - Preschool – 78%
 - Kindergarten – 95%
 - 1st – 93%
 - 2nd – 97%
 - 3rd – 84%
 - 4th – 93%
 - 5th – 81%
 - JH – 23%

- Winter Concerts
 - K-5
 - Larger turnout than expected
 - Will be split next year
 - Junior High Band and Chorus
 - December 20th @ 7:00

- IAR
 - Received a commendable summative designation
 - All testing grades were selected to take ELA field test questions which adds an additional testing unit

- PAWS
 - 6 parents attended
 - Please see attached notes
 - Only one has responded about being on the executive board
 - Only one parent made suggestions on the bylaw changes



SCHOOL IMPROVEMENT & ACCOUNTABILITY

Annual Summative Designations

Schools receive an annual summative designation on the Illinois Report Card. The designation is based on the school's overall data for all of the accountability indicators, as well as the data for individual student groups.

<h3>Exemplary</h3>	<ul style="list-style-type: none"> Overall performance in the top 10 percent of all schools Must have no underperforming student groups at or below the "all students" group of the lowest-performing 5 percent of schools High schools must have a graduation rate higher than 67 percent 		
<h3>Commendable</h3>	<ul style="list-style-type: none"> Overall performance not in the top 10 percent of all schools Must have no underperforming student groups at or below the "all students" group of the lowest-performing 5 percent of schools High schools must have a graduation rate higher than 67 percent 		
<h3>Targeted Support</h3>	<ul style="list-style-type: none"> One or more student groups performing at or below the "all students" group of the lowest-performing 5 percent of schools; groups must have at least 20 students in at least five of eight indicators, one of which must be non-academic <p>STUDENT GROUPS</p> <table border="0"> <tr> <td> <p>Demographics</p> <ul style="list-style-type: none"> American Indian or Alaska Native Asian Black or African American Hispanic or Latino Native Hawaiian or Other Pacific Islander Two or More Races White </td> <td> <p>Programs</p> <ul style="list-style-type: none"> Children with disabilities Economically disadvantaged students English Learners Former English Learners </td> </tr> </table> <p>A Targeted Support designation initiates targeted school improvement status and the school begins a four-year cycle of school improvement.</p>	<p>Demographics</p> <ul style="list-style-type: none"> American Indian or Alaska Native Asian Black or African American Hispanic or Latino Native Hawaiian or Other Pacific Islander Two or More Races White 	<p>Programs</p> <ul style="list-style-type: none"> Children with disabilities Economically disadvantaged students English Learners Former English Learners
<p>Demographics</p> <ul style="list-style-type: none"> American Indian or Alaska Native Asian Black or African American Hispanic or Latino Native Hawaiian or Other Pacific Islander Two or More Races White 	<p>Programs</p> <ul style="list-style-type: none"> Children with disabilities Economically disadvantaged students English Learners Former English Learners 		
<h3>Comprehensive Support</h3>	<ul style="list-style-type: none"> Overall performance in the bottom 5 percent of Title I-eligible schools statewide All high schools with a graduation rate below 67 percent <p>A Comprehensive Support designation initiates comprehensive school improvement status and the school begins a four-year cycle of school improvement.</p>		



PAWS Notes 2022-2023

November 9, 2022

Holiday Shop

- Week of December 12th during grandparents cookie and cocoa and preschool family day
- Students will preview items prior to shopping
- Volunteers are needed to set up the shop on December 8th and finish on the 9th
- Possible location = Lincoln Library
- Create a schedule

PAWS Information

- Send out an information sheet at the beginning of the year and have it out at registration
 - What do we do
 - What is money spent on

Concession Stand

- Does Ryan want PAWS to help with concession stand volunteers?
- Is there a sports meeting at the beginning of each season?
 - Concession stand expectations should be stated at this meeting.

Upcoming Events

- Bingo Night - January 25th
- Daddy Daughter Dance
- Next meeting - December 1st @ 4:15

December 1, 2022

Holiday shop

- We will need 2 people for each time slot. The following is what is still needed. Please let me know if you are able to volunteer
 - Monday, Dec. 12 (2:00-3:00) - 1 needed
 - Tuesday, Dec. 13 (2:00-3:00) - 1 needed
 - Wednesday, Dec. 14 (9:00-10:00, 10:00-10:45, 10:45-11:00, 11:00-11:45, 1:00-1:45) 1 needed for each time slot
 - Thursday, Dec. 15 (2:00-3:00) - 1 needed
 - Friday, Dec. 16 (9:00-10:30, 10:30-12:00) - 1 needed
 - Friday, Dec 16 (12:30-2:00, 2:00-3:00) - 2 needed

Bylaws

- Please make comments on changes needing to be made to the [PAWS Bylaws](#). The executive board will be voting on making the final changes
- Please fill out the [Google Form](#) if you would like to be on the executive board for PAWS

Upcoming Events

- Bingo

- February 8, 2023
 - Maria Baird is chairing the event - please let her know if you would like to help
- Ties & Tiaras
 - The city isn't planning on having a dance, so PAWS can sponsor one
- Next Meeting
 - January 19th @ 4:15

Ideas for 2023 Winter Concert

1. Split into 2 concerts
 - a. PK-2
 - i. 2 songs per grade level
 - ii. 1 song all together
 - b. 3-5
 - i. 2-3 songs per grade level
 - c. Continue to have the concert at night
 - d. How much time in between 30 minutes or 45 minutes
2. Placement
 - a. Students will sit on the floor and sing on stage
 - b. Parents will sit on the bleachers
 - c. Handicapped seating behind the students on the gym floor (Still use jh chairs)
 - d. Meeting rooms worked well
3. Reminders to parents
 - a. Students are expected to stay for the entire concert
 - b. Let the students leave the gym before parents walk out - parents were walking in lines separating the students

2022 Tax Levy and Extension

Spring Valley Community Consolidated School District #99

updated 10/22

2021 EXTENSION BASED ON EAV OF: 76,420,279	2022 LEVY PROPOSAL BASED ON EAV OF: 82,500,000	2022 EXPECTED EXTENSION BASED ON EAV OF: 80,831,075
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FUND DESCRIPTION	MAXIMUM TAX RATE	2021 TAX RATE	2021 LEVY EXTENSION	2022 TAX RATE PROPOSAL	2022 LEVY EXTENSION PROPOSAL	DIFFERENCE FROM 2021	ESTIMATED 2022 TAX RATE	ESTIMATED 2022 EXTENSION	DIFFERENCE FROM 2021
Education	1.16000	1.16000	886,475	1.16000	957,000	70,525	1.16000	937,640	51,165
Operations & Maintenance	0.37500	0.37500	286,576	0.37500	309,375	22,799	0.37500	303,117	16,541
Transportation	0.12000	0.12000	91,704	0.12000	99,000	7,296	0.12000	96,997	5,293
Municipal Retirement	as needed	0.12955	99,002	0.12955	106,879	7,877	0.12955	104,717	5,715
Social Security	as needed	0.14035	107,256	0.14035	115,789	8,533	0.14035	113,446	6,190
Working Cash	0.05000	0.05000	38,210	0.05000	41,250	3,040	0.05000	40,416	2,206
Technology Leasing	0.05000	0.05000	38,210	0.05000	41,250	3,040	0.05000	40,416	2,206
Tort Immunity	as needed	0.27529	210,377	0.27880	230,010	19,633	0.27880	225,357	14,980
Special Education	0.02000	0.02000	15,284	0.02000	16,500	1,216	0.02000	16,166	882
Fire Prevention & Safety	0.05000	0.05000	38,210	0.05000	41,250	3,040	0.05000	40,416	2,206
TOTALS		2.37648	1,816,111	2.37370	1,958,303	142,192	2.37370	1,918,687	102,576

Bond & Interest	as needed	0.70663	540,001	0.69642	574,547	34,546	0.70941	573,424	33,423
Totals with B & I	NA	3.08311	2,356,112	3.07012	2,532,849	176,737	3.08311	2,492,111	135,999

The proposed 2022 levy is 7.50% of the 2021 extension, which does require a Truth in Taxation Hearing.	The estimated 2022 levy is 5.77% of the 2021 extension, which does require a Truth in Taxation Hearing.
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EXPECTED TAX RATE DIFFERENCE:	0.00000
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Tax Rate & Extension History Since 1998
Spring Valley Community Consolidated School District #99

