

AGENDA BOARD OF EDUCATION REGULAR MEETING

**MONDAY, OCTOBER 21, 2024
6:30 PM**

**HADLEY JR. HIGH SCHOOL,
240 HAWTHORNE BLVD,
GLEN ELLYN, IL 60137**

I.	Call to Order	
II.	Public Hearing on the Transfer of Funds	
III.	Celebrations and Recognitions	
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V.	Public Participation	
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	• September 16, 2024, Closed Session Minutes	
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	<ul style="list-style-type: none"> • Monday, November 18, 2024, Regular Board of Education Meeting, 6:30 p.m. • Monday, December 2, 2024, Committee of the Whole Meeting, 6:30 p.m. • Monday, December 16, 2024, Public Hearing and Regular Board of Education Meeting, 6:30 p.m. 	
XI.	Adjourn to Closed Session	
XII.	Return to Open Session	
XIII.	Adjournment	

Superintendent Dr. Jeff McHugh

Board Report

Date: October 21, 2024
Title: Board Policy Revisions First Reading
Submitted by: Dr. Jeff McHugh, Superintendent

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: The Board of Education Policy Committee examines the policy manual on a regular basis for revisions and updates that are necessary based on changes in Illinois, Federal law, or to reflect the District's current practices.

Discussion: PRESS stands for Policy Reference Education Subscription Service which is used to maintain and update the District 41 Board of Education Policy Library. Updates are issued multiple times of year and reflect changes in laws passed in the General Assembly that affect school boards and/or quality assurance five-year review. In addition, policy materials are conducted on an on-going basis. All materials are reviewed and revised to the current version of PRESS or in alignment with District practices and are reviewed by District Administration during the review process.

The bundle presented continues the review of Section IV Operational Services.

- 4:10AP, Timeline for Development _ Approval of Budget and Levy
- 4:45 AP2, Local Debt Recovery Program Implementation Procedures_NEW
- 4:55AP, Controls for the Use of District Credit and Procurement Cards_Rewritten
- 4:55E, Cardholder state affirm familiar w_ Req for Using District Pcard_NEW
- 4:130, F&R Price Food Services_ Meal Charge Notifications_Rewritten
- 4:160AP1, Environmental Quality of Bldgs & Grds_Sept 2024_Rewritten & RENAMED
- 4:170AP1, Comprehensive Safety and Security Plan
- 4:210, Provisos for Working Cash Fund
- 7:140, Search and Seizure
- 7:140AP, Use of Metal Detectors and Searches for Student Safety_NEW
- 7:140E, Letter to Parents_Guardians Re_ Right to Priv School Setting Act_NEW

Other

All policies are reviewed and edited for punctuation once final and approved by the board.

Recommendation: This report is for discussion only. The recommendations will be presented for action at the November 18, 2024 board meeting.

Operational Services

Timeline for Development and Approval of Budget and Levy

September

- Superintendent in cooperation with staff develops summer capital improvement projects
- Board of Education adopts resolution directing the Superintendent to prepare the next fiscal year budget

October

- Board of Education reviews long-range capital improvement priorities for summer work
- Board of Education reviews long-range operational projections for the next five (5) years and sets expenditure assumptions

November

- Board of Education reviews and confirms capital improvement projects and bidding
- Board of Education reviews tentative levy and places on display
- District administration reviews staffing pattern priorities
- ~~District administration prepares two year budget with functional analysis~~

December

- ~~Board of Education reviews and confirms operational projections for the next five (5) years~~
- Board of Education adopts levy
- Staffing Plan development
- Continue review of staffing pattern priorities

January

- Continue Staffing Plan development
- Continue review of staffing pattern priorities
- Administration and staff develops supplies and materials requests for next year

February

- Personnel recommendations are received

March

- Current year purchase orders are completed and all funds encumbered ~~by on April~~ March 1

April

- Administration's recommendation for the next year's fiscal budget is presented to the Board of Education for review
- Board of Education approves the staffing plan for next school year
- Personnel recommendations are acted upon

~~August~~ May/June

- ~~Board~~ Board adopts tentative budget and directs Superintendent to place it on public review

September

- Board adopts final budget and directs appropriate filings with the State

Reviewed: February 28, 2005, April 23, 2012, October 21, 2024

Adopted: March 21, 2005

Revisions Adopted: April 16, 2007; May 14, 2012

Operational Services

Administrative Procedure - Local Debt Recovery Program Implementation Procedures

The following procedure implements the **Delinquent Debt Recovery** section in policy 4:45, *Insufficient Fund Checks and Debt Recovery*. The Superintendent must ensure that individuals or entities owing money to the District receive notice and due process before the debt is certified to the Illinois Office of the Comptroller (IOC) for an offset. The District cannot use the services of the IOC without first entering into an Intergovernmental Agreement (IGA) with it. Implementing a uniform District-wide delinquent debt recovery process requires consultation with the Board Attorney. Making determinations about which delinquent debts to recover through the IOC’s Local Debt Recovery Program has not been litigated and raises many complex legal and practical issues.

Modify this procedure based upon the District’s specific implementation needs. It relies heavily upon Building Principals to (1) be uniformly trained and (2) train their building-level staff members who are responsible for collecting money owed to the school and/or the District.

Actor	Action
Superintendent	<p>Establishes a District-wide Delinquent Debt Recovery Committee to operate as a Superintendent committee and should consider including the following individuals on the Committee:</p> <ol style="list-style-type: none"> 1. District’s School Business Official(s) and District Bookkeeper, 2. Building Principals (Building Principals are mandatory for the successful implementation of notice and due process), and 3. Building-level staff members responsible for managing bills, collection and recording of payments, and fee waiver processing. <p>Consults the Board Attorney about implementing a District-wide process for delinquent debt recovery with the goal of entering into an IGA with, and once entered into, certifying unsatisfied debts to the IOC for offset. Issues to address include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Aligning the delinquent debt recovery process to the District’s policy 4:140, <i>Waiver of Student Fees</i>. Note: The relevant staff must check the adopted board policy to ensure that this procedure and the student fee waiver policy, procedures and applications for fees are aligned. See f/n/s of 4:140-AP, <i>Fines, Fees, and Charges - Waiver of Student Fees</i>. 2. Uniform training for Building Principals about the District’s procedures for the recovery of delinquent debt. <p>Ensures uniform District-wide training with the Board Attorney for the Delinquent Debt Recovery Committee about the requirements of the IOC’s debt recovery program.</p> <p>Informs Building Principals when delinquent debt should be referred to the District’s Business Office for recovery through the IOC. This includes training about types of debt: student, parent, vendor, school lunch account (105 ILCS 123/, added by P.A. 100-1092), etc., along with training about how to determine whether a particular delinquent debt should be pursued and ultimately recovered through the IOC. Note: These determinations may trigger the Constitution’s Equal Protection Clause. As a general rule, school officials can avoid constitutional problems and still recover delinquent debt by using uniform rules that do not discriminate against a specific group.</p>

	Documents training for Building Principals about implementing District-wide delinquent debt recovery procedures.
School Business Official or designee	Manages the process to seek offset from the IOC pursuant to the IGA and District-wide delinquent debt recovery processes.
Building Principal	<p>Requests permission from the Superintendent to consult the Board Attorney about implementing building-specific procedures that align with both (a) the District’s IGA with the IOC, (b) policies 4:45, <i>Insufficient Fund Checks and Debt Recovery</i>, and 4:140, <i>Waiver of Student Fees</i>. Informs individuals or entities owing money to the District that their payments are overdue and need to be paid.</p> <p>Follows the District’s procedures and training for the recovery of delinquent debt.</p> <p>Ensures uniform training about the District’s procedures for the collection of debt for building-level staff members who manage bills, collection and recording of payments, and fee waiver processes.</p> <p>Documents training(s) about implementing District-wide delinquent debt recovery procedures for building-level staff who manage collection of debt owed to the District.</p> <p>Upon determining further recovery action is necessary, refers delinquent debt to the District’s Business Office.</p>

Reviewed: October 21, 2024

Adopted:

Revisions Adopted:

Operational Services

Administrative Procedure - Controls for the Use of District Credit and Procurement Cards

This procedure implements, and is subject to, Board policy 4:55, *Use of Credit and Procurement Cards*. The business office shall oversee the following controls:

Issue District credit and/or procurement cards to only authorized individuals.

1. Require prior authorization from the Superintendent or designee before issuing a card to any individual. Review and ensure compliance with Board policy 2:125, *Board Member Compensation; Expenses*, before issuing Board members a card.
2. Have cardholders sign 4:55-E, *Cardholder’s Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards*.
3. Instruct cardholders:
 - a. In the proper use of cards, and;
 - b. How to document purchases, including the need to: (a) present an itemized receipt in addition to a credit or procurement card receipt for each item, (b) indicate the date, purpose, and nature of the charge on the receipt, and (c) identify the names of individuals for whom expenditures were incurred on the receipt.

Monitor that credit and/or procurement cards are being used for appropriate purchases.

1. Prohibit the use of District credit or procurement cards for personal expenses. Two problems prevent personal use pending later reimbursement – there is no guarantee of reimbursement and the practice is a *de facto* loan available only to certain employees.
2. Do not use cards that allow cash advances or cash back from purchases.
3. Establish reasonable credit limits for each purchase, transaction, and/or the balance total on each card. Reduce the limits on existing cards if necessary. Require prior authorization for purchases above these limits.
4. When a card is used for *emergency purposes*, require that the user clearly document the emergency situation that justified the need.
5. Block certain types of vendors or purchases using Merchant Category Codes – these categorize businesses by the products or services they provide. Request that the card issuer prohibit charges from dry cleaners, health or beauty spas, liquor stores, race tracks, casinos, houses of worship, physicians, and other merchant categories the District will never use.
6. Perform scheduled and random analyses of individual cardholders. This includes examining the continued need for the card and the nature of purchases being made.
7. Perform scheduled and random analyses to determine whether Board policy is being followed.

Safeguard District credit and procurement cards.

1. Keep all cards in a secure location.
2. Issue cards only for the time period that they are needed.
3. Issue cards in the names of specific individuals or departments, e.g., athletics, transportation, high school, elementary conferences and/or training, etc., to help maintain accountability.
4. Prohibit a card’s use by anyone other than the individual to whom a card is issued.
5. Develop and follow procedures to cancel cards when lost or stolen and when individuals leave employment.
6. Cancel existing cards that are not needed or accounted for.
7. Review and update master credit card lists annually.

Monitor credit and/or procurement card statements.

1. Review statements and watch for suspicious activity, such as, unusual destinations or items, purchases from a vendor whose reputation has not been verified, or purchases that would have been less expensive if another available payment method had been used.
2. Have billing statements broken down by individual user.
3. Have a reconciliation process and timetable. This includes:
 - a. Reconciling credit card statements to itemized receipts and invoices;
 - b. Examining the documentation supporting purchases to ensure charges are authorized and reasonable;
 - c. Delegating approval, verification, and payment of bills to different individuals; and
 - d. Requiring someone other than the cardholder or an individual supervised by the cardholder to review and approve transactions.
4. In exceptional circumstances when the Superintendent approved a charge that would otherwise be disallowed, maintain a record documenting the Superintendent’s approval as well as all other pertinent information about the charge.
5. Review all uses of a card via telephone, fax, and the Internet to be sure they were approved by the Superintendent or designee.
6. Establish a way of recouping inappropriate charges.
7. Do not use automatic payment deductions to pay credit or procurement card bills.
8. Pay bills on time to avoid paying fees and late charges.
9. Appropriately follow up on any discrepancies.
10. Verify that the items purchased were actually received.
11. Account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and verify that it was used for the District’s benefit.