TAX YEAR CALENDAR												
Tax Year Fiscal Year School Year	2011 FY13 2012-2013	2012 FY14 2013-2014	2013 FY15 2014-2015	2014 FY16 2015-2016	2015 FY17 2016-2017	2016 FY18 2017-2018	2017 FY19 2018-2019	2018 FY20 2019-2020	2019 FY21 2020-2021	2020 FY22 2021-2022	2021 FY23 2022-2023	2022 Tentative FY24 2023-2024
EQUALIZED ASSESSED VALUATION (EAV)												
Taxable EAV	72,794,959	70,345,275	69,358,118	65,907,790	64,963,362	66,116,623	67,263,232	68,708,376	70,298,333	73,000,780	76,420,279	80,831,075
TAX RATES PER \$100 EAV												
Education	1.16000	1.16000	1.16000	1.16000	1.16000	1.16000	1.15374	1.16000	1.16000	1.16000	1.16000	1.16000
O & M	0.37500	0.37500	0.37500	0.37500	0.37500	0.37500	0.37298	0.37500	0.37500	0.37500	0.37500	0.37500
Transportation	0.12000	0.12000	0.12000	0.12000	0.12000	0.12000	0.11936	0.12000	0.12000	0.12000	0.12000	0.12000
Municipal Retirement	0.15922	0.11485	0.10481	0.11109	0.13168	0.13056	0.14820	0.13347	0.12409	0.12480	0.12955	0.12955
Social Security	0.08884	0.07749	0.07126	0.07549	0.11638	0.12855	0.16859	0.14875	0.13731	0.13789	0.14035	0.14035
Working Cash	0.05000	0.05000	0.05000	0.05000	0.05000	0.05000	0.04973	0.05000	0.05000	0.05000	0.05000	0.05000
Technology Leasing	0.05000	0.05000	0.05000	0.05000	0.05000	0.05000	0.04973	0.05000	0.05000	0.05000	0.05000	0.05000
Tort Immunity	0.35124	0.36240	0.40051	0.41879	0.38794	0.37283	0.29838	0.26999	0.26852	0.26571	0.27529	0.27880
Special Education	0.02000	0.02000	0.02000	0.02000	0.02000	0.02000	0.01990	0.02000	0.02000	0.02000	0.02000	0.02000
Fire Prevention & Safety	0.05000	0.05000	0.05000	0.05000	0.05000	0.05000	0.04973	0.05000	0.05000	0.05000	0.05000	0.05000
Totals	2.42430	2.37974	2.40158	2.43037	2.46100	2.45694	2.43034	2.37721	2.35492	2.35340	2.37648	2.37370
Change from Prior Year	(0.02879)	(0.04456)	0.02184	0.02879	0.03063	(0.00406)	(0.03066)	(0.07973)	(0.02229)	(0.00152)	0.02308	(0.00278)
Bond & Interest	0.50828	0.54731	0.57240	0.62057	0.64652	0.65491	0.64779	0.65640	0.66229	0.65576	0.70663	0.70941
Totals with B & I	2.93258	2.92705	2.97398	3.05094	3.10752	3.11185	3.07813	3.03361	3.01721	3.00916	3.08311	3.08311
TAX EXTENSION												
Education	845,182	816,005	817,800	764,530	753,575	766,953	776,040	797,017	815,461	853,238	886,475	937,640
O & M	273,227	263,795	264,375	247,154	243,613	247,937	250,875	257,656	263,619	275,831	286,576	303,117
Transportation	87,433	84,414	84,600	79,089	77,956	79,340	80,280	82,450	84,358	88,266	91,704	96,997
Municipal Retirement	116,009	80,792	72,693	73,217	85,544	86,322	99,681	91,705	87,233	91,208	99,002	104,717
Social Security	64,729	54,511	49,421	49,754	75,604	84,993	113,396	102,204	96,527	100,770	107,256	113,446
Working Cash	36,430	35,173	35,250	32,954	32,482	33,058	33,450	34,354	35,149	36,778	38,210	40,416
Technology Leasing	36,430	35,173	35,250	32,954	32,482	33,058	33,450	34,354	35,149	36,778	38,210	40,416
Tort Immunity	255,915	254,931	277,784	276,015	252,019	246,503	200,700	185,506	188,765	194,185	210,377	225,357
Special Education	14,572	14,069	14,100	13,182	12,993	13,223	13,380	13,742	14,060	14,711	15,284	16,166
Fire Prevention & Safety	36,430	35,173	35,250	32,954	32,482	33,058	33,450	34,354	35,149	36,778	38,210	40,416
Totals	1,766,357	1,674,036	1,686,523	1,601,803	1,598,750	1,624,445	1,634,702	1,633,342	1,655,470	1,728,543	1,816,111	1,918,688
% Change from Prior Year	1.47%	-5.23%	0.75%	-5.02%	-0.19%	1.61%	2.25%	0.55%	1.35%	4.41%	5.07%	5.65%
Bond & Interest	370,335	385,007	397,000	409,003	420,001	433,005	433,005	450,995	465,579	479,250	540,001	573,424
Totals with B & I	2,136,692	2,059,043	2,083,523	2,010,806	2,018,751	2,057,450	2,067,707	2,084,337	2,121,049	2,207,793	2,356,112	2,492,112

Tax Rate and Extension History Since 1998
Spring Valley Community Consolidated School District #99

TAX YEAR CALENDAR													
Tax Year	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Fiscal Year	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12
School Year	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-2009	2009-2010	2010-2011	2011-2012
EQUALIZED ASSESSED VALUATION (EAV)													
Taxable EAV	49,433,147	51,629,198	54,062,267	57,348,153	61,256,219	62,555,233	62,191,460	65,353,680	69,062,919	70,620,447	72,235,677	72,672,386	71,782,667
TAX RATES PER \$100 EAV													
Education	1.16000	1.16000	1.16000	1.16000	1.16000	1.16000	1.16000	1.16000	1.16000	1.16000	1.16000	1.16000	1.16000
O & M	0.37500	0.37500	0.37494	0.37037	0.37500	0.37500	0.37500	0.37500	0.37500	0.37500	0.37500	0.37500	0.37500
Transportation	0.12000	0.12000	0.11987	0.11840	0.12000	0.12000	0.12000	0.12000	0.12000	0.12000	0.12000	0.12000	0.12000
Municipal Retirement	0.04046	0.09685	0.08324	0.02616	0.02449	0.06393	0.09700	0.05509	0.11594	0.10337	0.10191	0.10651	0.15930
Social Security	0.14161	0.09685	0.13873	0.13079	0.11428	0.09590	0.07658	0.08569	0.08270	0.08434	0.08362	0.08579	0.08888
Working Cash	0.05000	0.05000	0.04995	0.04935	0.04931	0.05000	0.05000	0.05000	0.05000	0.05000	0.05000	0.05000	0.05000
Technology Leasing	0.05000	0.05000	0.04995	0.04935	0.04931	0.05000	0.05000	0.05000	0.05000	0.05000	0.05000	0.05000	0.05000
Tort Immunity	0.05058	0.09685	0.07399	0.13950	0.12244	0.19199	0.20421	0.29073	0.29468	0.30053	0.31412	0.31672	0.35140
Special Education	0.02000	0.02000	0.01998	0.01971	0.01959	0.02000	0.02000	0.02000	0.02000	0.02000	0.02000	0.02000	0.02000
Fire Prevention & Safety	0.05000	0.05000	0.04995	0.03516	0.02810	0.00000	0.05000	0.05000	0.05000	0.05000	0.05000	0.05000	0.05000
Totals	2.05765	2.11555	2.12060	2.09879	2.06252	2.12682	2.20279	2.25651	2.31832	2.31324	2.32465	2.33402	2.42458
Change from Prior Year	(0.02879)	0.05790	0.00505	(0.02181)	(0.03627)	0.06430	0.07597	0.05372	0.06181	(0.00508)	0.01141	0.02078	0.09993
Bond & Interest	0.47337	0.46265	0.32648	0.30777	0.28732	0.48997	0.50265	0.47894	0.45901	0.47154	0.48038	0.48850	0.50570
Totals with B & I	2.53102	2.57820	2.44708	2.40656	2.34984	2.61679	2.70544	2.73545	2.77733	2.78478	2.80503	2.82252	2.93028
TAX EXTENSION													
Education	573,425	598,899	627,123	665,240	710,573	725,641	721,421	758,103	801,013	819,139	837,950	843,938	833,451
O & M	185,374	193,610	202,701	212,400	229,711	234,582	233,218	245,076	258,948	264,807	270,889	272,825	269,435
Transportation	59,320	61,955	64,804	67,900	73,507	75,066	74,630	78,424	82,864	84,738	86,684	87,304	86,219
Municipal Retirement	20,001	50,003	45,001	15,000	15,002	39,992	60,326	36,003	80,059	72,995	73,617	77,490	114,456
Social Security	70,002	50,003	75,001	75,006	70,003	59,990	47,626	56,002	57,106	59,557	60,405	62,415	62,415
Working Cash	24,716	25,815	27,004	28,301	30,205	31,278	31,096	32,677	34,526	35,308	36,119	36,377	35,925
Technology Leasing	24,716	25,815	27,004	28,301	30,205	31,278	31,096	32,677	34,526	35,308	36,119	36,377	35,925
Tort Immunity	25,003	50,003	40,001	80,001	75,002	120,100	127,001	190,003	203,485	212,221	226,911	230,424	252,478
Special Education	9,887	10,326	10,802	11,303	12,000	12,511	12,438	13,071	13,810	14,123	14,447	14,551	14,370
Fire Prevention & Safety	24,716	25,815	27,004	20,164	17,213	0	31,096	32,677	34,526	35,308	36,119	36,377	35,925
Totals	1,017,160	1,092,244	1,146,445	1,203,616	1,263,421	1,330,438	1,369,948	1,474,713	1,600,863	1,633,504	1,679,260	1,698,078	1,740,599
% Change from Prior Year	7.78%	7.38%	4.96%	4.99%	4.97%	5.30%	2.97%	7.65%	8.55%	2.04%	2.80%	3.95%	3.65%
Bond & Interest	234,002	238,863	176,502	176,500	176,001	306,502	312,605	313,005	316,959	332,980	347,012	355,400	363,342
Totals with B & I	1,251,162	1,331,107	1,322,947	1,380,116	1,439,422	1,636,940	1,682,553	1,787,718	1,917,822	1,966,484	2,026,272	2,053,478	2,103,941

District Goals

The goals & strategies are developed by Spring Valley Elementary District 99 faculty, staff, administration, & Board of Education.
Adopted December 21, 2022

Curriculum Goals: Provide High Quality Curriculum and programs for all students

- Emphasize core academic areas, particularly ELA, Mathematics and Science & maintain curriculum maps
- Develop & maintain a strong fine arts program
- Further develop/model moral & ethical behavior & citizenship
- Provide students appropriate life skills for the 21st century while becoming globally aware
 - Nurture critical, creative, innovative, inquisitive thinking & problem solving skills
 - Develop effective oral & written communicators and collaborators
 - Develop accessing & analyzing information skills
 - Create opportunities to aid in developing curiosity, imagination, agility, adaptability, initiative, entrepreneurialism, independence and leadership skills
- Identify & expand District Initiatives
- Perform at State required levels while improving student achievement
- Expand & improve RtI plan
- Monitor demographics & needs of students
- Address technology needs, trends, professional development, replacement schedules, funding plans, 1:1 sustainability & technology plan
- Develop strategies to produce data driven decisions
- Support Pre-K program
- Maintain district improvement plan & curriculum plan

Staff Goals: Maintain a high-quality teaching, administration and support staff

- Maintain mentoring program for new faculty & staff
- Train faculty on current research & best/next practices for highly effective, innovative and meaningful instruction
- Train staff to utilize technology to benefit student learning and monitor success
- Train staff to be prepared for constantly changing & more challenging student needs
- Improve recruitment & retention of highly effective staff members
- Provide staff development for District Improvement identified areas and State mandates
- Support teacher evaluation tool including the student growth model component
- Provide, model and monitor guidelines & expectations for achieving student and staff success
- Continue supporting teachers through the student learning objectives (SLO) process

Communication Goals: Maintain an open and positive organizational communication

- Share accomplishments of the school district and students within the local community & surrounding area
- Maintain productive and positive relationships while identifying, creating partnerships & engaging stakeholders - including students, parents, families, local residents, & local businesses
- Maintain District website
- Maintain & enhance internal communications
- Communicate with legislators
- Reward staff & students
- Seek staff input

Finance Goals: Manage financial resources to support the mission of the district

- Alert taxpaying public regarding changes in state & local funding & keep community informed of school district finances
- Maintain contact with state & federal lawmakers regarding adequate school funding & unfunded mandates
- Monitor Budget & Levy while addressing anticipated economic challenges
- Review budget priorities while monitoring cash flow, investment strategies, fund balances & exhibit cost discipline
- Fund Curriculum Initiatives
- Support Foundation & PAWS
- Seek revenue sources & grants

Facilities Goals: Maintain facilities and strategize for future growth and needs

- Utilize space efficiently & effectively
- Ensure safe, secure, energy efficient & well maintained facilities

Document Status: Draft Update

2:100 Board Member Conflict of Interest

No Board of Education member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board of Education members must annually file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act. Each Board of Education member is responsible for filing the statement with the county clerk of the county in which the District's principle office is located by May 1.

Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in or a tangible benefit from PRESSPlus1 the entity selected for the contract:

1. Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a A member of the Board member's immediate family or household;
2. The Board member's business partner; PRESSPlus2 or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

LEGAL REF.:

105 ILCS 5/10-9.

5 ILCS 420/4A-101.5, 420/4A-105, 420/4A-106.5, and 420/4A-107. Ill. Governmental Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 105/3, Public Officer Prohibited Activities Act.

105 ILCS 5/10-9.

2 C.F.R. §200.318(c)(1).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

PRESSPlus Comments

PRESSPlus 1. Updated in response to PRESS Advisory Board (PAB) member feedback regarding alignment of the conflict of interest language to 2 C.F.R. §200.318. **Issue 110, October 2022**

PRESSPlus 2. The law does not define *partner*; consult the board attorney about whether this term includes domestic partners, business partners, or both. **Issue 110, October 2022**

Document Status: Draft Update

2:105 Ethics and Gift Ban

Prohibited Political Activity

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

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

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

Limitations on Receiving Gifts

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece,

husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

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

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

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under [26 U.S.C. §501\(c\)\(3\)](#).

Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood

or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, [5 ILCS 430/1-5](#).

"Political activity" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, "compensated time" includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

"Prohibited source" means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;

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

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

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

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

LEGAL REF.:

105 ILCS 5/22-930 (final citation pending). [PRESSPlus1](#)

5 ILCS 430/, State Officials and Employees Ethics Act.

10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of

Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated with the final citation for 105 ILCS 5/22-93, added by P.A. 102-327 and renumbered by P.A. 102-813, establishing a gift ban for school guidance counselors. **Issue 110, October 2022**

Document Status: Review and Monitoring

2:150 Committees

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. [PRESSPlus1](#)

Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

Special Board Committees

Special committees may be created for specific purposes or to investigate special issues. A special committee shall be automatically dissolved after presenting its final report to the Board or at the Board's discretion.

Standing Board Committees

Standing committees are created for indefinite terms to fulfill continuing District needs for investigation and monitoring of specific issues. Standing committees are:

1. Parent-Teacher Advisory Committee. This committee assists in the development of student behavior policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student behavior, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
2. The Behavioral Interventions Committee, coordinated by the Executive Director of the Special Education Cooperative, develops, implements, and monitors procedures for using behavioral interventions in accordance with Board Policy 7:230, *Misconduct by Students with Disabilities*. Committee reports and recommendations are made to the Board of Education as requested by the Board.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.:

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

Elementary and Secondary Education Act of 1965, [20 U.S.C. §6301](#) *et seq.*

Rules and Regulations for the Control of Communicable Diseases, issued by the Illinois Department of Public Health.

[5 ILCS 120/](#), Open Meetings Act.

[105 ILCS 5/10-20.14](#) and [5/14-8.05](#).

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: December 16, 2015

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 110, October 2022

Document Status: Draft Update

2:210 Organizational Board of Education Meeting

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within ~~40~~^{PRESSPlus1} days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years.

At the organizational meeting, the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.
2. The new Board of Education members shall be seated.
3. The Board of Education shall elect its officers, who assume office immediately upon their election.
4. The Board of Education shall fix a time and date for its regular meetings.

During an April Board meeting in even-numbered years, the Board considers organizational matters, such as, selecting individual members to fill offices with terms that expire this or the next month and fixing a time and date for its regular meetings.

LEGAL REF.:

~~10 ILCS 5/2A-1 et seq.~~ 105 ILCS 5/10-5, 5/10-16, and 5/10-16.5.

10 ILCS 5/2A-1 et seq., Election Code.

CROSS REF.: 2:30 (Board of Education District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

~~ADOPTED: September 20, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-16, amended by P.A. 102-798, extending the timeframe in which a board must hold its organizational meeting from 28 to 40 days after the consolidated election. **Issue 110, October 2022**

Document Status: Draft Update

2:230 Public Participation at Board of Education Meetings and Petitions to the Board

~~For an overall minimum of 20 minutes of~~ During each regular and special open meeting of the Board, [PRESSPlus1](#) any person may comment to or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below. [Q1](#) The Board listens to comments or questions during public participation; responses to comments to or questions of the Board are most often managed through policy 3:30, Chain of Command. [PRESSPlus2](#) ~~During public participation, there will be a 20-minute minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.~~

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President. This includes following the directives of the Board President. [PRESSPlus3](#) to maintain order and decorum for all.
2. Use a sign-in sheet, if requested. [PRESSPlus4](#)
3. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to five minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the Board President may allow a person ~~may be allowed~~ to speak for more than five minutes. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.
4. Observe, when necessary and appropriate, the Board President's authority to:
 - a. ~~Shortening of~~ the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak; and/or
 - b. ~~Expansion of the overall minimum of 20 minutes for public participation and/or the 20-minute minimum total length of time for any one subject; and/or~~
 - c. ~~Determination of~~ procedural matters regarding public participation not otherwise covered in Board policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board of Education at the next regularly scheduled Board meeting.

LEGAL REF.:

105 ILCS 5/10-6 and 5/10-16.

5 ILCS 120/2.06, Open Meetings Act.

~~105 ILCS 5/10-6 and 5/10-16.~~

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 8:10 (Connection with the

Community), 8:30 (Visitors to and Conduct on School Property), 8:110 (Public Suggestions and Complaints)

Questions and Answers:

***Required Question 1. **Consult with the board attorney for guidance before adopting a maximum time limit for public participation; public comment rules are frequently challenged.**

The Ill. Public Access Counselor (PAC) has issued only unpublished, non-binding opinions approving of 30- and 60-minute overall time limits for public comment under OMA. The PAC has issued a binding opinion finding that a public body violated OMA when, pursuant to an unrecorded rule, it limited public comment on a controversial topic to 15 minutes. Public Access Opinion (PAO) 19-2. The PAC noted that while the lack of an adopted policy on the time period for public comment did not “necessarily mean that public comment must be allowed to continue indefinitely,” the public body presented “no evidence that limiting comments was necessary to maintain decorum or that extending the comment period would have unduly interfered with the orderly transaction of public business.”

If the Board would like to establish a maximum time limit for public participation, IASB will revise the first sentence of the paragraph as follows:

For a maximum of 60 minutes during each regular and special open meeting of the Board, any person may comment to or ask questions of the School Board (*public participation*), subject to the reasonable constraints established and recorded in this policy’s guidelines below. The time limit for public participation at a meeting may be extended upon the majority vote of the Board members at the regular or special meeting.

If a board wants to establish a time limit other than 60 minutes, substitute with the time limit desired. Note that any extension of a public comment period cannot be based on the viewpoint of a speaker(s).

Would the Board like to establish a maximum time limit for public participation?

- No (default)
 - Yes, the Board would like to establish a maximum time limit of 60 minutes.
 - Yes, the Board would like to establish a time limit other than 60 minutes. What time limit has the board established? (Enter the number of minutes.):
-

PRESSPlus Comments

PRESSPlus 1. Updated in response to subscriber feedback regarding time minimums and maximums for public participation during school board meetings and for continuous improvement. Customize this policy to ensure it is responsive to the community’s public participation needs.

While it does not apply directly to school boards, the Empowering Public Participation Act, 5 ILCS 850/, added by P.A. 102-348, prohibits law enforcement agencies or officers employed by them from intentionally conducting background checks of individuals based solely on the fact that they are speaking at an open meeting of a public body. Consult the board attorney for a discussion related to the appropriateness of board members and school officials using search engines and/or other social media platforms to search for information about individuals speaking during public participation. **Issue 109, May 2022**

PRESSPlus 2. The law does not require board members to respond during public participation, and best practices for meetings instruct board members to refrain from engaging in commentary with members of the public during public participation. **Issue 109, May 2022**

PRESSPlus 3. Policy 2:110, *Qualifications, Term, and Duties of Board Officers*, governs the board president's duties, one of which is to preside at all meetings, including presiding over public participation and enforcing this policy. Enforcing this policy is key to the board conducting a successful meeting. The board president should speak with the board attorney to: (1) craft opening statements for the public participation portion of the meeting related to enforcement of this policy and consequences for violating it or any other related board policies, and (2) discuss whether the presence of security and/or law enforcement is advisable, especially when public participation is expected to be long or contentious. For a resource on best practices for managing challenging public comment periods, including a sample opening statement, see: www.iasb.com/policy-services-and-school-law/guidance-and-resources/managing-challenging-public-comment-periods/ and other learning opportunities through IASB's Online Learning Center, at: www.iasb.com/conference-training-and-events/training/online-learning/online-courses/. **Issue 109, May 2022**

PRESSPlus 4. Optional. A public commenter cannot be excluded for refusing to provide his or her home address. PAO 14-9. Generally, a board should consult with its attorney regarding the practice of excluding public commenters for reasons relating to the sign-in sheet. **Issue 109, May 2022**

Document Status: Review and Monitoring

2:250 Access to District Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response. [PRESSPlus1](#)

Freedom of Information Officer

The Superintendent shall appoint an employee, who may be himself or herself, to serve as the District's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

Requesting Records

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

Responding to Requests

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

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

The time periods are extended for responding to requests for records made for a *commercial*

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

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

Fees

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

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

A fee reduction is available if the person requesting the record states a specific purpose for the request and indicates that a fee reduction is in the public interest by having as its principal purpose the preservation of the general public's health, safety, welfare, or legal rights and is not for the principal purpose of personal or commercial benefit. The Freedom of Information Officer shall set the amount of the reduction, taking into consideration the amount of material requested and the cost of copying it.

Provision of Copies and Access to Records

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

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the Board of Education or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.:

[5 ILCS 140/](#), Illinois Freedom of Information Act.

[105 ILCS 5/10-16](#) and [5/24A-7.1](#).

[820 ILCS 40/11](#).

[820 ILCS 130/5](#).

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: June 17, 2015

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 110, October 2022

Document Status: Draft Update

2:265 Title IX Sexual Harassment Grievance Procedure

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

Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on 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~~9~~), *domestic violence* as defined in 34 U.S.C. §12291(a)(12~~8~~), or *stalking* as defined in 34 U.S.C. §12291(a)(36~~9~~). [PRESSPlus1](#)

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

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 pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

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

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

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

Title IX Coordinator:

James M. Hermes

999 N. Strong Ave.

Spring Valley, IL 61362

jimh@sv99.org

815.664.4242

Processing and Reviewing a Report or Complaint

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

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

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed 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 *clear and convincing 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)

PRESSPlus Comments

PRESSPlus 1. Updated in response to changed citations to the definitions of *dating violence*, *domestic violence*, and *stalking* from the 2022 reauthorization of the Violence Against Women Act (VAWA). The policy uses the updated VAWA citations, although the Title IX regulations at 34 C.F.R. §106.30, which contain pinpoint citations to VAWA, have not been updated. **Issue 110, October 2022**

Document Status: Review and Monitoring

3:10 Goals and Objectives

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with Board of Education policy 1:30, *School District Philosophy*. Specific goals and objectives are to: [PRESSPlus1](#)

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are aligned with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-21.4](#), and [5/10-21.4a](#).

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives).

ADOPTED: September 21, 2016

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: Draft Update

4:10 Fiscal and Business Management

The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board of Education and publishing it before December 1, as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an "*Authorization for Access to the District's Electronic Network.*"

Budget Planning

The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board of Education, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Ill. State Board of Education's (ISBE) *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by ISBE guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the Board of Education sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board of Education Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, including the cash reserve balance of all funds held by the District related to its operational levy and, if applicable, any obligations secured by those funds. PRESSPlus1 and the public shall be invited to comment, question, or advise the Board of Education.

Final Adoption Procedures

The Board of Education adopts a budget before the end of the first quarter of each fiscal year (September 30) or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by ISBE; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within three years according to ISBE requirements.

The Board of Education adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board of Education members' names voting yea and nay shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website.
2. Notify parents/guardians that the budget is posted and provide the website's address.
3. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
4. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy. [PRESSPlus2](#)
5. Make all preparations necessary in order for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act, and file a Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
6. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in the School Code and Truth in Taxation Act.

Budget Amendments

The Board of Education may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Superintendent or designee shall implement the District's budget and provide the Board of Education with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board of Education.

The Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund or abatements of it, if one exists.

LEGAL REF.:

105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.

35 ILCS 200/18-55 et seq., Truth in Taxation Law.

23 Ill.Admin.Code Part 100.

CROSS REF.: 4:20 (Fund Balances), 4:40 (Incurring Debt), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks)

ADOPTED: December 15, 2010

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/17-1.3, added by P.A. 102-895, requiring districts to disclose this cash reserve balance information “at the public hearing at which the district certifies its budget and levy for the taxable year.” The statute does not specify the manner in which the disclosure must be made; for ease of administration, the added text manages disclosure at the budget hearing by including it in the budget review. To provide evidence of compliance, consider as a best practice recording this disclosure in the board meeting minutes and/or presenting it in writing. The term *operational levy* is not defined in the statute, but it may refer to a district’s *operating funds*, which Ill. State Board of Education rules define as the Educational, Operations and Maintenance, Transportation, and Working Cash funds. 23 Ill. Admin.Code §100.20. Consult the board attorney for guidance. **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/17-1.3, added by P.A. 102-895. Consult the board attorney about the meaning of the *public hearing* for the levy and if the disclosure must always be made at the board meeting at which the board certifies the district’s levy, or only in those instances where notice and a *public hearing* are required by the Truth in Taxation Law. 35 ILCS 200/18-70. Similar to the disclosure of cash reserves made at the budget hearing, a district may want to manage compliance for the levy hearing by incorporating the information into the presentation of the levy at the board meeting. **Issue 110, October 2022**

Document Status: Review and Monitoring

4:55 Use of Credit and Procurement Cards

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests. [PRESSPlus1](#)

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. The Superintendent shall limit the amount each cardholder may charge in a single purchase or within a given month and inform the issuing bank of these limitations.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in [105 ILCS 5/10-20.21](#), or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

LEGAL REF.:

[105 ILCS 5/10-20.21](#).

[23 Ill.Admin.Code §100.70\(d\)](#).

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Funds), 5:60 (Expenses)

~~ADOPTED: October 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:

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Issue 110, October 2022

Document Status: Draft Update

4:140 Waiver of Student Fees

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay fines for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, driver education, , as well as fines for the loss or damage of school property ^{PRESSPlus1} are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines , the Superintendent will recommend to the Board which additional fees and fines , if any, the District will waive for students who meet the eligibility criteria for fee waiver. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay fees and fines , the following fees are also waived for students who meet the eligibility criteria for fee waiver: athletic participation fees, lock fees, towel fees, shop fees, laboratory fees, and registration fees. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, ^{PRESSPlus2} and that applications for fee waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee and fine waiver when:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line, ^{PRESSPlus3} or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a), ^{PRESSPlus4}

The Superintendent or designee will give additional consideration when ne one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees and fines in accordance with State law requirements must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s). [PRESSPlus5](#)

If a student receiving a waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

LEGAL REF.:

42 U.S.C. §11434a, McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.

23 Ill.Admin.Code §1.245 [*may contain unenforceable provisions*].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:140 (Education of Homeless Children)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-20.13, amended by P.A. 102-805, eff. 1-1-23, requiring districts to waive fees and fines, including fines for the loss of school property, for all eligible students. While districts are only required to waive fines for the *loss* of school property and not the *damage* of school property, this policy extends fine waivers to both for ease of implementation and to encourage students to return school property even if damaged (instead of claiming property is lost to avoid a fine). **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/10-20.13(b), as amended by P.A. 102-805, eff. 1-1-23. **Issue 110, October 2022**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-20.13, amended by P.A. 102-1032. 105 ILCS 5/10-20.13(b), as amended by P.A. 102-1032, does not specify whether the *income* at or below 200% of the federal poverty line is the household income or solely the income of the veteran/active-duty military parent/guardian. Consult the board attorney for guidance. **Issue 110, October 2022**

PRESSPlus 4. Updated in response to 105 ILCS 5/10-20.13(b), amended by P.A. 102-805, eff. 1-1-23, adding homeless children and youth as students eligible for fee and fine waivers.

See also non-regulatory guidance at www.isbe.net/Documents/guidance_reg.pdf, which states that students who are homeless, migrant, in foster care, runaway, or participating in Head Start are categorically eligible for school fee waivers. **Issue 110, October 2022**

PRESSPlus 5. For districts that establish an application process that is completely independent of a student's application for, eligibility for, or participation in the federal free meals program, see sample exhibit 4:140-E1, *Application for Fee Waiver*. For districts that tie the application process to the federal free meals program application and only ask for *verification* in accordance with the meals program, see sample exhibit 4:140-E2, *Application for Fee Waiver Based on Federal Free Meals Program*. The sample exhibits are available at **PRESS** Online by logging in at www.iasb.com. **Issue 110, October 2022**

Document Status: Draft Update

4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

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

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

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
 - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and employee-student^{PRESSPlus1} boundary violations pursuant to policy 5:120, *Employee Ethics*; Code of Professional Conduct; and *Conflict of Interest*;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics*; Code of Professional Conduct; and *Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based

upon policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.:

105 ILCS 5/10-23.13, 5/22-85.5, 5/27-9.1a, and 5/27-13.2.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

PRESSPlus Comments

PRESSPlus 1. Updated throughout to align with changes made to 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, in response to *Faith's Law*, 105 ILCS 5/22-85.5, added by P.A. 102-676. **Issue 110, October 2022**

Document Status: Draft Update - Rewritten

5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest

Title has been updated. Original Title: Employee Ethics; Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others. [PRESSPlus1](#)

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any. [PRESSPlus2](#)

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct. [PRESSPlus3](#)

The Superintendent or designee shall identify employee conduct standards [PRESSPlus4](#) that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy. [PRESSPlus5](#)
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*. [PRESSPlus6](#)
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;

- b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*. [PRESSPlus7](#)
 5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following: [PRESSPlus8](#)
 - a. Violates expectations and guidelines for employee-student boundaries. [PRESSPlus9](#)
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), or the Elementary and Secondary Education Act (20 U.S.C. § 7926). [PRESSPlus10](#)
 - d. Engages in *grooming* as defined in 720 ILCS 5/11-25. [PRESSPlus11](#)
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* [PRESSPlus12](#) is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

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

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

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, “no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

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

1. A member of the employee’s immediate family;
2. An employee’s partner; [PRESSPlus13](#) or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Outside Employment

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

Incorporated
by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.:

U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101, Ill. Governmental Ethics Act.

5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 135/, Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 7:20 (Harassment of Students Prohibited)

PRESSPlus Comments

PRESSPlus 1. This policy is renamed in response to Faith's Law, 105 ILCS 5/22-85.5, added by P.A. 102-676, so its title explicitly references an employee code of professional conduct. It is rewritten to set forth expectations more clearly for employee behavior, including maintaining appropriate boundaries with students.

This policy largely cites 105 ILCS 5/22-85.5, a small portion of the *Faith's Law* package. *Faith's Law* is the entirety of Public Act 102-676, which closed significant legal loopholes related to combating grooming by: (1) broadening the definition of grooming prohibited by the Criminal Code of 2012 (720 ILCS 5/11-25); (2) authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act (325 ILCS 5/3); and (3) requiring the Ill. State Board of Education (ISBE) to, by 7-1-23, develop and maintain a resource guide for students, parents/guardians, and teachers about sexual abuse response and prevention resources available in their community (105 ILCS 5/2-3.188). A *Faith's Law* trailer bill, P.A. 102-702, eff. 7-1-23, further combats grooming by amending School Code provisions related to district and third-party contractor hiring practices, suspension and revocation of employee licenses, and criminal history records checks for prospective and current employees. **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/22-85.5(e), added by P.A. 102-676. See sample exhibits 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, and 7:190-E2, *Student Handbook Checklist*. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh. The sample exhibits are available at **PRESS** Online by logging in at www.iasb.com. **Issue 110, October 2022**

PRESSPlus 3. See 105 ILCS 5/22-85.5(b), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 4. Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at www.iasb.com. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 110, October 2022**

PRESSPlus 5. 105 ILCS 5/22-85.5(d)(1), added by P.A. 102-676; 23 Ill.Admin.Code Part 22. 105 ILCS 5/22-85.5(d)(1) requires boards to incorporate ISBE's *Code of Ethics for Illinois Educators* in their policies. Prior to this law requiring boards to incorporate the *Code* by reference, this policy incorporated it to demonstrate a board's commitment to the *Code's* principles, potentially allowing a board to enforce the *Code* independently from any action taken by the State Superintendent. **Issue 110, October 2022**