The following District employees will be issued District credit and/or procurement cards. Other District employees may use a District credit and/or procurement card after receiving specific authorization from the Superintendent or designee.

Employment Position	Authorized Use and Other Limitations
Superintendent	Actual and necessary expenses incurred in the performance of the Superintendent’s duties. Expenses related to professional development.
Transportation, Maintenance, and/or Building and Grounds Directors	Expenses for maintaining and fueling District vehicles.
Assistant Superintendents	Actual and necessary expenses incurred in the performance of the job duties. Expenses related to professional development.
Building Principals	Purchases of materials and supplies for his or her building that must be made quickly and/or are too small to process through the regular procedure. Expenses from student activity funds for educational, recreational, or cultural purposes. Expenses related to professional development.

Reviewed: October 24, 2005; October 15, 2013, **October 21, 2024**
 Adopted: October 24, 2005
 Revisions Adopted: October 15, 2013

Operational Services

Exhibit - Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards

Cardholder's name

Cardholder's address

Cardholder's position

Name of individual who authorized issuance of card.

I affirm that I am familiar with the Board's policy on using credit and procurement cards, that I understand my responsibilities regarding the use of such cards, and that I agree to adhere to all requirements regarding such cards.

Cardholder's signature

Date

I provided a copy of this Statement along with a copy of Board policy 4:55, *Use of Credit and Procurement Cards*, to the cardholder who signed this statement.

Office personnel signature

Date

Reviewed: October 21, 2024
Adopted:
Revisions Adopted:

Operational Services

Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications

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

Date:
 To: Parents/Guardians, Students, and Staff
 Re: Eligibility and Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)’s meal services, meal charges will apply per a student’s eligibility category and will be processed by the District accordingly.

A student’s eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)’s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students’ Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

LEGAL REF.: Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).
 7 C.F.R. §245.5.
 105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.
 23 Ill.Admin.Code Part 305, School Food Service.

Reviewed: August 21, 2017, October 21, 2024
Adopted:
Revisions Adopted: September 5, 2017

Operational Services

Administrative Procedure - Environmental Quality of Buildings and Grounds

Hazardous and/or Infectious Materials

The Executive Director of Buildings and Grounds is responsible for the District's compliance with State and federal law concerning toxic, hazardous, and/or infectious materials. This includes requirements in the federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standards (29 C.F.R. §1910.1200), adopted by the State Toxic Substances Disclosure to Employees Act (820 ILCS 255/, otherwise inoperative). See information on OSHA's website at www.osha.gov/hazcom.

Pesticide Application on School Grounds

The Executive Director of Buildings and Grounds is responsible for compliance with the Lawn Care Products Application and Notice Act (415 ILCS 65/3) and the Pesticide Application at Schools Act (105 ILCS 160/)[3] and shall:

1. Provide an annual schedule of pesticide application to the supervisor of each District building, ensuring that the applications take place outside of normal school hours (Monday through Friday, before 7 a.m. or after 4 p.m. or on days when students are not in attendance).
2. In coordination with the supervisor of each District building (including each Building Principal), notify employees and students and their parents/guardians in each building. The notification must:
 - a. Be provided at least four business days before a pesticide application on school grounds.
 - b. Be written or by telephone. If written, the notice may be included in newsletters, calendars, or other correspondence currently being published.
 - c. Identify the intended date of the application.
 - d. Provide the name and telephone contact number for the Executive Director of Buildings and Grounds or other school personnel responsible for the pesticide program.

Prior notice is not required if an imminent threat to health or property exists. If such a situation arises, the Executive Director of Buildings and Grounds must sign a statement describing the circumstances that gave rise to the health threat and ensure that written or telephonic notice is provided as soon as practicable.

Pesticide Application in School Buildings and Structures

Executive Director of Buildings and Grounds responsible for compliance with the requirements in the Structural Pest Control Act (225 ILCS 235/) and shall:

1. Provide an annual schedule of pesticide application to the supervisor of each District building, ensuring that the applications take place outside of normal school hours (Monday through Friday, before 7 a.m. or after 4 p.m. or on days when students are not in attendance).
2. In coordination with the supervisor of each District building (including each Building Principal):
 - a. Maintain a registry of all employees and parents/guardians of students.

- b. Notify those employees and parents/guardians of students before pesticides are applied in or on each building. The notification must:
 - i. Be provided at least two business days before a pesticide application in or on school buildings.
 - ii. Be written. The notice may be included in newsletters, bulletins, calendars, or other correspondence currently being
 - iii. Identify the intended date of the application.
 - iv. Provide the name and telephone contact number for the Executive Director of Buildings and Grounds or other school personnel responsible for the pesticide program.

Prior notice is not required if an imminent threat to health or property exists. If such a situation arises, the Executive Director of Buildings and Grounds must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as practicable.

The Executive Director of Buildings and Grounds is responsible for the District's integrated pest management program and the District's compliance with the Structural Pest Control Act. 225 ILCS 235/.

- Applicable if the Superintendent determines that an integrated pest management program is economically feasible:

The Executive Director of Buildings and Grounds or designee shall: (1) develop and implement a program incorporating the Department of Public Health guidelines; (2) notify the Department, on forms provided by the Department, that a program is being implemented; (3) repeat the notification every five years after the initial notification; and (4) keep copies of all notifications and all written integrated pest management program plans.

- Applicable if the Superintendent determines that adopting an integrated pest management program is not economically feasible because such adoption would result in an increase in pest control costs:

The Executive Director of Buildings and Grounds or designee shall: (1) notify the Department, on forms provided by the Department, that the development and implementation of an integrated pest management program is not economically feasible; (2) include in the notification the projected pest control costs for the term of the pest control program and projected costs for implementing a program for that same time period; (3) repeat this notification every five years after the initial notification until a program is developed and implemented; and (4) attend a training course, approved by the Department, on integrated pest management and repeat attendance every five years thereafter until a program is developed and implemented in the District's schools.

The Executive Director of Buildings and Grounds or designee shall maintain copies of all notifications that are required by the Structural Pest Control Act and provide the Building Principal(s) or designee(s) sufficient information to allow him/her/them to inform all parents/guardians and school employees at least once each school year that the District has met its notification requirements.

Training and Necessary Equipment

Each Building Principal and non certificated staff supervisor shall ensure that all staff members under his or her supervision receive training on the safe handling and use of hazardous materials as required by 105 ILCS 5/10-20.17a. Emergency response and evacuation plans must be a part of the training.

Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee must be provided the necessary training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or to reduce potential health hazards as required by 23 Ill.Admin.Code §1.330. The appropriate supervisor shall maintain an attendance record of an employee's participation in the training.

Substitute Non-Hazardous Materials

District staff shall comply with State law governing toxic art supplies in schools. 105 ILCS 135/. This includes substituting non-hazardous material for hazardous substances whenever possible and minimizing the quantity of hazardous substances stored in school facilities. No art or craft material containing a toxic substance shall be ordered or purchased for use through grade 6; material containing toxic substances may be used in grades 7 through 9 only if properly labeled according to State law.

Infectious Materials

The Executive Director of Buildings and Grounds shall prepare and distribute to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials.[5] The Plan shall comply with the Bloodborne Pathogens Standards adopted by State and federal regulatory agencies and an updated copy given to the Superintendent annually. The Plan shall address the following issues:

1. Exposure determination. Positions that do not subject the employee to occupational exposure are generally exempt from the Plan and the Standards.
2. Implementation schedule specifying how and when risks are to be reduced. The Standards are very specific on risks reduction, e.g., Universal Precautions must be followed; engineering and work practice controls are specified (hand washing, restricted food areas); personal protection equipment must be provided; housekeeping requirements are specified (regulated waste disposal and laundry); vaccination requirements (all employees who have occupational exposure must be offered, at employer expense, the hepatitis B vaccine and vaccination series); communication of hazards to employees through labeling and training; and recordkeeping.
3. Process for ensuring that all medical evaluations and procedures, including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, are available as required by law.
4. Procedures for evaluating an exposure incident.

Emergency Response Plan

The Building Principal shall ensure that proper procedures for the cleanup of potentially hazardous material spills are followed including the following:

1. A building custodian is responsible for the actual cleanup,

2. Personal protective equipment, chemical neutralization kits, and absorbent material are available in each building at all times, and
3. Spill residue is placed in containers designated for such purpose and disposed of in compliance with local, State, and federal law.

Evacuation

The Building Principal shall ensure compliance with the School Safety Drill Act. 105 ILCS 128/. This includes, among other things, ensuring that evacuation rules are posted in each room and discussed with each class using the room during the first days of the school year. The evacuation rules indicate the primary and alternate exits and the evacuation area to which students should proceed upon leaving the building.

The Building Principal shall conduct evacuation drills according to School Board policy 4:170, Safety, and administrative procedure 4:170-AP1, Comprehensive Safety and Security Plan.

LEGAL REF: 29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, adopted by the Ill. Department of Labor at 56 Ill.Admin.Code §350.300.
 29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
 105 ILCS 5/10-20.17a and 5/10-20.49.
 105 ILCS 135/, Toxic Art Supplies in School Act.
 105 ILCS 140/, Green Cleaning School Act.
 105 ILCS 160/, Pesticide Application at Schools Act.
 225 ILCS 235/, Structural Pest Control Act.
 415 ILCS 65/, Lawn Care Products Application and Notice Act.23 Ill.Admin.Code §1.330.

Reviewed: February 28, 2005, April 23, 2012, October 21, 2024
 Adopted: March 21, 2005
 Revisions Adopted: May 14, 2012

Operational Services

Administrative Procedure - Comprehensive Safety and Security Plan

Contents:

- A. **Safety- and Security-Related Administrative Procedures and Forms**
- B. **Definitions**
- C. **District Safety Coordinator and Safety Team; Responsibilities**
- D. **Safety Team Meetings**
- E. **Annual Safety Review**
- F. **School Safety Drill Plan**
- G. **School Emergency Operations and Crisis Response Plan (SEOCRCP)**
- H. **Material to be Included in Each SEOCRCP**
- I. **Managing Communications During and About an Emergency or Crisis**
- J. **Required Notices**
- K. **Resources**

Attachment A – School Emergency Operations and Crisis Response Plan Format

Attachment B – Alignment of Comprehensive Safety and Security Plan with Targeted School Violence Prevention Program

A. Safety and Security Related Administrative Procedures and Forms

Administrative material on school safety and security may be implemented under this plan, including, without limitation, any in the following list.