PRESSPlus 6. 105 ILCS 5/22-85.5(d)(5), added by P.A. 102-676, requires districts to reference required employee training related to child abuse and educator ethics in its employee professional conduct policy. **Issue 110, October 2022**

PRESSPlus 7. Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676. See also 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 110, October 2022**

PRESSPlus 8. Required by 105 ILCS 5/22-85.5(f), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 9. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at **PRESS** Online by logging in at www.iasb.com. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 110, October 2022**

PRESSPlus 10. Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 11. 720 ILCS 5/11-25(a), amended by P.A. 102-676, defines *grooming* as follows: "A person commits grooming when he or she knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, a child's guardian, or another person believed by the person to be a child or a child's guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. As used in this Section, 'child' means a person under 17 years of age." **Issue 110, October 2022**

PRESSPlus 12. Required by 105 ILCS 5/22-85.5(d)(2), added by P.A. 102-676. This definition of *sexual misconduct* is adapted from 105 ILCS 5/22-85.5(c), added by P.A. 102-676. It results from collaboration to implement some recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See www.sesamenet.org/ for further information. **Issue 110, October 2022**

PRESSPlus 13. The law does not define *partner*; consult the board attorney about whether this term includes domestic partners, business partners, or both. **Issue 110, October 2022**

Document Status: Draft Update

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, [PRESSPlus1](#) color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, 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 Sexual Harassment Grievance Procedure*; 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 which 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, 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 and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

James M. Hermes

999 N. Strong Ave.

Spring Valley, IL 61362

Email: jimh@sv99.org

815.664.4242

Complaint Managers:

Ryan Geist

Shelly Nauman

999 N. Strong Ave.

999 N. Strong Ave.

Spring Valley, IL 61362

Spring Valley, IL 61362

Email: ryang@sv99.org

Email: shellyn@sv99.org

815.664.4601

815.664.4601

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination 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 harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; 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 policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or 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, 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 policy 2:260, *Uniform Grievance Procedure*), 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 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.

Burlington Indus. v. Ellerth, 524 U.S. 742 (1998); Vance v. Ball State Univ., 570 U.S. 421 (2013). [PRESSPlus2](#)

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).

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

~~Faragher v. City of Boca Raton, 524 U.S. 775 (1998).~~

~~Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).~~

~~Harris v. Forklift Systems, 510 U.S. 17 (1993).~~

~~Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).~~

~~Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).~~

~~Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).~~

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

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

Vance v. Ball State Univ., 133 S. Ct. 2434 (2013).

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004); 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 Sexual Harassment Grievance Procedure), 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)

PRESSPlus Comments

PRESSPlus 1. The Ill. Human Rights Act defines race to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5), added by P.A. 102-1102, eff. 1-1-23. The law allows employers to implement dress codes or adopt grooming policies that include restrictions on attire, clothing, or facial hair to maintain workplace safety or food sanitation. 775 ILCS 5/2-102(E-5). Title VII does not have a definition of race, but U.S. Equal Employment Opportunity Commission (EEOC) guidance provides that “[r]ace discrimination includes discrimination on the basis of ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features.” See the EEOC’s *Questions and Answers about Race and Color Discrimination in Employment*, at: www.eeoc.gov/laws/guidance/questions-and-answers-about-race-and-color-discrimination-employment. **Issue 110, October 2022**

PRESSPlus 2. The Legal References are updated. **Issue 110, October 2022**

Document Status: 5-Year-Review - Needs Review

5:140 Solicitations By or From Staff

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent.

CROSS REF.: 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: May 17, 2017

Document Status: Review and Monitoring

5:170 Copyright

Works Made for Hire [PRESSPlus1](#)

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assumed the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

LEGAL REF.:

Federal Copyright Law of 1976, [17 U.S.C. §101](#) *et seq.*

[105 ILCS 5/10-23.10.](#)

CROSS REF.: 6:235 (Access to Electronic Networks)

ADOPTED: October 21, 2015

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 110, October 2022

Document Status: Review and Monitoring

5:190 Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply: [PRESSPlus1](#)

1. Each teacher must:
 - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
 - b. Provide the District Office with a complete official transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with an official transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

LEGAL REF.:

[20 U.S.C. §6312\(e\)\(1\)\(A\)](#).

[105 ILCS 5/10-20.15](#), [5/21-11.4](#), [5/21B-15](#), [5/21B-20](#), [5/21B-25](#), and [5/24-23](#).

[23 Ill.Admin.Code §1.610 et seq.](#), [§1.705 et seq.](#), and [Part 25](#).

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

ADOPTED: December 21, 2016

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 110, October 2022

Document Status: Draft Update

5:220 Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license ~~or short-term substitute license~~ and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 days beginning with the 2021-2022 through the 2022-2023 school year. [PRESSPlus1](#) otherwise 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. ~~A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.~~

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Unless otherwise permitted by law. [PRESSPlus2](#) s Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.:

105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

40 ILCS 5/16-118, III. Pension Code.

23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/21B-20(3), amended by P.A. 102-717. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/21B-20(4), amended by P.A. 102-712, permitting short-term substitute teachers to substitute for a licensed teacher for up to 15 (rather than five) consecutive school days, if the Governor has declared a disaster due to a public health emergency, through 6-30-23. **Issue 110, October 2022**

Document Status: Draft Update

5:250 Leaves of Absence

Sick and Bereavement Leave, [PRESSPlus1](#) Sabbatical Leave, Personal Leave, Child-Rearing Leave (Maternity Leave / Childrearing Leave), Union Leave, Professional Business Leave, Personal Emergency Leave

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

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

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

Leave of Absence Without Pay

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly

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

Leave for Employment in Department of Defense

The Board of Education may grant teachers a leave of absence to accept employment in a Dept. of

Defense overseas school.

School Visitation Leave

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

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

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

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

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

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

Upon request, the Board of Education will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) 20 days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in [105 ILCS 5/24-6.3](#), and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#).

Leave to Serve as an Election Judge

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

COVID-19 Paid Administrative Leave [PRESSPlus2](#)

During any time when the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7, paid administrative leave is available to eligible employees if the District, State or any of its agencies, or the local health department has issued guidance, mandates, or rules related to

COVID-19 that restrict an employee from being on District property for a reason outlined in State law.

For an employee to be eligible for COVID-19 paid administrative leave, the employee must be fully vaccinated against COVID-19 [PRESSPlus3](#) as defined in 105 ILCS 5/10-20.83 (final citation pending).
[Q1](#)

The employee will receive as many days of administrative leave as required to abide by the public health guidance, mandates, and requirements issued by the Ill. Dept. of Public Health, unless a longer period has been negotiated with the exclusive bargaining representative.

As a condition of being granted COVID-19 paid administrative leave, an employee shall provide all documentation necessary to substantiate the employee's eligibility for the leave, as requested by the Superintendent or designee. [PRESSPlus4](#) An employee who is on COVID-19 paid administrative leave will receive the employee's regular rate of pay; the leave will not diminish any other leave or benefits of the employee. Employees may not accrue COVID-19 paid administrative leave.

LEGAL REF.:

105 ILCS 5/10-20.83 (final citation pending), 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

~~10 ILCS 5/13-2.5.~~

~~105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.~~

10 ILCS 5/13-2.5, Election Code.

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act

[820 ILCS 154/](#), Child Bereavement Leave Act.

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

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

Questions and Answers:

***Required Question 1. Does the board require fully vaccinated employees to participate in a district COVID-19 testing program?

No. (Default)

Yes. (IASB will add "and participate in the District's COVID-19 testing program" to the end of this sentence.)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-697, requires districts to return sick leave

used by a fully vaccinated teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the teacher was "fully vaccinated against COVID-19" by 5-10-22. The law prohibits districts from rescinding the returned sick leave in the event the definition of "fully vaccinated against COVID-19" is later updated by the Centers for Disease Control and Prevention (CDC) or the Ill. Dept. of Public Health (IDPH) to include recommended booster doses. **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697. Whether some or all of the COVID-19 related reasons listed in 105 ILCS 5/10-20.83(b) and (c) (final citation pending) apply will depend upon current health guidance and/or rules. The law requires that this leave also be provided retroactively to an employee for a qualifying reason *prior* to 4-5-22 if the employee was fully vaccinated by 5-10-22. The law prohibits districts from rescinding the paid leave if the definition of "fully vaccinated against COVID-19" is later updated by the CDC or IDPH to include recommended booster doses.

Consult the board attorney for guidance about whether the board must accommodate an employee's religion or disability by exempting the employee from the COVID-19 vaccination prerequisite in 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697, and/or if the board and union may agree that this leave will extend to all unvaccinated employees. Title VII of the Civil Rights Act of 1964 requires employers to accommodate an employee's sincere religious objection to an employer vaccination requirement unless doing so would be an "undue hardship" on the employer. 42 U.S.C §2000e(j). Similarly, the Americans with Disabilities Act requires an employer to exempt an employee with a disability (including pregnancy-related disability) from a safety-related standard, such as a vaccination requirement, unless the employee poses a *direct threat* to the health or safety of the employee or others while on the job. 29 C.F.R. §1630.2(r). See also the U.S. Equal Employment Opportunity Commission guidance document, *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws*, at: www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws. **Issue 110, October 2022**

PRESSPlus 3. "Fully vaccinated against COVID-19" means: (1) two weeks after receiving the second dose in a two-dose series of a COVID-19 authorized for emergency use, licensed, or otherwise approved by the U.S. Food and Drug Administration (FDA), or (2) two weeks after receiving a single dose of a COVID-19 vaccine authorized for emergency use, licensed, or otherwise approved by the FDA. If the Centers for Disease Control and Prevention (CDC) later revises the definition of "fully vaccinated against COVID-19" to include booster doses, and the Ill. Dept. of Public Health (IDPH) adopts the CDC's revised definition, then employees will have five weeks after IDPH's action to receive a booster (if eligible) to remain eligible for COVID-19 paid administrative leave. 105 ILCS 5/10-20.83(g) (final citation pending), added by P.A. 102-697. **Issue 110, October 2022**

PRESSPlus 4. This sentence is optional. 105 ILCS 5/10-20.83(d) (final citation pending), added by P.A. 102-697. It is a best practice for boards to require appropriate documentation to verify employee eligibility for the leave benefit. **Issue 110, October 2022**

Document Status: Review and Monitoring

5:260 Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section [5/21B-80](#) of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach. [PRESSPlus1](#)

Before permitting an individual to student teach, begin a required internship, or participate in any field experience in the District, the Superintendent or designee shall ensure that:

1. The District performed a [105 ILCS 5/10-21.9\(g\)](#) Check as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to [105 ILCS 5/24-5](#).