- 4:60-AP3 *Criminal History Records Check of Contractor Employees*
- 4:110-AP1 *School Bus Post-Accident Checklist*
- 4:110-AP3 *School Bus Safety Rules*
- 4:110-E *Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses*
- 4:160-AP *Environmental Quality of Buildings and Grounds*
- 4:170-AP1, E1 *Accident or Injury Form*
- 4:170-AP1, E2 *Memo to Staff Members Regarding Contacts by Media About a Crisis*
- 4:170-AP2 *Routine Communications Concerning Safety and Security*
- 4:170-AP2, E1 *Letter to Parents/Guardians Regarding Student Safety*
- 4:170-AP2, E2 *Letter to Parents/Guardians Regarding the Dangers of Underage Drinking*
- 4:170-AP2, E3 *Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers*
- 4:170-AP2, E4 *Letter to Parents/Guardian About Preventing and Reducing Incidences of Sexting*
- 4:170-AP2, E5 *Notice to Parents/Guardians of Lockdown Drill; Opt-Out*
- 4:170-AP4 *National Terrorism Advisory System*
- 4:170-AP5 *Unsafe School Choice Option*
- 4:170-AP6 *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*
- 4:170-AP6, E1 *School Staff AED Notification Letter*
- 4:170-AP6, E2 *Notification to Staff and Parents/Guardians of CPR and AED Video*

4:170-AP8	<i>Movable Soccer Goal Safety</i>
4:175-AP1	<i>Criminal Offender Notification Laws; Screening</i>
4:175-AP1, E1	<i>Informing Parents/Guardians About Offender Community Notification Laws</i>
4:180-AP1	<i>School Action Steps for Pandemic Influenza or Virus/Disease</i>
4:180-AP2	<i>Pandemic Influenza Surveillance and Reporting</i>
4:190	<i>Targeted School Violence Prevention Program</i>
4:190-AP1	<i>Targeted School Violence Prevention Program</i>
4:190-AP1, E1	<i>Targeted School Violence Prevention Program Resources</i>
4:190-AP2	<i>Threat Assessment Team (TAT)</i>
4:190-AP2, E1	<i>Principles of Threat Assessment</i>
4:190-AP2, E2	<i>Threat Assessment Documentation</i>
4:190-AP2, E3	<i>Threat Assessment Key Areas and Questions; Examples</i>
4:190-AP2, E4	<i>Responding to Types of Threats</i>
4:190-AP2, E5	<i>Threat Assessment Case Management Strategies</i>
4:190-AP2, E6	<i>Targeted School Violence Prevention and Threat Assessment Education</i>
6:235-E4	<i>Keeping Yourself and Your Kids Safe On Social Networks</i>
6:235-E5	<i>Children’s Online Privacy Protection Act</i>
<u>7:140-AP</u>	<u><i>Use of Metal Detectors and Searches for Student Safety</i></u>
<u>7:140-E</u>	<u><i>Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act</i></u>
<u>7:150-AP</u>	<u><i>Agency and Police Interviews</i></u>
7:280-AP	<i>Managing Students with Communicable or Infectious Diseases</i>
7:290-AP	<i>Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program</i>

B. Definitions

SEOCR is a School Emergency Operations and Crisis Response Plan (formerly *Emergency Operations Plan*). Each school or facility has an *SEOCR*.

First responders are local law enforcement, fire department officials, emergency medical services personnel, and any other entity in the community that provides emergency assistance.

Incident means any event or occurrence that threatens the safety and security of individuals on school property or at school events.

District Safety Coordinator is the individual who manages the District’s safety and security efforts.

Safety Team is the Superintendent’s administrative committee that is responsible for its respective *SEOCR*. Each school or facility has a Safety Team.

SRO means school resource officer, defined as a law enforcement officer who has been primarily assigned to a school or school district under an agreement with a local law enforcement agency.

C. District Safety Coordinator and Safety Team; Responsibilities

The Superintendent appoints an administrator to be the **District Safety Coordinator** to manage the District’s safety and security efforts and serve as the District’s spokesperson during a crisis or emergency.

The Superintendent appoints members of a **Safety Team** for each school or facility, with input from the District Safety Coordinator and each school's Building Principal. The Building Principal and SRO, if any, shall be members of the Safety Team.

The District Safety Coordinator and each school's Safety Team are responsible for developing, implementing, and maintaining a **SEOCR**P with the following objectives as explained in FEMA's *Guide for Developing High-Quality School Emergency Operations Plans (2013)*, at www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf:

- **Prevention**, meaning the capabilities needed to avoid, deter, or stop an incident. Prevention requires the use of: (a) research-based principles of safety and security, (b) an ongoing analysis of data (e.g., incident and inspection reports, complaints, suggestions), and (c) an ongoing program for identifying and evaluating unreasonable risks.
- **Protection**, meaning the capabilities needed to secure schools against violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.
- **Mitigation**, meaning the capabilities needed to reduce the likelihood or impact of an incident or emergency. Mitigation requires, among other things, high-quality training, and instruction programs to execute and improve the SEOCRP.
- **Response**, meaning the capabilities needed to stabilize an incident, save lives, establish a safe and secure environment, and facilitate the transition to recovery. Effective response requires, among other things, a clear, rapid, factual, and coordinated system of internal and external communication.
- **Recovery**, meaning the capabilities needed to restore the learning environment.

D. Safety Team Meetings

The District Safety Coordinator chairs the Safety Team meetings. The meetings are held as determined by the District Safety Coordinator. **At least once annually, the Safety Team shall request the participation of first responders and the Board Attorney in a meeting to review and provide input.** The following matters are suggested agenda items:

- Review the agenda and determine who will take meeting notes.
- Review the notes from the previous meeting.
- Discuss the status of previously submitted recommendations.
- Receive, review, and discuss individual and Safety Team committee reports and recommendations concerning one or more items below.
 1. Safety and security data from incidents, investigations, audits, etc.
 2. Recommendations received from stakeholders and first responders
 3. Emerging issues
 4. Status of the SEOCRP
 5. Status of the safety and security communication system
 6. Status of training programs
 7. Status of programs to build awareness of, and support for, the SEOCRP (contests, posters, drives, etc.)
- Clarify information and recommendations for a report to the Superintendent.
- Confirm the Safety Team meeting schedule and review upcoming meeting dates.

E. Annual Safety Review

The District Safety Coordinator facilitates the annual safety review meeting conducted by the School Board or its designee, as required by 105 ILCS 128/25, amended by P.A.s ~~101-455, and~~ 102-395 and 128/30. During the

annual safety review, the law requires the School Board or its designee to “review each school building’s emergency and crisis response plans, protocols, and procedures, including procedures regarding the District’s threat assessment team, the efficacy and effects of law enforcement drills and each building’s compliance with the school safety drill programs.” If the school board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit. The District Safety Coordinator assists the Board or its designee to comply with annual review requirements, including without limitation, the completion of a report certifying that the review took place. See the Ill. State Board of Education (ISBE) website for an annual review checklist and report at www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx. The Open Meetings Act (OMA) allows the Board to enter closed session to discuss security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property (5 ILCS 120/2(c)(8)). Consult the Board Attorney for assistance with this OMA exception.

F. School Safety Drill Plan

The School Safety Drill Act (105 ILCS 128/, amended by P.A.s ~~101-455~~, 102-395, ~~and 102-791~~, ~~103-104~~, eff. 1-1-24, and 103-197, eff. 1-1-24) and any implementing State administrative rules shall supersede this procedure in the event of a conflict.

The Building Principal shall keep the Superintendent or designee informed of when drills are scheduled and/or accomplished. ISBE’s fillable *School Drill Documentation* form for documenting the completion of minimum drill requirements may be used (see www.isbe.net/Documents/91-02_school_drill_documentation.pdf).

Each academic year, each school building that houses students must conduct a minimum of:

- 1. Three school evacuation drills.** These drills prepare students and personnel for situations that occur when conditions outside of a school building are safer than inside a school building. Evacuation may be necessary depending on the circumstances. They may include a fire, suspicious item or person, or incident involving a hazardous material, including but not limited to a chemical, incendiary, explosive, and bomb threat.

One of the three school evacuation drills requires the participation of the appropriate local fire department, unless waived as provided below. A date is selected according to the following timeline:

- No later than **September 1** of each year, the local fire department or fire district must contact the Building Principal in order to decide.
- No later than **September 14** of each year, the Building Principal or designee and the local fire department or fire district may agree to waive the provisions concerning participation by the local fire department in a school evacuation drill.
- No later than **September 15** of each year, each Building Principal or designee must contact the responding local fire official and propose to the local fire official four dates within the month of October, during at least two different weeks of October, on which to hold the drill. The fire official may choose any of the four available dates, and if he or she does so, the drill occurs on that date.
- Alternatively, the Building Principal or designee and the local fire official may, by mutual agreement, set any other date for the drill, including a date outside of the month of October.
- If the fire official does not select one of the four offered dates in October or set another date by mutual agreement, the school does not need to include the local fire service in one of its mandatory school evacuation drills.

After a drill in which the local fire service participated, the Building Principal should request certification from the local fire service that the school evacuation drill was conducted. Additional school evacuation drills for fire incidents may involve the participation of the appropriate local fire department. In addition, schools may conduct additional school evacuation drills to account for other evacuation incidents, including without limitation, suspicious items, or bomb threats.

- 2. One school bus evacuation drill.** This drill prepares students and school personnel for situations that occur when conditions outside of the bus are safer than inside the bus. Evacuation may be necessary, depending on the circumstances, in the event of a fire, suspicious items, and incidents involving hazardous materials. Schools may conduct additional bus evacuation drills.

In addition, instruction on safe bus riding practices should be provided for all students. See 4:110-AP3, *School Bus Safety Rules*.

- 3. One severe weather and shelter-in-place drill.** This drill prepares students for situations involving severe weather emergencies or the release of external gas or chemicals. Severe weather and shelter-in-place drills must address and prepare students and school personnel for possible tornado incidents. Other drills shall be based on the needs and environment of particular communities, including severe weather (such as tornadoes, wind shears, lightning, and earthquakes), incidents involving hazardous materials, and incidents involving weapons of mass destruction.
- 4. One law enforcement lockdown drill.** This drill addresses a school shooting incident and evaluates the preparedness of school personnel and students for situations calling for the involvement of law enforcement when there is an active threat or an active shooter within a school building. A law enforcement lockdown drill must occur no later than 90 days after the first day of each school year. This drill must be conducted: (a) according to the District's emergency operations and crisis response plan(s), (b) on days and times when students are normally present in the school building, and (c) with the participation of all school personnel and students present at school at the time of the drill, except for those exempted at the discretion of administrators or school support personnel. The appropriate local law enforcement agency must observe administration of the drill.

Schools must notify parents/guardians in advance of any lockdown drill that involves student participation and must allow parents/guardians to exempt their child from participating for any reason. [The District may, at its discretion, exempt a student from participating in a lockdown drill. 105 ILCS 128/20\(c\)\(4\), added by P.A. 102-395. When deciding whether to exempt a student, the District must include the student's individualized education program team or 504 plan team, if any, in the decision. 105 ILCS 128/20\(c\)\(4\), amended by P.A. 103-197, eff. 1-1-24](#) For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. Districts must allow students to ask questions related to a lockdown drill. See 4:170-AP2, E5, Notice to Parent/Guardian of Lockdown Drill; Opt-out. In addition, a law enforcement lockdown drill must meet each of the following criteria:

- During each calendar year, the appropriate local law enforcement agency contacts the Building Principal to request participation in the law enforcement lockdown drill. The Building Principal and the local law enforcement agency shall set, by mutual agreement, a date for the drill.
- The lockdown drill involves the onsite participation of the local law enforcement agency, provided that an agreeable date can be reached between the Building Principal and the local law enforcement agency. If the parties cannot reach an agreeable date, the school shall hold the drill without participation from the local law enforcement agency.
- After a drill in which local law enforcement participated, the Building Principal should request a certification from local law enforcement that the law enforcement lockdown drill was conducted. The local law enforcement agency shall also notify the school of any deficiencies noted during the drill.
- The lockdown drill cannot include any simulations that mimic an actual school shooting incident or active shooter event. However, law enforcement may only run an active shooter simulation with staff, including simulated gun fire drills, on days when students are not present.
- All lockdown drills must be announced in advance to all school personnel and students prior to the commencement of the drill.