A [105 ILCS 5/10-21.9\(g\)](#) Check shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act ([20 ILCS 2635/1](#)), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act ([P.L. 109-248](#));
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law ([730 ILCS 152/101 et seq.](#)); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law ([730 ILCS 154/75-105](#)).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her [105 ILCS 5/10-21.9\(g\)](#) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. The Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

LEGAL REF.:

Adam Walsh Child Protection and Safety Act, [P.L. 109-248](#).

Uniform Conviction Information Act, [20 ILCS 2635/1](#).

[105 ILCS 5/10-21.9](#), [5/10-22.34](#), and [5/24-5](#).

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

~~ADOPTED: December 21, 2016~~

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 110, October 2022

Document Status: Draft Update

5:280 Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Nonlicensed ~~certificated and Unlicensed~~ [PRESSPlus1](#) Personnel Working with Students and Performing Non-Instructional Duties

Nonlicensed ~~certificated and unlicensed~~ personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule, [PRESSPlus2](#)
or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a nonlicensed ~~certificated~~ person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval. When appropriate, the Superintendent may seek approval from the responsible regional superintendent for a noncertificated individual to provide specialized instruction that is not otherwise readily available in the school environment in the field that the individual is particularly qualified by reason of specialized knowledge or skill.

Coaches

Athletic coaches shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.:

34 C.F.R. §200.58.

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

625 ILCS 5/6-104 and 5/6-106.1, [Ill. Vehicle Code](#).

23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 23 Ill.Admin.Code §1.630(c), amended at 45 Ill.Reg. 9446. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 23 Ill.Admin.Code §1.630(c), amended at 45 Ill.Reg. 9446 by P.A 102-894. **Issue 110, October 2022**

Document Status: Draft Update

5:320 Evaluation

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board policies as well as in compliance with State law and any applicable employee handbook [PRESSPlus1](#) and/or collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable employee handbook and/or collective bargaining agreement.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

~~ADOPTED: May 17, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a Policy Reference Manual (PRM) five-year review. **Issue 110, October 2022**

Document Status: Draft Update

5:330 Sick Days, Vacation, Holidays, and Leaves

Sick Days [PRESSPlus1](#)

Please refer to the current “Contract Agreement between Spring Valley Association of Non-Certified Workers, An Independent Voluntary Association, and the Board of Education Spring Valley Elementary District #99,” or individual contracts.

Vacation

Please refer to the current “Contract Agreement between Spring Valley Association of Non-Certified Workers, An Independent Voluntary Association, and the Board of Education Spring Valley Elementary District #99”, or individual contracts.

Holidays

Please refer to the current “Contract Agreement between Spring Valley Association of Non-Certified Workers, An Independent Voluntary Association, and the Board of Education Spring Valley Elementary District #99”, or individual contracts.

Personal Leave

Please refer to the current “Contract Agreement between Spring Valley Association of Non-Certified Workers, An Independent Voluntary Association, and the Board of Education Spring Valley Elementary District #99”, or individual contracts.

Leaves for Service in the Military and General Assembly

Educational support personnel receive military and General Assembly leaves on the same terms and conditions granted professional staff.

Bereavement Leave

Educational support personnel receive bereavement leave on the same terms and conditions granted professional staff.

School Visitation Leave

Educational support personnel receive school visitation leave on the same terms and conditions granted professional staff.

Leave to Serve as a Trustee of the Ill Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with [105 ILCS 5/24-6.3](#).

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

Educational support personnel receive a leave for victims of domestic violence, sexual violence, or gender violence on the same terms and conditions granted professional staff.

FamilyChild Bereavement Leave [PRESSPlus2](#)

Educational support personnel receive familychild bereavement leave on the same terms and conditions granted professional staff.

Leave to Serve as an Election Judge

Educational support personnel receive a leave to serve as an election judge on the same terms and conditions granted professional staff.

COVID-19 Paid Administrative Leave [PRESSPlus3](#)

Educational support personnel receive COVID-19 paid administrative leave on the same terms and conditions granted professional staff.

LEGAL REF.:

105 ILCS 5/10-20.7b, 5/10-20.83 (final citation pending), 5/24-2, and 5/24-6, and 5/24-6.3.

10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

School Dist 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-697, requires districts to return sick leave used by a fully vaccinated teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the teacher was "fully vaccinated against COVID-19" by 5-10-22. The law prohibits districts from rescinding the returned sick leave in the event the definition of "fully vaccinated against COVID-19" is later updated by the Centers for Disease Control and Prevention (CDC) or the Ill. Dept. of Public Health (IDPH) to include recommended booster doses. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to the FamilyChild Bereavement Act, 820 ILCS 154/, amended by P.A. 102-1050, eff. 1-1-23. **Issue 110, October 2022**

PRESSPlus 3. Required by 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-

Document Status: Draft Update

6:15 School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning* with accompanying Illinois and [PRESSPlus1 Learning Standards](#).

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with [105 ILCS 5/2-3.153](#), annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 4 through 8 and teachers.

The Superintendent shall make regular assessment reports to the Board, including projections whether the District and each school is or will be making adequate yearly progress as defined in State law. The Superintendent shall seek Board approval for each District and/or school improvement plan and otherwise when necessary or advisable.

LEGAL REF.:

[105 ILCS 5/2-3.25](#), [5/2-3.25a](#), [5/2-3.25b](#), [5/2-3.25c](#), [5/2-3.25d-5](#), [5/2-3.25e-5](#), [5/2-3.25f](#), [5/2-3.25f-5](#), [5/2-3.63](#), [5/2-3.64a-5](#), [5/2-3.153](#), [5/10-17a](#), [5/10-21.3a](#), and [5/27-1](#).

[23 Ill.Admin.Code Part 1](#), Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 23 Ill.Admin.Code §1, Appendix D, amended at 45 Ill.Reg. 13180. **Issue 110, October 2022**

Document Status: Draft Update

6:20 School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board of Education may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board of Education establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure observances required by State law are followed during each day of school attendance.

LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-20.4.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, and 5/27-20.2, ~~and 20/1~~. [PRESSPlus1](#)

10 ILCS 5/11-4.1, Election Code.

5 ILCS 490/, State Commemorative Dates Act.

23 Ill.Admin.Code §1.420(f).

Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd by* 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

6:60 Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. A unit of cursive instruction will be offered in grade(s) 2. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include educating students about behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
7. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days, in a physical education course. For exemptions and substitutions, see policies 6:310, *Credit for Alternative Courses and Programs, and Course Substitution*, and 7:260, *Exemption from Physical Education*.

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
12. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

13. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
17. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
18. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or

designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.

19. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.:

Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.

Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/10-20.~~73-79~~(final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2. [PRESSPlus1](#)

105 ILCS 110/3, Comprehensive Health Education Program.

105 ILCS 435/, Vocational Education Act.

625 ILCS 5/6-408.5, III. Vehicle Code.

23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

6:65 Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the III. Learning Standards. The III. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.:

Children's Mental Health Act of 2003, 405 ILCS 49/. [PRESSPlus1](#)

CROSS REF.: 1:30, (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Review and Monitoring

6:130 Program for the Gifted

The Superintendent or designee shall implement an education program for gifted and talented learners that is responsive to community needs and is within the budget perimeters as set by the Board. If the State Superintendent of Education issues a Request for Proposals because sufficient State funding is available to support local programs of gifted education, the Superintendent or designee shall inform the Board concerning the feasibility and advisability of developing a "plan for gifted education" that would qualify for State funding. [PRESSPlus1](#)

The Board of Education will monitor this program's performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

LEGAL REF.:

[105 ILCS 5/14A.](#)

[23 Ill.Admin.Code Part 227.](#)

CROSS REF.: 6:135 (Accelerated Placement Program)

ADOPTED: May 18, 2016

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 110, October 2022

Document Status: Draft Update

6:250 Community Resource Persons and Volunteers

The Board of Education encourages the use of volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a ~~certificated~~ licensed [PRESSPlus1](#) teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a ~~certificated~~ licensed teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

[105 ILCS 5/10-22.34](#), [5/10-22.34a](#), and [5/10-22.34b](#).

[720 ILCS 5/12C-50.1](#), Failure to Report Hazing.

[730 ILCS 150/1](#) *et seq.*, Sex Offender Registration Act.

[730 ILCS 152/101](#) *et seq.*, Sex Offender Community Notification Law.

[730 ILCS 154/75](#) *et seq.*, Murderer and Violent Offender Against Youth Community Notification Law.

[730 ILCS 154/101](#) *et seq.*, Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, amended by P.A. 102-894. **Issue 110, October 2022**

Document Status: Draft Update

6:255 Assemblies and Ceremonies

Assemblies must be approved by the Building Principal and be consistent with the District's educational objectives.

While ~~the~~ the District respects an individual's brief, quiet, personal religious observance(s), [PRESSPlus1](#) it shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.

LEGAL REF.:

Lee v. Weisman, 505 U.S. 577 (1992).

Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290 (2000).

Kennedy v. Bremerton Sch. Dist., 142 S.Ct. 2407 (2022).

Jones v. Clear Creek Independent Sch. Dist., 930 F.2d 416 (5th Cir. 1991), *cert. granted, judgement vacated*, 505 U.S. 1215 (1992), *remand*, 977 F.2d 963, *reh'g denied*, 983 F.2d 234 (5th Cir. 1992), and *cert. denied*, 508 U.S. 967 (1993).

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to Kennedy v. Bremerton Sch. Dist., 142 S.Ct. 2407 (2022), where the Supreme Court held that a football coach had a right to pray on the 50-yard line after games, even though still on duty, because he was engaged in a "brief, quiet, personal religious observance doubly protected by the Free Exercise and Free Speech Clauses of the First Amendment." Consult the board attorney if considering a policy or practice of prohibiting employees from engaging in private prayer in the presence of students. **Issue 110, October 2022**

Document Status: Draft Update

6:260 Complaints About Curriculum, Instructional Materials, and Programs

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

~~Persons~~ Parents/guardians, employees, and community members ^{PRESSPlus1} who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy ~~should~~ may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

~~Persons~~ Parents/guardians, employees, and community members with ~~all~~ other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection Form*. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection Form*. The Superintendent or designee shall establish criteria for the review of objections and inform the parent/guardian, employee, or community member, as applicable, of the District's decision. ^{PRESSPlus2}

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

LEGAL REF.:

[20 U.S.C. §1232h](#), Protection of Pupil Rights Amendment.