- Lockdown drill content must be age and developmentally appropriate, and must include trauma-informed approaches to address the concerns and well-being of school personnel and students
- Lockdown drills must include and involve school personnel, including school-based mental health professionals

The District Safety Coordinator, in cooperation with the Building Principal, shall encourage local law enforcement agencies to establish a school walk-through program. This program encourages local law enforcement officials to walk through school properties during their patrols with the goal of increasing security (school districts are encouraged, but not mandated, to do this by House Resolution 153 (98th General Assembly, 2013)).

G. School Emergency Operations and Crisis Response Plan (SEOCR)

Each Safety Team shall develop, implement, and maintain a SEOCR using the process below, as explained in FEMA's *Guide to Developing High-Quality School Emergency Operations Plans (2013)*, at www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf:

1. Develop a schedule and invite the participation of first responders.
2. Identify threats and hazards, assess risks, and prioritize threats and hazards.
3. Determine goals and objectives.
4. Develop, review, evaluate, and maintain the SEOCR.
5. Share the SEOCR with stakeholders and train them. This includes, without limitation, having the SEOCR accessible in a digital format.

Each SEOCR shall include a plan for local law enforcement to rapidly enter a school building in an emergency. 105 ILCS 128/50 (final citation pending), added by P.A. 103-194, eff. 1-1-24.

Each SEOCR shall be in the format suggested by and explained in FEMA's *Guide for Developing High-Quality School Emergency Operations Plans (2013)*, at www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf. See also *The Role of Districts in Developing High-Quality School Emergency Operations Plans: A Companion to the School Guide (2019)*, at: https://rems.ed.gov/docs/District_Guide_508C.pdf; and the **Attachment** to this procedure.

H. Material to be Included in Each SEOCR

Each school Safety Team annually gathers and/or renews the following material for inclusion in the SEOCR:

1. District-level Targeted School Violence Prevention Plan. See Board policy 4:190, *Targeted School Violence Prevention Program*, and 4:190-AP1, *Targeted School Violence Prevention Program*.
2. Building-level Threat Assessment Team procedures. See 4:190-AP2, *Threat Assessment Team (TAT)*.
3. Building evacuation protocol. The Building Principal or designee shall: (a) keep a comprehensive evacuation map - describing main and alternate routes - in the main office, (b) post signs containing main and alternate evacuation routes for each occupied area in a conspicuous place, preferably near the exit, (c) prepare evacuation plans for outdoor areas (playgrounds and stadiums), and (d) keep all staff informed of the evacuation plans.
4. Documents concerning safety drills. The **Building** Principal shall schedule, execute, and document safety drills as per the School Safety Drill Act (105 ILCS 128/, amended by P.As ~~101-455~~, 102-395, and 102-791, 103-104, eff. 1-1-24, and 103-197, eff. 1-1-24) and this procedure.
5. Maps and layouts, including: (a) campus map, (b) building floor plan, (c) location of first aid kits, AEDs, ~~and~~ fire extinguishers, and any trauma kits (105 ILCS 5/10-20.85, added by P.A. 103-128), and (d) map or plan describing the areas to be used in the event of an emergency or crisis for triage, emergency helicopter landing, media center, non-victim students, and parents/guardians. The Safety Team or Principal shall annually give a copy of these to first responders.
6. A protocol to secure a list of people present in the building at any time.
7. Tornado response plan, including a map showing tornado wall locations (105 ILCS 128/25).

8. Carbon monoxide alarm or detector activation plans, protocols, and procedures (105 ILCS 5/10-20.57 and 430 ILCS 135/).
9. The safety equipment's maintenance schedule and the person(s) responsible.
10. An emergency early dismissal protocol.
11. A plan for inviting warnings or tips, e.g., a hotline or website for individuals to make anonymous tips.
12. A protocol for student supervision in the event of an emergency or crisis.
13. A safety patrol plan (105 ILCS 5/10-22.28).
14. Bicycle use rules.
15. Roadway and parking rules.
16. Procedures on student and staff illness and injuries at school and school events (23 Ill.Admin.Code §1.530(c)).
17. A plan for giving students instructions on safe school bus riding practices, including the operation and use of emergency doors and windows (as a means of escape), seat belts, and fire extinguisher (105 ILCS 128/20(b)). The District's parent-teacher advisory committee, in cooperation with school bus personnel, establishes and maintains bus safety rules (105 ILCS 5/10-20.14). See 4:110-AP3, *School Bus Safety Rules*.
18. Safety and security related administrative material. See section A, above.
19. The location of any door security locking means and the use of the locking and unlocking means from within and outside the room(s) (105 ILCS 5/10-20.72, ~~added by P.A. 101-548~~, and renumbered by P.A. 102-558).
20. Other documents identified by the Safety Team.

I. Managing Communications During and About an Emergency or Crisis

The District Safety Coordinator, with assistance from the Safety Team, is responsible for compiling information and preparing communications concerning an emergency or crisis. The District Safety Coordinator serves as the spokesperson during a crisis or emergency. All District communications should come from this source to ensure accuracy, credibility, and compliance with laws granting confidentiality to student records.

The spokesperson shall follow best practices for spokespersons during an emergency or crisis and receive training on public relations. The Board Attorney serves as a resource to the spokesperson. The objective is:

- To provide the maximum amount of verified information to staff members, students' family members, and the media as quickly as possible,
- While simultaneously respecting student privacy and complying with laws granting confidentiality to student records (Ill. School Student Records Act, 105 ILCS 10/; Family Educational Rights and Privacy Act, 20 U.S.C. §1232g). See 7:340-AP1, *School Student Records*.

All staff members are requested to refrain from spreading information about an emergency or crisis unless the information is from the District Safety Coordinator. All inquiries should be directed to the spokesperson.

Everyone in the school community can positively affect an emergency or crisis situation by:

1. Avoiding speculation as to the cause.
2. Avoiding allocation of blame.
3. Helping school and law enforcement officials gather the facts.
4. Sticking to the facts during discussions.
5. Deferring all media requests to the spokesperson.
6. Comforting and supporting each other.

J. Required Notices

A school staff member shall immediately notify the Building Principal when he or she:

1. Observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision. 105 ILCS 5/10-27.1A(a).

2. Observes of Hhas reason to suspect that any person on school grounds is or was involved in a drug-related incident. 105 ILCS 5/10-27.1B.
3. Observes a battery committed against an attack onany staff member or is subject to a battery n attack. 105 ILCS 5/10-21.7, amended by P.A., 102-894.

Upon receiving a report on No. 1 above, , the Building Principal or designee shall immediately notify local law enforcement. 105 ILCS 5/10-27.1A(b), 5/10-27.1B, and 5/10-21.7. In addition, upon receiving a report on any of the above Nos 1-3, the Building Principal or designee must notify the Superintendent or designee and any involved student's parent/guardian. See the Required Notices subhead on of policy 7:190 Student Behavior, and 3:60-E, Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security.

Upon receiving a report of any of the above Nos. 1-3 above, the Superintendent or designee shall immediately notify local law enforcement 105 ILCS 5/10-27.1A(c), amended by P.A. 103-34, 5/10-27.1B(b), and 5/10-21.7. The Superintendent or designee will also report incidents involving battery against attacks on staff members to ISBE's through it's web-based School Incident Reporting System (SIRS) as they occur during the year and not later than August 1 for the preceding school year 105 ILCS 5/10-21.7, amended by P.A. 102-894SIRS is available at www.isbe.net/Pages/School-Incident-Reporting-System.aspx or by going to ISBE's home page and accessing the District's Web Application Security (IWAS) account. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities.

K. Resources

Guide for Developing High-Quality School Emergency Operations Plans: At a Glance

www.rems.ed.gov/K12GuideForDevelHQSchool.aspx

Guide for Developing High-Quality School Emergency Operations Plans www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf

The Role of Districts in Developing High-Quality School Emergency Operations Plans: A Companion to the School Guide https://rems.ed.gov/docs/District_Guide_508C.pdf

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center Tool Box

www.rems.ed.gov/toolbox.aspx

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training Institute www.alicetraining.com

SBE/OSFM All Hazard Preparedness Guide for Illinois Schools www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx

Illinois Emergency Management Agency (IEMA) www2.illinois.gov/ready/Pages/default.aspx

Schools/Campus - Resources, including School Safety Information Sharing g

<https://ready.illinois.gov/plan/schools.html> www2.illinois.gov/ready/plan/Pages/Schools.aspx

Safe2Help Illinois, designed to offer students a safe, confidential way in which to share information that might help prevent suicides, bullying, school violence, or other threats to school safety, www.safe2helpil.com/

Illinois Terrorism Task Force (ITTF) www2.illinois.gov/iema/ITTF/Pages/default.aspx

National Association of School Psychologists (NASP) - Recommendations for Comprehensive School Safety and Crisis Policies www.nasponline.org/resources-and-publications/resourcesand-podcasts/school-safety-and-crisis www.nasponline.org/resources-and-publications/resources/school-safety-and-crisis

U.S. Secret Service (USSS) National Threat Assessment Center

www.secretservice.gov/data/protection/ntac/bystander_study.pdf

Improving School Safety Through Bystander Reporting: A Toolkit for Strengthening K-12 Reporting Programs, developed by the USSS NTAC and the Cybersecurity and Infrastructure Security Agency

(CISA) www.secretservice.gov/sites/default/files/reports/2023-05/cisa-ussk-12-bystander-reporting-toolkit-508_final_0.pdf

Bomb Threat Response Planning Tool, developed by the U.S. Dept. of Justice's Bureau of Alcohol, Tobacco, Firearms and Explosives and the U.S. Dept. of Education's Office of Safe and Drug Free Schools
www.ojp.gov/ncjrs/virtuallibrary/abstracts/bomb-threat-response-interactive-planning-tool-schools-cd-rom
www.threatplan.org/default.htm

School Crisis Guide - Help and Healing in a Time of Crisis, published by NEA Health Information Network
<https://www.nea.org/resource-library/neas-school-crisis-guide>

Attachment A

School Emergency Operations and Crisis Response Plan Format

Basic Plan

- | | |
|--|--|
| 1. Introductory Material | 3. Concept of Operations |
| 1.1 Promulgation Document and Signatures | 4. Organization and Assignment of Responsibilities |
| 1.2 Approval and Implementation | 5. Direction, Control, and Coordination |
| 1.3 Record of Changes | 6. Information Collection, Analysis, and Dissemination |
| 1.4 Record of Distribution | 7. Training and Exercises |
| 1.5 Table of Contents | 8. Administration, Finance, and Logistics |
| 2. Purpose, Scope, Situation Overview, and Assumptions | 9. Plan Development and Maintenance |
| 2.1 Purpose | 10. Authorities and References |
| 2.2 Scope | |
| 2.3 Situation Overview | |
| 2.4 Planning Assumptions | |

Functional Annexes

Note: This is not a complete list, but it is recommended that all SEOCRPs include at least the following functional annexes:

- | | |
|-------------------------------|------------------------------------|
| 1. Communications | 6. Reunification |
| 2. Evacuation | 7. Continuity of Operations (COOP) |
| 3. Shelter-in-Place | 8. Security |
| 4. Lockdown | 9. Recovery |
| 5. Accounting for All Persons | 10. Health and Medical |