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

PRESSPlus Comments

PRESSPlus 1. Updated to limit the scope of complainants in this policy to parents/guardians, employees, and community members in alignment with sample **PRESS** policy 2:260, *Uniform Grievance Procedure*. **Issue 110, October 2022**

PRESSPlus 2. Optional sentence; updated in response to **PRESS** Advisory Board (PAB) member feedback regarding the need for districts to have processes in place to address an increasing number of curriculum objections. It strengthens the policy's connection to IASB's *Foundational Principles of Effective Governance*. See www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance. For criteria that can be used in reviewing curriculum objections, see sample administrative procedure, 6:260-AP, *Responding to Complaints About Curriculum, Instructional Materials, and Programs*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 110, October 2022**

Document Status: Review and Monitoring

6:270 Guidance and Counseling Program

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member. The counseling program will assist students with interventions related to academic, social and/or personal issues. Students shall be encouraged to seek academic, social, and/or personal assistance. [PRESSPlus1](#)

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

LEGAL REF.:

[105 ILCS 5/10-22.24a](#) and [5/10-22.24b](#).

[23 Ill.Admin.Code §§1.420\(q\)](#).

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:50 (School Wellness), 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), 6:130 (Program for the Gifted), 7:100 (Health, Eye, and Dental Examinations, Immunizations, and Exclusion of Students), 7:250 (Student Support Services)

~~ADOPTED: July 26, 2006~~

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 110, October 2022

Document Status: Draft Update

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students and to the community. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act.

105 ILCS 10/, Illinois School Student Records Act.

105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, 5/2-3.64a-15, 5/2-3.107, 5/2-3.153, 5/10-17a, 5/22-82, and 5/27-1. [PRESSPlus1](#)

23 Ill. Admin. Code §§1.30(b) and §375.10.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

7:50 School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations, Immunizations, and Exclusion of Students*.

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

District's school year, or (b) the grade level following the last grade completed.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law. [PRESSPlus1](#)

Student Transfers To and From Non-District Schools

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

LEGAL REF.:

8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.

20 U.S.C. §1232g, Family Educational Rights and Privacy Act.

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

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.

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

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1.

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

105 ILCS 45/, Education for Homeless Children Act.

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

325 ILCS 50/, Missing Children Records Act.

325 ILCS 55/, Missing Children Registration Law.

410 ILCS 315/2e, Communicable Disease Prevention Act.

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

23 Ill.Admin.Code Part 226, Special Education.

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

CROSS REF.: 4:110 (Transportation); 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations, Immunizations, and Exclusion of Students), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1.

Document Status: Draft Update

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, [PRESSPlus1](#) family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.
9. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
10. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
11. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
12. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
13. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
14. A protocol for making the notifications required by the School Code, [Section 26-3a](#), concerning students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the criteria established below.
15. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
16. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in the School Code, [Section 26\(c\)](#). A parent/guardian has the right to appeal a decision to exclude a student; the Illinois State Board of Education's rule will control the appeal process, [23 Ill.Admin.Code §1.242](#).

Monitoring [PRESSPlus2](#)

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board updates this policy at

least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.:

105 ILCS 5/22-92 and 5/26-1 through 18.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

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), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1 and 5/26-2a, amended by P.A. 102-891, eff. 1-1-23, requiring that, subject to Ill. State Board of Education (ISBE) guidelines, middle and high school students be permitted one school day-long excused absence per school year to engage in a *civic event*, defined as “an event sponsored by a non-profit organization or governmental entity that is open to the public. *Civic event* includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. Schools may require students to provide an appropriate administrator with reasonable advance notice of the intended absence and documentation of participation. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/22-92(b), added by P.A. 102-157 and renumbered by P.A. 102-813; 23 Ill.Admin.Code §207.30(a), requiring that every two years a board update its absenteeism and truancy policy and file it with the Ill. State Board of Education and the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate].

The policy must contain all requirements of 105 ILCS 5/22-92, indicate the date of adoption (by month, day, and year) and any revision dates, and be filed electronically by September 30 each review year through ISBE’s Web Application Security (IWAS) system. 23 Ill.Admin.Code §§207.20(a), 207.30(a). If, after review and re-evaluation of the policy, the district determines that no updates are necessary, either a copy of board minutes clearly indicating the policy was re-evaluated and no changes were deemed necessary or a signed statement from the board president indicating the policy was re-evaluated and no changes were deemed necessary must be submitted to IWAS. 23 Ill.Admin.Code §207.30(a)(3). ISBE has stated that for districts that update the adoption date listed on a policy whenever the policy is updated, the date of adoption is sufficient to also indicate the revision date. See ISBE's *Absenteeism and Truancy Policy FAQ*, at: www.isbe.net/Documents/Absenteeism-Truancy-Policy-FAQ.pdf.

ISBE rules implementing this requirement were published in the Ill. Register in October 2022 but provide that “[n]o later than September 30, 2022, or no later than September 30 of the first full school year a school becomes subject to this Part, each school or district must file the policy through the State Board of Education’s Web Application Security (IWAS), and must submit an updated policy every two years thereafter by no later than September 30 of the year due.” 23 Ill.Admin.Code

§207.30(a). ISBE informed the **PRESS** Editors that due to the late publication date, the submission deadline for the 2022-2023 school year is extended to 1-13-23, and the September 30 submission deadline is not operative until the 2023-2024 school year. **Issue 110, October 2022**

Document Status: Draft Update

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grade 6.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
 - a. If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.
 - b. Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or

other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

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

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

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

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption

form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.

2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

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

105 ILCS 5/27-8.1 and 45/1-20.

410 ILCS 45/7.1, Lead Poisoning Prevention Act. [PRESSPlus1](#)

410 ILCS and 315/2e, Communicable Disease Prevention Act.

23 Ill.Admin.Code §1.530.

77 Ill. Admin.Code Part 664, Socio-Emotional and Developmental Screening.

77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.

77 Ill.Admin.Code Part 690, Control of Communicable Diseases.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

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, national origin, military status, unfavorable discharge status from the 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, or actual or potential marital or parental status, including pregnancy, 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-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 counselors**, 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 following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
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, 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.

Nondiscrimination Coordinator:

James M. Hermes
999 N. Strong Ave.
Spring Valley, IL 61362
Email: jimh@sv99.org
815.664.4242

Complaint Managers:

Ryan Geist
999 N. Strong Ave.
Spring Valley, IL 61362
Email: ryang@sv99.org
815.664.4601

Shelly Nauman
999 N. Strong Ave.
Spring Valley, IL 61362
Email: shellyn@sv99.org
815.664.4601

Anonymous Reporting call: 815.664.4242 - (3)

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
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 the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - 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 report of the 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 and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the 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 act 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, which 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 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 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 a signed statement from the board**; 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 District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

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, ~~and §1.280,~~ and 1.295. [PRESSPlus1](#)

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 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 (~~Food Allergy~~ Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

7:250 Student Support Services

The District provides a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.^{PRESSPlus1} The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. ~~A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.~~

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse and grooming behaviors,^{PRESSPlus2} along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 *et seq.*

LEGAL REF.:

105 ILCS 5/10-23.13(b), 5/10-20.59, and 5/21B-25(G).

405 ILCS 49/, Children's Mental Health Act ~~of 2003~~.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations, Immunizations, and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/10-20.59, amended by P.A. 102-199. **Issue 110, October 2022**

PRESSPlus 2. Updated to align with *Erin's Law*, 105 ILCS 10-23.13, amended by P.A. 102-610. **Issue 110, October 2022**

Document Status: Draft Update - Rewritten

7:285 Anaphylaxis Prevention, Response, and Management Program

Title has been updated. Original Title: Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. [PRESSPlus1](#) Students at risk for anaphylaxis benefit from a Board of Education policy that coordinates a planned response in the event of an anaphylactic emergency. [PRESSPlus2](#) Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. [PRESSPlus3](#)

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540. [PRESSPlus4](#)
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540. [PRESSPlus5](#)
3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*. [Q1](#)
4. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*. [PRESSPlus6](#)
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy. [PRESSPlus7](#)
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring [PRESSPlus8](#)

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board ~~monitors~~ reviews and

makes any necessary updates to this policy at least once every three years by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions. review and any necessary updates. [PRESSPlus9](#)

LEGAL REF.:

105 ILCS 5/2-3.190~~82~~, 5/10-22.39(e), and 5/22-30.

23 Ill.Admin.Code §1.540.

Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips and Recreational Class Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

Questions and Answers:

***Required Question 1. Has the Board adopted the School District Supply of Undesignated Epinephrine Injectors subhead in policy 7:270, *Administering Medicine to Students*?

Note: Be sure that the Board's adoption of the subhead regarding Undesignated Epinephrine Injectors in policy 7:270 is in alignment with the District's implementation of 105 ILCS 5/22-30, amended by P.A. 102-413. If the district maintains a supply of undesignated epinephrine injectors, but has not adopted the subhead in policy 7:270, see the **PRESS** sample, available at **PRESS** Online by logging in at www.iasb.com, at f/n 12.

- Yes (default)
 No (IASB will delete #3 in alignment with policy 7:270.)

PRESSPlus Comments

PRESSPlus 1. This policy is updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-413, requiring districts to adopt or update by 8-17-22 an anaphylaxis policy addressing prevention of and response to anaphylaxis in accordance with the model policy developed by the Ill. State Board of Education (ISBE), *Anaphylaxis Response Policy for Illinois Schools, (ISBE Model)*, available at: www.isbe.net/Documents/Anaphylactic-policy.pdf.

It is presented as rewritten for PRESS Plus subscribers, however, a redlined version showing the changes made is available at **PRESS** Online by logging in at www.iasb.com.

The law requires the *ISBE Model*, and in turn a board's policy based on the *ISBE Model*, to include: (a) a procedure and treatment plan, including emergency protocols and responsibilities for school nurses and other appropriate school personnel, for responding to anaphylaxis, (b) requirements for a training course for appropriate school personnel on prevention and responding to anaphylaxis, (c) a

procedure and appropriate guidelines for the development of an individualized emergency health care plan for children with a food or other allergy that could result in anaphylaxis, (d) a communication plan for intake and dissemination of information provided by Illinois regarding children with a food or other allergy that could result in anaphylaxis, including a discussion of methods, treatments, and therapies to reduce the risk of allergic reactions, including anaphylaxis, (e) strategies for reducing the risk of exposure to anaphylactic causative agents, including food and other allergens, and (f) a communication plan for discussion with children who have developed adequate verbal communication and comprehension skills and with the parents or guardians of all children about foods that are safe and unsafe and about strategies to avoid exposure to unsafe food. 105 ILCS 5/2-3.182(b).