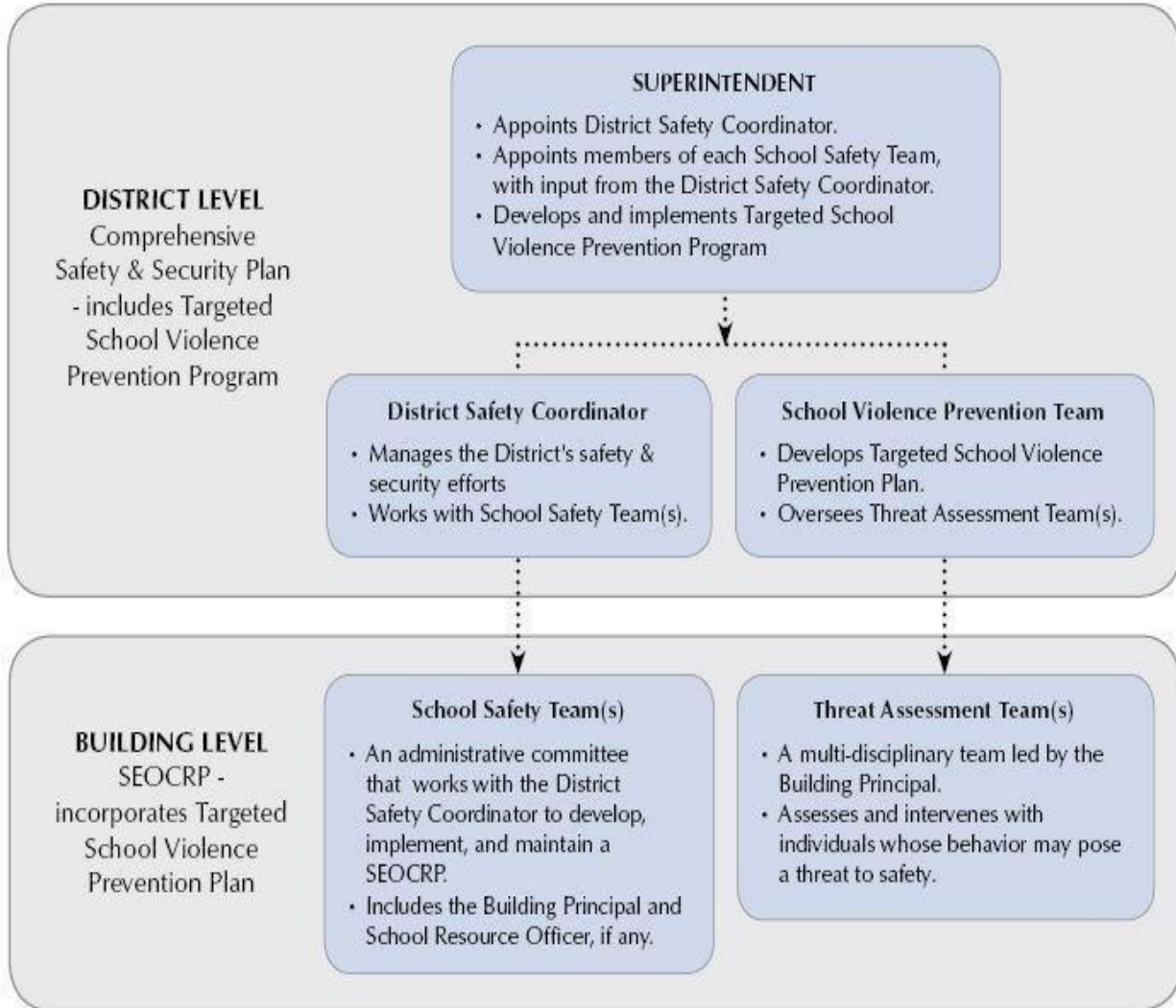
Threat- or Hazard-Specific Annexes

Note: This is not a complete list. Each school's annexes will vary based on its hazard analysis.

- | | |
|---------------------------------|---------------------------------|
| 1. Hurricane or Severe Storm | 5. Mass Casualty Incident |
| 2. Earthquake | 6. Active Shooter |
| 3. Tornado | 7. Pandemic or Disease Outbreak |
| 4. Hazardous Materials Incident | |

Attachment B

Alignment of Comprehensive Safety and Security Plan with Targeted School Violence Prevention Program



Reviewed: January 13, 2020, February 22, 2022, June 20, 2023, October 20, 2024
Adopted: January 27, 2020
Revisions Adopted: March 21, 2022, July 31, 2023

Operational Services

Provisos for Use of Working Cash Fund

The use of the Working Cash Funds proceeds will be subject to the following provisos:

- ~~1. The proceeds will be regarded solely as monies available to the district on a loan basis and not considered funds to be disbursed without repayment to the Fund. Such repayment will occur on or before June 30 of the fiscal year of the disbursement.~~
2. The Working Cash Fund is designated for cash flow purposes only and available for disbursement for that purpose. Proceeds used in this manner will be monitored and the status of this part of the Fund will be reviewed quarterly with the Board of Education.
- ~~3. Funds will be disbursed only to meet an “emergency,” the definition of which will be determined by the Board.~~
4. Other uses of the Working Cash proceeds will be limited to and consonant with the long-term financial plan of the district.

Reviewed: February 28, 2005, April 23, 2012, October 21, 2024

Adopted: March 21, 2005

Revisions Adopted: May 14, 2012

Students

Search and Seizure

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

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

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

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

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
Right to Privacy in the School Setting Act, 105 ILCS 75/.
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).
People v. Dilworth, 661 N.E.2d 310 (Ill. 1996), *cert. denied*, 116 S. Ct. 1692 (1996).
People v. Pruitt, 662 N.E. 2d 540 (1st Dist. Ill. 1996), *app. denied*, 667 N.E. 2d 1061 (Ill. App. 1st Dist. 1996).
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).
Vernonia School District 47J v. Acton, 115 S.Ct. 2386 (1995).
safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009)

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

Reviewed: December 19, 2005, October 21, 2024
Adopted: February 27, 2006
Revisions:

Students

Administrative Procedure - Use of Metal Detectors and Searches for Student Safety

Nothing in this procedure shall limit the authority of school officials to search a student in accordance with policy 7:140, *Search and Seizure*. All property removed as a result of this procedure that may be legitimately brought onto District property will be returned to the individual. Property removed from a student, possession of which violates Board policy, shall be confiscated and the student disciplined in accordance with Board policy.

Students who fail to cooperate with school personnel performing their duties may be subject to discipline for insubordination. Individuals who fail to cooperate will be asked to leave District property.

Metal Detectors

Metal detectors may be used when any one of the following occurs: (1) the administration has reasonable suspicion that a weapon is in the possession of unidentified students, (2) weapons or dangerous objects were found at school, on school property, or in the vicinity of a school, (3) violence involving weapons has occurred at a school or on school property, at school functions, or in a school's vicinity, or (4) a mass search takes place according to the District's standards for when and how metal detector searches are to be conducted. The Building Principal shall obtain the Superintendent's permission before using a metal detector. The reasons supporting the use of a metal detector shall be documented.

Signs will be posted to inform individuals that they will be required to submit to a screening for metal as a condition of entering District property. The screening will be conducted by District staff who may be assisted by law enforcement officials.

An individual will be asked to remove metal objects from his or her person prior to use of a metal detecting device. If, after the removal of metal objects, the metal detector activates, the individual will be asked to double-check that he/she removed all metal objects on his or her person, and the metal detecting device will be used again. If the metal detector activates a second time, the individual may be subjected to a *pat-down* search.

School personnel may inspect the contents of any briefcase, knapsack, purse, or parcel that activates the metal detector for the limited purpose of determining whether a weapon is concealed therein.

Pat-Down Search

When feasible, a pat-down search should be conducted: (1) outside the view of others, including students; (2) in the presence of a school administrator or adult witness; and (3) by a certificated employee or liaison police officer of the same sex as the student.

A pat-down search conducted by school personnel shall be limited to clothing for the purpose of discovering items that may have activated the metal detecting device. If school personnel conducting a pat-down search feel an object that may have activated the metal detecting device or may be other prohibited contraband, the individual will be asked to remove it.

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

Reviewed: October 21, 2024

Adopted:

Revisions:

Students

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

On District letterhead

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

Dear Parents/Guardians:

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

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

Please contact the school if you have any questions.

Sincerely,

Building Principal

Reviewed: October 21, 2024

Adopted:

Revisions:

Board Report

Date: October 21, 2024

Title: Kindergarten Center Project Approvals

Submitted by: Eric DePorter, Asst. Superintendent of Finance, Facilities & Operations
Dave Scarmardo, Executive Director of Buildings and Grounds

Strategic Priority Goal Area 4: Early Learning Programs & Facilities: District 41 has made significant investments in facility improvements for engaging, supportive and inclusive learning environments, beginning with early learning expansion. Safe, accessible and student centered indoor and outdoor learning spaces are designed to support the whole community, whole system and whole learner. Providing safe and inclusive learning environments will ensure our current and future students will have optimal spaces which promote the highest level of academic growth and achievement.

Background: Earlier this year the Board of Education approved a number of contracts related to the construction of the Kindergarten Center addition at Churchill Elementary to support full day kindergarten (FDK). The details connected to each contract award were vetted by our architect and construction manager partners, Wight & Co., and FQC. As has been done for prior projects, when the contracts were awarded the Board of Education approved a resolution permitting administration to authorize change orders totaling up to \$50,000 in cost. Past experience has shown that having this resolution in place serves to keep the project moving forward and is relied on to address small cost changes as they come up.

Additionally, the Board of Education acquired property in late 2022 north of Churchill Elementary to accommodate the Kindergarten Center addition. The land acquired had a total of three existing homes. Earlier this year, the Board of Education approved a contract to demolish one of the houses that sits closest to the where the addition will be located, the other two remained.

Discussion: The work connected to the FDK addition is ongoing and progressing as planned. As we proceed through the various stages of construction, we continually review and analyze the work to determine if any changes need to be made to address challenges that come up.

After awarding the low voltage contract, a further review has determined that a number of items were not included in the initial project scope. After discussion with the contractor and both Wight and FQC we believe a change order is required. The change order will allow us to add the aspects of the low voltage work that was originally omitted connected to technology and safety items. The estimated cost of the change order is approximately \$275,000. By adding these items to the scope of work, we would then be set to equip the addition in a similar manner to our existing buildings.

In addition we are at the point in the project where we need to complete the demolition of 1N221 and 1N249 Bloomingdale Road, the remaining two houses on the newly acquired property. We have solicited bids and are ready to proceed with having the work completed. This work needs to be completed this fall in order to move forward with the landscaping plan for the remainder of the site. The total cost to demolish the two houses and associated buildings is \$46,935.

Budgetary Funding: The costs associated with the above referenced items will be covered within the Full Day Kindergarten project master budget.

Other Information: n/a

Recommendation: This report is for discussion only. The administration will seek action for both items later in the meeting.

Board Report

Date: October 21, 2024

Title: Annual Chromebook Purchase

Submitted by: Andrew Peterman, Director of Instructional Technology & Innovation

Strategic Priority Goal Area 1: Growth Focused Learning: The District 41 community of learners, educators and stakeholders cultivate students who are actively engaged and committed to their own learning. District 41 provides a guaranteed rigorous and differentiated learning environment where all students can demonstrate high levels of growth and success. District 41 uses data to form a detailed profile of student, school and district performance; illuminate successes; and identify opportunities for improvement.

Strategic Priority Goal Area 5: Future Ready Skills & Innovation: District 41 prepares each student to be a productive and compassionate citizen who is culturally aware and socially responsible. The district ensures that each student is capable of pursuing a passion and pathway with the academic rigor and adaptive skills needed to thrive in an interdependent economy and world.

Background: The District has provided and maintained a Chromebook 1:1 for Hadley Jr High students since the 2016-2017 school year. Every year since, we have provided incoming 6th grade students with a new Chromebook to be used for educational purposes through their time at Hadley. In addition to the Chromebooks, Google Chrome licensing (for management purposes) and protective cases have been purchased for each Chromebook.

Discussion: In anticipation of this year’s refresh cycle, Technology Services reviewed the Chromebook fleet. Part of the Dell Chromebooks, 3100 2-in-1, will no longer be supported by Google for automatic operating system updates to the Chrome OS in June of 2027. To be consistent, Technology Services reached out to multiple vendors with specifications to our existing devices and priced out Dell 3110 again for us this year. Vendors responded with pricing on the Dell 3110 and several equivalent models. To remain consistent, we will stay with the Dell 3110 one more year.

While four vendors responded, Howard Technology Solutions responded in a timely fashion with the most responsive quote for the purchasing of the Chromebooks and they have included pricing for the Chromebooks, Chrome OS licenses, white glove services, and protective cases. The quote is summarized below.

<i>Howard Technology Solutions</i>			
Model	Qty	Cost	Ext Cost
Dell Chromebook 11 3100 2-in-1	765	\$304.00	\$232,560.00
Chrome Management License	765	\$31.50	\$24,097.50
Gumdrop SlimTech Case	765	\$21.00	\$16,065.00
White Glove Services			\$8,682.75
		Total	\$281,405.25

Other Information: To spread out the need to replace our Dell 3100 fleet before the end of support date of June 2027, we will continue replacing two grade levels worth of devices to ensure they are all replaced by June of 2027. We started this process two years ago. This year we will replace the current 4th grade and incoming kindergarten

students along with any Newcomers. This will allow us to replace two grade levels and continue a process where students receive a new Chromebook in 5th grade and keep that Chromebook as they leave D41 as a graduating 8th grade student. The 4th grade student Chromebooks will be collected, evaluated, cleaned and returned to service as loaner devices and replace other worn out devices. We will use any devices that cannot be returned to service for parts and repairs. Additionally, the graduating 8th grade class will keep their Chromebooks as they leave District 41.

Budgetary Funding: This will affect the 2024-2025 technology budget.

Recommendation: This report is for Board discussion only. At a future board meeting, the Administration will recommend the Board take action on the technology purchase as outlined in this report.

Board Report

Date: October 21, 2024

Title: Personnel Report-Final

Contact: David Bruno, Assistant Superintendent for Human Resources

Strategic Priority Goal Area 1: Growth Focused Learning: The District 41 community of learners, educators and stakeholders cultivate students who are actively engaged and committed to their own learning. District 41 provides a guaranteed rigorous and differentiated learning environment where all students can demonstrate high levels of growth and success. District 41 uses data to form a detailed profile of student, school and district performance; illuminate successes; and identify opportunities for improvement.

Employment Recommendations:

Name	School	Position	Salary/ Placement	Effective Date	Budget/Fundin g
Armenta, Brian	Churchill Elementary	Lunchroom/Playground Supervisor	\$22.50 per hour	September 17, 2024	Churchill Elementary Lunchroom/Playground Supervisor Salary Account
Dunn, Isabella	Hadley Jr High	Long Term Substitute Teacher	\$260.00 per day	November 07, 2024-February 18, 2025	Districtwide Substitute Pay Salary Account
Garcia, Raymundo	Abraham Lincoln Elementary/ Benjamin Franklin Elementary	Technology Support	\$22.05 per hour/\$31,588.25	October 04, 2024	Abraham Lincoln Elementary/ Benjamin Franklin Elementary Tech Support Salary Account
Joseph, Bennett	Hadley Jr High	Chess Club Sponsor	\$3520.00 Group II, Step IV	September 30, 2024	Hadley Jr High Supplemental Pay Salary Account
Marchetti, Stephanie	Abraham Lincoln Elementary	Lunchroom/Playground Supervisor	\$22.50 per hour	September 17, 2024	Abraham Lincoln Elementary Lunchroom/Playground Supervisor Salary Account
Meyer, Anne	Benjamin Franklin Elementary	Lunchroom/Playground Supervisor	\$22.50 per hour	October 17, 2024	Benjamin Franklin Elementary Lunchroom/Playground Supervisor Salary Account
Orellana, Irma	Central Services Office	Accounts Payable	\$22.58 per hour/ \$27,942.66	November 04, 2024	Central Services Office Finance Department Salary Account

Parker, Lauren	Central Services Office	Business Manager	\$50.00 per hour/ \$63,749.40	November 04, 2024	Central Services Office Finance Department Salary Account
Ponce, Alejandra	Central Services Office	School Administrative Assistant	\$21.06 per hour/ \$26,956.66	October 15, 2024	Central Services Office Student Services Department Salary Account
Slane, Lynn	Churchill Elementary	Long Term Substitute Teacher	\$260.00 per day	October 31, 2024-January 13, 2025	District wide Substitute Salary Account
Van Lopik, Ashley	Churchill Elementary	Special Education Paraeducator	\$21.49 per hour/ \$25,465.59	September 19, 2024	Churchill Elementary Special Education Paraeducator Salary Account

Resignations:

Name	School	Position	Effective Date
Heskin, Heather	Hadley Jr High	8th Grade Girls Basketball Coach	End of 2023-2024 School Year
Jones, Brandi	Central Services Office	Business Manager	October 25, 2024
Prager, Hillary	Hadley Jr High	Performing Arts Club-Speech Sponsor	End of 2023-2024 School Year

Recommendation: It is recommended that the Board accept the actions included in this Personnel Report as presented.

Board Report

Date: October 21, 2024

Title: Disposal of Surplus Property

Submitted by: Eric DePorter - Assistant Superintendent Finance, Facilities and Operations

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: Periodically, district administration requests board approval for disposal of equipment which is obsolete or not in working order. The assets are then donated or disposed of upon said approval.

Discussion: See attached spreadsheet for listing of assets for disposal.

Other Information: None at this time.

Budgetary Funding: N/A

Recommendation: The administration recommends approval of the resolution of disposal of surplus property.

Glen Ellyn School District 41 Assets for Disposal September 2024

Asset Tag	Current Location	Originating School Site	Description (Make, Model, etc.)	Serial Number	QTY	Working Order	Obsolete Y/N?	Disposal
N/A	CSO	BF	Dell Chromebook 3100 2 in 1	CBVKZW2	1	N	N	Disposal
N/A	CSO	HA	Dell Chromebook 3100 2 in 1	11PKZW2	1	N	N	Disposal
N/A	CSO	BF	Acer N18Q8 Chromebook	NXH99AA00802705ADB7611	1	N	N	Disposal
N/A	CSO	HA	Dell Chromebook 3100 2 in 1	2WKHZW2	1	N	N	Disposal
N/A	CSO	AL	Dell Chromebook 3100 2 in 1	3XVDZW2	1	N	N	Disposal
23000469	CSO	HA	Dell Chromebook 3100 2 in 1	6PFTHK3	1	N	N	Disposal
22000764	CSO	AL	ELMO MO-1 Document Camera	1518468	1	N	N	Disposal
N/A	CSO	HA	Dell Chromebook 3110 2 in 1	4CGCDF3	1	N	N	Disposal
N/A	CSO	BF	Acer N18Q8 Chromebook	NXH99AA00802702A977611	1	N	N	Disposal

**Glen Ellyn School District 41
FOIA Report
September 1 - September 30, 2024**

Date Received	Date of Response	Request Summary	FOIA Officer Time	Admin Time	Attorney Contacted																					
8.26.24	9.3.24 extended 9.17.24	<p>Stephanie Clark requested..<i>"Records to or from a board members (Bob Bruno, Jason Loebach, Jessica Buttimer, Ted Estes, Julie Hill, Bruce Currie, Linda D'Ambrosio, Chris Martelli, Tayyaba Syed & Steve Miko) since August 2022 with the term "D41 Kids"</i></p> <p><i>Records to or from legal counsel (Todd Faulkner, Dana Crumley, Brian Crowley) since August 2022 with the term "D41 Kids"</i></p> <p><i>Records to or from staff members listed below since August 2022 with the term "D41 Kids "</i></p> <table style="width: 100%; border: none;"> <tr> <td><i>Melissa Kaczowski</i></td> <td><i>Jeff McHugh</i></td> <td><i>Nancy Mogk</i></td> </tr> <tr> <td><i>Erika Krehbiel</i></td> <td><i>Eric DePorter</i></td> <td><i>Katie McCluskey</i></td> </tr> <tr> <td><i>Marci Conlin</i></td> <td><i>Kris Webster</i></td> <td><i>David Bruno</i></td> </tr> <tr> <td><i>Laurel O'Brien</i></td> <td><i>Molly Victor</i></td> <td><i>Andrew Peterman</i></td> </tr> <tr> <td><i>Dave Scarmardo</i></td> <td><i>Amy Curtain</i></td> <td><i>Brandi Jones</i></td> </tr> <tr> <td><i>Steve Diveley</i></td> <td><i>Scott Klespitz</i></td> <td><i>Sarah Rodriguez</i></td> </tr> <tr> <td><i>Jeff Burke</i></td> <td><i>Amanda Kanter</i></td> <td><i>Rachel Soloman</i></td> </tr> </table> <p><i>Records to or from Paul Gordon, Bob Bruno, Erika Krehbiel, Eric Deporter from January 1, 2019 - June 30, 2019 - "D41 Kids"</i></p> <p><i>Records to or from Melissa Kaczowski, Bob Bruno, Erika Krehbiel, Eric Deporter from July 1, 2019 - June 30, 2022 "D41 Kids" "</i></p> <p><u>Response</u>: Responsive information provided</p> <p><u>Appeal</u>:None at this time</p>	<i>Melissa Kaczowski</i>	<i>Jeff McHugh</i>	<i>Nancy Mogk</i>	<i>Erika Krehbiel</i>	<i>Eric DePorter</i>	<i>Katie McCluskey</i>	<i>Marci Conlin</i>	<i>Kris Webster</i>	<i>David Bruno</i>	<i>Laurel O'Brien</i>	<i>Molly Victor</i>	<i>Andrew Peterman</i>	<i>Dave Scarmardo</i>	<i>Amy Curtain</i>	<i>Brandi Jones</i>	<i>Steve Diveley</i>	<i>Scott Klespitz</i>	<i>Sarah Rodriguez</i>	<i>Jeff Burke</i>	<i>Amanda Kanter</i>	<i>Rachel Soloman</i>	12 hours	2 hours	Yes
<i>Melissa Kaczowski</i>	<i>Jeff McHugh</i>	<i>Nancy Mogk</i>																								
<i>Erika Krehbiel</i>	<i>Eric DePorter</i>	<i>Katie McCluskey</i>																								
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<i>Jeff Burke</i>	<i>Amanda Kanter</i>	<i>Rachel Soloman</i>																								

09.19.24	09.26.24	<u>Request:</u> DuPage Policy Journal requested “ <i>A copy of student evacuation plan in the case of active shooting</i> ” <u>Response:</u> Responsive information provided <u>Appeal:</u> None at this time	.5 hour	1 hour	No
09.25.24	09.27.24	<u>Request:</u> Diane Hardy requested “... <i>an outline of CH001 and CH002 bus routes</i> ” <u>Response:</u> Responsive information provided <u>Appeal:</u> None at this time	.5 hour	No	No



ISDLAF+ Monthly Statement

Glen Ellyn School District #41

Current Portfolio

8/31/2024

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
LIQ				08/31/2024		LIQ Account Balance	\$1,297,767.45	5.086%	\$1.000	\$1,297,767.45	\$1,297,767.45
MAX				08/31/2024		MAX Account Balance	\$24,726,072.00	5.190%	\$1.000	\$24,726,072.00	\$24,726,072.00
LTD				08/31/2024		LTD Account Balance			\$10.787		\$10,787,000.00
							\$26,023,839.45			\$26,023,839.45	\$36,810,839.45

Time and Dollar Weighted Average Portfolio Yield: n/a

Weighted Average Portfolio Maturity: n/a

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
LIQ	3.526%	\$1,297,767.45	LIQ Account
MAX	67.171%	\$24,726,072.00	MAX Account
LTD	29.304%	\$10,787,000.00	LTD Account

Index

Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".