The *ISBE Model* is primarily focused on item (a). Little to no guidance for schools regarding items (b)-(f) exists in it other than to generally cite to voluminous resources made available by the Centers for Disease Control and Prevention (CDC) and National Association of School Nurses (NASN). This policy and its implementing procedures (available at **PRESS** Online by logging in at www.iasb.com) are designed to supplement the *ISBE Model* and further lead school officials to resources regarding items (b)-(f). 105 ILCS 5/2-3.182(b)(1-6).

Issue 109, May 2022

PRESSPlus 2. The *ISBE Model* does not provide a specific definition for *anaphylactic emergency*, but it appears to use that term and *anaphylaxis* interchangeably. **Issue 109, May 2022**

PRESSPlus 3. The *ISBE Model* provides that students at risk for anaphylaxis benefit from a policy that coordinates a planned response in the event of an anaphylactic emergency, and it emphasizes that an emergency plan should include all stakeholders. The clause “using a cooperative effort among students’ families, staff members, students, health care providers and emergency medical services, and the community” is optional and can be removed. The purpose of the clause is to share responsibility for management among all stakeholders. **Issue 109, May 2022**

PRESSPlus 4. Number one outlines the goals that the legislature directed ISBE to include in the topics covered by the *ISBE Model*. 105 ILCS 5/2-3.149(a)-(c). The *ISBE Model* is based on the *Virginia Dept. of Education Anaphylaxis Policy*, available at: www.doe.virginia.gov/support/health_medical/anaphylaxis_epinephrine/, and it incorporates NASN recommendations for a comprehensive anaphylaxis school policy. See the *NASN Sample Anaphylaxis Policy*, at: www.nasn.org/nasn-resources/resources-by-topic/allergies-anaphylaxis. Boards may add further expectations and include additional goals that reflect those expectations here. Ensure that any additional expectations or goals align with policy 7:270, *Administering Medicines to Students*. **Issue 109, May 2022**

PRESSPlus 5. Number two includes the biennial in-service training program required by 105 ILCS 5/10-22.39(e) and training required by 105 ILCS 5/22-30(g) for those staff members who will be *trained personnel*, authorized by 105 ILCS 5/22-30(b-10), to provide or administer undesignated epinephrine in specific situations. The law authorizes *school nurses* and *trained personnel* to administer undesignated epinephrine. See policy 5:100, *Staff Development Program* (or, if the board has not adopted the list of all training in the policy, see f/n 5 of the sample policy at **PRESS** Online, available by logging in at www.iasb.com), and 7:270-AP2, *Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon* (available at **PRESS** Online by logging in at www.iasb.com).

105 ILCS 5/22-30(b-5) does not specifically state that staff members authorized to administer (student-specific) epinephrine under a student's specific individual plan must also complete the more rigorous training required for *trained personnel*. However, the *ISBE Model* is clear that “[o]nly trained personnel should administer epinephrine to a student believed to be having an anaphylactic reaction,” and it requires each building-level administrator to identify at least two employees, in addition to the school nurse (if any), to be *trained personnel*. The more in-depth training for staff members who may administer epinephrine (whether student-specific or undesignated) is also a best practice emphasized in the *CDC Guidelines*, which is referenced in the *ISBE Model*. **Issue 109, May 2022**

PRESSPlus 6. Number four refers to the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs*, at: www.cdc.gov/healthyschools/foodallergies/pdf/20_316712-A_FA_guide_508tag.pdf (*CDC Guidelines*), which is cited in the *ISBE Model* as a resource for a “full food allergy and prevention of allergen exposure plan.” Adopting the entire, voluminous *CDC Guidelines* document as policy is not practical. The *CDC Guidelines* also state that not every recommendation will be appropriate or feasible for every district's needs. The *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*, at: <http://www.nasn.org/nasn-resources/resources-by-topic/allergies-anaphylaxis>, are also linked as a resource in the *ISBE Model*. The *ISBE Model* acknowledges that not all schools have access to school nurses or other health staff on a regular basis, and it encourages districts to take this into consideration when developing building-level plans. **Issue 109, May 2022**

PRESSPlus 7. Number five is required by 105 ILCS 5/2-3.182(c), added by P.A. 102-413. The notification must include contact information for parents/guardians to engage further with the district to learn more about individualized aspects of the policy. For ease of administration, districts may want to include this notification in student handbook(s). The Ill. Principal's Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook. **Issue 109, May 2022**

PRESSPlus 8. 105 ILCS 5/2-3.182(e) provides that ISBE shall review and update its model policy at least once every three years. Although this section does not expressly state that boards must also conduct a review within this time frame, that is the logical conclusion based on a board's duty in 105 ILCS 5/10-16.7 to direct the superintendent through policy. **Issue 109, May 2022**

PRESSPlus 9. Updated for continuous improvement. **Issue 110, October 2022**

Document Status: Draft Update

7:290 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the [School Code Section 5/2-3.166\(c\)\(2\)-\(7\)](#). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5/2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by [105 ILCS 5/10-22.39](#) for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and [405 ILCS 49/15\(b\)](#) (requiring student social and emotional development in the District's educational program);

- b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
 - c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
 - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and [105 ILCS 5/10-22.24a](#) and [22.24b](#), which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
 - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
 - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, [405 ILCS 49/](#) (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
 5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
 6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the [Student Confidential Reporting Act, 5 ILCS 860/](#), [Children’s Mental Health Act of 2003, 405 ILCS 49/](#), [Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/](#), and the [Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.](#)

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.:

42 U.S.C. § 1201 *et seq.* Individuals with Disabilities Education Act.

105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.76~~3~~ (final citation pending), [5/10-20.81](#), 5/10-22.24a, 5/10-22.24b, 5/10-22.39, [5/10-20.75](#) (final citation pending), 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7. [PRESSPlus1](#)

[5 ILCS 860/](#), [Student Confidential Reporting Act.](#)

[405 ILCS 49/](#), [Children’s Mental Health Act of 2003.](#)

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

[745 ILCS 10/](#), [Local Governmental and Governmental Tort Immunity Act.](#)

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, ~~and~~ parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, [PRESSPlus1](#) certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.:

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

50 ILCS 205/7, Local Records Act.

105 ILCS 5/10-20.12b, 5/10-20.40, and 5/14-1.01 *et seq.*

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

105 ILCS 85/, Student Online Personal Protection Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 10/5(a), amended by P.A. 102-199. The Ill. School Student Records Act does not give Ill. Dept. of Children and Family Services representatives the right to challenge student records. 105 ILCS 10/7. **Issue 110, October 2022**

Document Status: Draft Update

7:10-E Exhibit - Equal Educational Opportunities Within the School Community

The School District welcomes diversity in its schools. Policy 7:10, *Equal Educational Opportunities* cites the many civil rights laws that guarantee equal education opportunities to all students. In addition, the policies below address the equal educational opportunities, health, safety, and general welfare of students within the District. These policies are not a complete list, and depending on the factual context, another policy not specifically listed may apply:

1. 2:260, *Uniform Grievance Procedure*, contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
2. 6:65, *Student Social and Emotional Development*, requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
3. 7:10, *Equal Educational Opportunities*, requires that equal educational and extracurricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.
4. 7:20, *Harassment of Students Prohibited*, prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.
5. 7:130, *Student Rights and Responsibilities*, recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.
6. 7:160, *Student Appearance*, prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.
7. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the comprehensive structure for the District's bullying prevention program.
8. 7:250, *Student Support Services*, directs the Superintendent to develop protocols for responding to students' social, emotional, or mental health needs that impact learning.
9. ~~7:330, *Student Use of Buildings - Equal Access*, grants student-initiated groups or clubs the free use of school premises for their meetings, under specified conditions.~~ [PRESSPlus1](#)
10. 7:340, *Student Records*, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

DATED: September 21, 2016

PRESSPlus Comments

PRESSPlus 1. Policy 7:330 is not included in the Board's policy manual, and it only applies to districts with high school students. **Issue 110, October 2022**

2023-2024 Spring Valley C.C. School District #99 Calendar

updated 11-3-22

AUGUST					SEPTEMBER					OCTOBER				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
									1	2	3	4	5	6TI
					4X	5	6	7	8	9X	10	11	12	13
14TI	15TI	16FD	17	18	11	12	13A	14	15	16	17	18A	19	20
21	22	23A	24	25	18	19	20A	21	22	23	24	25A	26	27
28	29	30A	31		25	26	27A	28	29	30	31A			
				3					1					4
				5					4					4
				5					5					5
				4					5					5
				12					20					20
				12					32					52

NOVEMBER					DECEMBER					JANUARY				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
		1	2	3					1	1X	2X	3X	4X	5X
6	7	8A	9	10	4	5	6A	7	8	8	9	10A	11	12
13	14	15A	16	17	11	12	13A	14	15	15 X	16	17	18	19
20HP	21HP	22X	23X	24X	18	19	20	21A	22X	22	23	24A	25	26
27	28	29A	30		25X	26X	27X	28X	29X	29	30	31A		
				3					1					0
				5					5					5
				5					5					4
				3					4					5
				4					0					3
				20					15					17
				72					87					104

FEBRUARY					MARCH					APRIL				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
			1	2					1	1X	2X	3X	4X	5X
5	6	7A	8	9	4X	5	6	7	8	8	9	10A	11	12
12	13	14A	15	16TI	11	12	13A	14	15	15	16	17A	18	19
19X	20	21	22	23	18	19	20A	21	22	22	23	24A	25	26
26	27	28A	29		25	26	27	28A	29X	29	30			
				2					1					0
				5					4					5
				4					5					5
				4					5					5
				19					19					17
				123					142					159

MAY/JUNE					Trimester Ending Dates				
Mon	Tue	Wed	Thu	Fri					
		1A	2	3	Trimester 1 - Nov. 10 (60 days)				
6	7	8A	9	10	Trimester 2 - Mar. 1 (64 days)				
13	14	15	16	17G	Trimester 3 - May 23 (61 days)				
20A	21A	22A	23LD	24E					
27X	28E	29E	30E	31E					
				3					
				5					
				5					
				4					
				0					
				17					
				176					

CALENDAR LEGEND	
X	Holiday - No Attendance
TI	Teacher Institute Day - No Student Attendance
FD	Student's First Day - 8:20-2:00
HP	Parent/Teacher Conferences - 8:20-2:00 Dismissal Schedule & 3:00-7:00 Conferences
A	Early Dismissal Schedule - 8:20-2:00
E	Emergency Day - 8:20 2:00
LD	Student's Last Day - 8:20-2:00 Dismissal Schedule
G	Graduation - 8:20-2:00 Dismissal Schedule & 7:00 PM Ceremony
<i>K-8 Regular Dismissal Schedule 8:20-3:15</i>	