FPTH THIRD
Securities

Report: Accounting Report

Account: 53-Glen Eilyn SD #41 (96403)

As of: 08/31/2024

Settle Date	CUSIP	Description	Coupon Rate	Final Maturity	Coupon Frequency	Face Amount
---	668919809	FEDERATED HRMS GV O CAP	5.050	08/31/2024	---	1,822,595.10
06/03/2021	3133G06E8	Receivable	0.000	08/31/2024	---	5,661.93
07/02/2021	912828YV6	FEDERAL NATIONAL MORTGAGE ASSOCIATION	0.420	11/18/2024	Semi-Annual	300,000.00
07/15/2021	3130AN4Y3	UNITED STATES TREASURY	1.500	11/30/2024	Semi-Annual	500,000.00
09/10/2021	87165HC73	FEDERAL HOME LOAN BANKS	0.625	10/15/2024	Semi-Annual	500,000.00
09/10/2021	89235MLN9	Synchrony Bank	0.600	09/10/2024	Semi-Annual	245,000.00
09/16/2021	3130ANTP5	Toyota Financial Savings Bank	0.650	09/09/2024	Semi-Annual	245,000.00
11/16/2021	91282CDH1	FEDERAL HOME LOAN BANKS	0.500	09/16/2024	Semi-Annual	400,000.00
11/22/2021	3130AP073	UNITED STATES TREASURY	0.750	11/15/2024	Semi-Annual	500,000.00
12/10/2021	3130APXC4	FEDERAL HOME LOAN BANKS	1.000	11/22/2024	Semi-Annual	250,000.00
12/29/2021	947547NT8	FEDERAL HOME LOAN BANKS	1.100	12/10/2024	Semi-Annual	250,000.00
01/05/2022	91282CDN8	WebBank	1.000	12/30/2024	Semi-Annual	245,000.00
01/12/2022	912828Z52	UNITED STATES TREASURY	1.000	12/15/2024	Semi-Annual	250,000.00
01/20/2022	91282CD57	UNITED STATES TREASURY	1.375	01/31/2025	Semi-Annual	250,000.00
01/27/2022	3130AQMR1	UNITED STATES TREASURY	1.125	01/15/2025	Semi-Annual	250,000.00
01/28/2022	3130AQNM6	FEDERAL HOME LOAN BANKS	1.250	01/27/2025	Semi-Annual	300,000.00
02/04/2022	269479Y19	FEDERAL HOME LOAN BANKS	1.250	01/28/2025	Semi-Annual	250,000.00
02/15/2022	91282CDZ1	EAGLE CNTY COLO SCH DIST RE 50 JT WITTH GARFIELD &	0.560	12/01/2024	Semi-Annual	200,000.00
02/18/2022	3130AQPT4	UNITED STATES TREASURY	1.500	02/15/2025	Semi-Annual	400,000.00
02/24/2022	3130AQQP1	FEDERAL HOME LOAN BANKS	1.500	02/18/2025	Semi-Annual	250,000.00
02/28/2022	3130AQY49	FEDERAL HOME LOAN BANKS	1.350	02/24/2025	Semi-Annual	250,000.00
03/11/2022	3130AQPY3	FEDERAL HOME LOAN BANKS	2.000	02/27/2025	Semi-Annual	250,000.00
03/18/2022	198504C42	FEDERAL HOME LOAN BANKS	2.000	02/14/2025	Semi-Annual	500,000.00
03/31/2022	38150ALP8	COLUMBIA S C WTRWKS & SWR SYS REV	0.778	02/01/2025	Semi-Annual	400,000.00
04/06/2022	9128284F4	GOLDMAN SACHS GROUP INC	3.300	03/31/2025	Semi-Annual	500,000.00
04/18/2022	101029WW2	UNITED STATES TREASURY	2.625	03/31/2025	Semi-Annual	1,000,000.00
04/28/2022	3130ARP39	BOSTON MASS WTR & SWR COMMN REV IAW COML PAPER	0.718	11/01/2024	Semi-Annual	215,000.00
05/18/2022	254673D86	FEDERAL HOME LOAN BANKS	4.000	04/28/2025	Semi-Annual	250,000.00
05/19/2022	581850QH0	Discover Bank	3.050	05/19/2025	Semi-Annual	245,000.00
06/15/2022	91282CEU1	MC LEAN & WOODFORD CNTYS ILL CMNTY UNIT SCH DIS	3.250	02/01/2025	Semi-Annual	500,000.00
07/25/2022	32022RRW9	UNITED STATES TREASURY	2.875	06/15/2025	Semi-Annual	600,000.00
07/28/2022	95001DCC40	1st Financial Bank USA	3.050	07/25/2025	Monthly	245,000.00
08/17/2022	14042RTQ4	WELLS FARGO & CO	4.500	07/28/2025	Semi-Annual	250,000.00
08/17/2022	14042TLL2	Capital One, National Association	3.300	08/18/2025	Semi-Annual	245,000.00
09/02/2022	91282CFE6	Capital One Bank (USA), National Association	3.300	08/18/2025	Semi-Annual	245,000.00
09/06/2022	59264FKS9	METROPOLITAN WASH D C ARPTS AUTH ARPT SYS REV	3.125	08/15/2025	Semi-Annual	225,000.00
09/15/2022	17330RAA3	METROPOLITAN WASH D C ARPTS AUTH ARPT SYS REV	0.600	10/01/2024	Semi-Annual	250,000.00
09/28/2022	91282CE00	CITIGROUP GLOBAL MARKETS HOLDINGS INC	4.600	09/15/2025	Semi-Annual	250,000.00
10/17/2022	3133ENS43	UNITED STATES TREASURY	2.750	05/15/2025	Semi-Annual	500,000.00
10/20/2022	3134GX3Z5	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.375	10/17/2024	Semi-Annual	500,000.00
10/20/2022	3133ENNU32	FEDERAL HOME LOAN MORTGAGE CORP	5.000	10/20/2025	Semi-Annual	250,000.00
12/05/2022	3134GX2U7	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.500	10/20/2025	Semi-Annual	500,000.00
12/06/2022	419792ZK5	FEDERAL HOME LOAN MORTGAGE CORP	4.625	09/29/2025	Semi-Annual	500,000.00
01/18/2023	795451CR2	HAWAII ST	0.802	10/01/2024	Semi-Annual	480,000.00
01/19/2023	90355GAM8	Saltie Mae Bank	4.400	01/20/2026	Semi-Annual	245,000.00
01/20/2023	27002YFL5	UBS Bank USA	4.350	01/20/2026	Monthly	245,000.00
01/26/2023	3134GYE0D	EagleBank	4.500	07/21/2025	Monthly	245,000.00
02/02/2023	61690UY20	FEDERAL HOME LOAN MORTGAGE CORP	5.150	01/26/2026	Semi-Annual	250,000.00
02/02/2023	61768NNY5	FEDERAL HOME LOAN MORTGAGE CORP	4.250	02/02/2026	Semi-Annual	245,000.00
02/02/2023	3130ATUR6	Morgan Stanley Bank, N.A.	4.250	02/02/2026	Semi-Annual	245,000.00
02/08/2023	3130AURSS	FEDERAL HOME LOAN BANKS	4.625	12/13/2024	Semi-Annual	500,000.00
02/08/2023	3130ATUC9	FEDERAL HOME LOAN BANKS	4.250	12/13/2024	Semi-Annual	500,000.00
02/08/2023	3130ATV6	FEDERAL HOME LOAN BANKS	4.250	03/14/2025	Semi-Annual	500,000.00
02/09/2023	3130ATV6	FEDERAL HOME LOAN BANKS	4.500	12/12/2025	Semi-Annual	500,000.00
02/13/2023	3133EPA08	FEDERAL HOME LOAN BANKS	4.875	09/13/2024	Semi-Annual	500,000.00
02/14/2023	3134GYI29	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.125	02/13/2026	Semi-Annual	500,000.00
02/27/2023	3130AUIP7	FEDERAL HOME LOAN BANKS	5.125	02/14/2025	Semi-Annual	250,000.00
03/10/2023	15987UAT5	FEDERAL HOME LOAN MORTGAGE CORP	5.150	08/27/2025	Semi-Annual	250,000.00
03/14/2023	800364EX5	Charles Schwab Bank, SSB	5.200	09/16/2024	Semi-Annual	245,000.00
03/17/2023	949764AF1	Sandy Spring Bank	4.900	03/16/2026	Semi-Annual	245,000.00
03/17/2023	5647759SD1	Wells Fargo Bank, National Association	5.250	03/17/2025	Monthly	245,000.00
03/17/2023	05580AW91	Manufacturers and Traders Trust Company	4.950	03/17/2026	Semi-Annual	245,000.00
03/17/2023	66736ACE7	BMW Bank of North America	4.950	03/17/2026	Semi-Annual	245,000.00
03/20/2023	11373QKR8	Northwest Bank	5.000	03/17/2026	Monthly	245,000.00
		Brookline Bank	5.250	09/04/2024	Monthly	245,000.00

03/23/2023	02007GM42	Ally Bank	5.050	03/23/2026	Semi-Annual	245,000.00
03/24/2023	82669LKF9	Signature Bank of Arkansas	5.100	09/24/2025	Monthly	245,000.00
03/24/2023	12547CAU2	CIBC Bank USA	5.000	03/24/2026	Semi-Annual	245,000.00
03/24/2023	23204HNP9	Customers Bancorp, Inc.	5.050	03/24/2026	Semi-Annual	245,000.00
03/27/2023	37312PDE6	Georgia Banking Company	5.150	03/27/2025	Semi-Annual	245,000.00
03/30/2023	910286GB3	United Fidelity Bank, Fsb	5.000	03/30/2026	Monthly	185,000.00
04/14/2023	29483ABG6	Ergo Bank	4.500	04/14/2025	Monthly	245,000.00
04/18/2023	45332WAU7	InBank	4.450	04/21/2025	Monthly	245,000.00
04/19/2023	064455AU2	Bank of Pontiac	4.500	04/20/2026	Semi-Annual	245,000.00
04/19/2023	73317ABZ4	Popular Bank New York Branch	4.500	04/16/2026	Quarterly	245,000.00
04/21/2023	549104D38	Luana Savings Bank	4.450	10/21/2025	Semi-Annual	245,000.00
05/08/2023	72345SLN9	Pinnacle Bank	4.600	05/08/2026	Semi-Annual	245,000.00
05/09/2023	05600XOB9	BMO BANK NATIONAL ASSOCIATION	4.600	05/08/2026	Semi-Annual	245,000.00
05/10/2023	065427AE6	Bank of Utah	4.500	05/11/2026	Monthly	100,000.00
05/11/2023	321160B14	First National Bank of Middle Tennessee	4.500	05/11/2026	Semi-Annual	245,000.00
07/21/2023	174178AC7	The Citizens Bank of Philadelphia	4.750	07/21/2026	Monthly	240,000.00
07/26/2023	43708WKG8	Home Federal Savings Bank	4.750	07/27/2026	Semi-Annual	200,000.00
09/20/2023	02589AF31	American Express Bank, FSB	5.000	09/21/2026	Semi-Annual	245,000.00
09/21/2023	32026LZ58	First Foundation Bank	5.000	09/21/2026	Semi-Annual	245,000.00
09/22/2023	8562853R0	State Bank of India - New York Branch	5.050	09/22/2026	Semi-Annual	245,000.00
09/26/2023	227563EA7	Cross River Bank	5.000	09/28/2026	Semi-Annual	245,000.00
09/27/2023	024263DB8	American Bank & Trust Company Inc.	5.150	03/27/2026	Semi-Annual	245,000.00
09/29/2023	061785FM8	The Bank of Deerfield	5.000	09/29/2026	Monthly	245,000.00
09/29/2023	501798YG4	Milestone Bank	5.000	09/29/2026	Semi-Annual	245,000.00
09/29/2023	319267LD0	First Bank Richmond	5.150	03/30/2026	Semi-Annual	245,000.00
10/04/2023	59013KXD3	Merrick Bank	5.000	10/05/2026	Monthly	245,000.00
10/16/2023	68405VAV1	Optum Bank, Inc.	5.150	04/16/2026	Semi-Annual	245,000.00
10/20/2023	666613M10	Northpointe Bank	5.100	10/20/2026	Monthly	245,000.00
11/30/2023	65344AAC9	NextTier Bank, NA	5.000	12/01/2025	Monthly	245,000.00
12/06/2023	02519ACD7	American Commercial Bank & Trust, National Associa	5.000	12/08/2025	Monthly	245,000.00
12/08/2023	76883EAM3	Rivers Edge Bank	5.050	12/08/2025	Monthly	245,000.00
12/15/2023	320005CY0	First Credit Bank	5.000	06/13/2025	Monthly	100,000.00
02/05/2024	05584CLF1	BNY Mellon, National Association	4.050	02/05/2027	Semi-Annual	245,000.00
02/07/2024	32021JKL9	First Federal Savings Bank	4.100	02/08/2027	Monthly	245,000.00
02/09/2024	13135NCG3	CalPrivate Bank	4.100	02/09/2027	Monthly	245,000.00
02/09/2024	88054RBZ2	Tennessee State Bank	4.150	02/09/2027	Monthly	245,000.00
02/14/2024	42236XBD6	Heartland Bank	4.150	02/12/2027	Monthly	245,000.00
02/16/2024	9038SLDU0	Uthman Bank Minnesota	4.100	02/16/2027	Monthly	245,000.00
03/05/2024	919853KS9	Valley National Bank	4.600	03/05/2027	Semi-Annual	245,000.00
06/21/2024	912797LQ8	UNITED STATES TREASURY	0.000	12/19/2024	Once at Maturity	1,500,000.00
06/21/2024	912797LT2	UNITED STATES TREASURY	0.000	10/15/2024	Once at Maturity	1,500,000.00
06/21/2024	912797K10	UNITED STATES TREASURY	0.000	09/19/2024	Once at Maturity	2,000,000.00

3.108

36,908,257.03

Glen Ellyn School District 41
Monthly Revenue/Expenditure Summary Report
Comparing August 2024 Fiscal Year to Date to August 2025

Revenues

Function	Category	August-23	Fiscal Year to Date August 2023	Revenue Budget 2023-2024	Percent of Budget Received	August-24	Fiscal Year to Date August 2024	Revenue Budget 2024-2025	Comparing August 2023
All Funds									
1100	Property Taxes	\$2,274,977	\$2,833,185	\$55,267,947	5.13%	\$734,601	\$1,234,873	\$57,847,932	2.13%
1200	Personal Property Taxes	89457.36	\$644,312	\$2,837,216	22.71%	\$66,980	\$426,083	\$2,369,560	17.98%
1300	Tuition	\$0	\$0	\$65,000	0.00%	\$2,900	\$2,975	\$71,500	4.16%
1400	Field Trip/Bus Fees	\$0	\$0	\$0	100.00%	\$0	\$0	\$0	100.00%
1500	Interest Earnings	\$252,010	\$453,463	\$1,624,400	27.92%	\$302,080	\$585,148	\$2,721,450	21.50%
1600	Food Services	\$39,909	\$54,233	\$525,000	10.33%	\$79,499	\$97,006	\$450,000	21.56%
1700	Student Fees	\$219,271	\$287,781	\$347,875	82.73%	\$141,040	\$246,381	\$328,900	74.91%
1900	Donations/Misc Revenue	\$0	\$87,082	\$139,812	62.29%	\$63,078	\$68,784	\$150,980	45.56%
3000	Unrestricted State Funds	\$239,670	\$239,670	\$2,636,360	9.09%	\$239,940	\$239,940	\$2,642,402	9.08%
3100	Restricted State Funds	\$36,962	\$264,859	\$1,537,012	17.23%	\$43,531	\$43,531	\$1,800,212	2.42%
4000	Federal Funds	\$785,280	\$785,280	\$1,808,593	43.42%	\$26,833	\$333,495	\$1,590,518	20.97%
7000	Fund Transfers	\$0	\$0	\$6,850,000	0.00%	\$0	\$0	\$1,300,000	0.00%
Grand Total		\$3,937,536	\$5,649,866	\$73,639,215	7.67%	\$1,700,482	\$3,278,216	\$71,273,454	4.60%

Expenditures

Object		August-23	Fiscal Year to Date August 2023	Expenditure Budget	Percent of Budget	August-24	Fiscal Year to Date August 2024	Expenditure Budget	Percent of Budget Expended
All Funds									
100	Salaries	\$1,636,471	\$2,103,295	\$35,467,866	5.93%	\$1,759,666	\$2,246,600	\$37,785,125	5.95%
200	Benefits	\$297,601	\$467,433	\$7,311,045	6.39%	\$440,566	\$614,358	\$8,403,459	7.31%
300	Purchased Services	\$443,293	\$1,064,963	\$6,338,994	16.80%	\$143,257	\$1,242,347	\$8,973,475	13.84%
400	Supplies/Materials	\$430,264	\$698,001	\$3,275,897	21.31%	\$97,913	\$1,087,643	\$4,196,735	25.92%
500	Capital Outlay	\$502,491	\$2,927,966	\$6,602,862	44.34%	\$62,737	\$1,494,736	\$25,628,264	5.83%
640-642	Dues & Fees	\$4,445	\$12,908	\$68,287	18.90%	(\$14,304)	\$37,500	\$61,250	61.22%
610/620	Principal/Interest Payments	\$0	\$354,956	\$1,759,913	20.17%	\$0	\$328,706	\$1,757,412	18.70%
670/690	Tuition	\$650,282	\$754,610	\$2,110,000	35.76%	\$63,363	\$206,652	\$2,887,338	7.16%
660/666	Fund Transfers	\$0	\$0	\$3,085,000	0.00%	\$0	\$0	\$1,300,000	0.00%
Grand Total		\$3,964,847	\$8,384,133	\$66,019,864	12.70%	\$2,553,198	\$7,258,541	\$90,993,058	7.98%

Monthly Summary Report Overview Revenue & Expenditures August 2024

Attached please find an updated spreadsheet demonstrating the current year's month and fiscal year to date revenues and expenditures versus the previous fiscal year. This updated presentation will hopefully provide the board with greater clarity when reviewing the monthly results of operations. The results will be summarized below.

Revenues:

To date, expressed as a percent of the district budget, revenues received year to date are 4.60% versus 7.67% of the budget from a year ago.

Revenues are greater in the areas of:

- Tuition (4.16% versus 0.00%)
- Food Services (21.56% versus 10.33%)

Revenues are less in the areas of:

- Property Taxes (2.13% versus 5.13%)
- Personal Property Taxes (17.98% versus 22.71%)
- Field Trip/Bus Fees (100.00% versus 100.00%)
- Interest Earnings (21.50% versus 27.92%)
- Student Fees (74.91% versus 82.73%)
- Donations/Misc Revenue (45.56% versus 62.29%)
- Unrestricted State Funds (9.08% versus 9.09%)
- Restricted State Funds (2.42% versus 17.23%)
- Fund Transfers (20.97% versus 43.42%)

Expenditures:

To date, expressed as a percent of the district budget, expenditures year to date are 7.98% versus 12.70% of the budget from a year ago.

Expenditures are greater in the areas of:

- Supplies/Materials (25.92% versus 21.31%)
- Salaries (5.95% versus 5.93%)
- Benefits (7.31% versus 6.39%)
- Dues & Fees (61.22% versus 18.90%)

Expenditures are less in the areas of:

- Purchased Services (13.84% versus 16.80%)
- Capital Outlay (5.83% versus 44.34%)
- Fund Transfers (0.00% versus 0.00%)
- Principal/Interest Payments (18.70% versus 20.17%)
- Tuition (7.16% versus 35.76%)

School District Payment Order

The Treasurer of Glen Ellyn School District 41 in DuPage County, has paid or shall pay to the order of the attached list of vendors for accounts payable and payroll liability checks the sum of \$5,410,175.26 for the period of September 13, 2024 through October 15, 2024.

This order authorizes the Treasurer to pay board-approved bills before the meeting minutes are officially approved.

By order of the School Board of Glen Ellyn District 41.

Order Date: October 21, 2024

President

Secretary

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
566576	09/17/2024	SAFEWAY TRANSPORTATI	-143,725.48	Multiple Invoices
566594	09/13/2024	AFSCME	1,631.71	Multiple Invoices
566596	09/26/2024	PERFORMANCE SERVICES	145,497.13	FDK Work
566597	09/30/2024	AFSCME	1,631.71	Multiple Invoices
566608	09/27/2024	AMAZON CAPITAL SERVI	24,978.87	Multiple Invoices
566609	10/01/2024	ACI SPECIALTY BENEFI	1,600.00	Employee Assistance yearly membership
566610	10/01/2024	AGPARTS WORLDWIDE	549.75	Dell 3110 CB Screens Quote# 1000027936
566611	10/01/2024	AIR FILTER ENGINEERS	827.10	Multiple Invoices
566612	10/01/2024	AMITA GLENOAKS SCHOO	3,327.22	Outplacement Tuition
566613	10/01/2024	ASTOUND	10.68	B&G UTILITY FEE ACCT#0201-4167628-01
566614	10/01/2024	B.R. RYALL YMCA	341.66	2024 Shared Social Worker- AUGUST 2024
566615	10/01/2024	BLICK, DICK	25.14	Tissue paper (ITEMS HAVE ALREADY BEEN PICKED UP, PLEASE CREDIT THE BLICK HOUSE ACCOUNT)
566616	10/01/2024	BOB'S DAIRY SERVICE	1,808.15	Multiple Invoices
566617	10/01/2024	BROOKFIELD ZOO	25.00	Nov 1 Bus parking
566618	10/01/2024	BROOKFIELD ZOO	25.00	Nov 1 Bus Parking
566619	10/01/2024	BROOKFIELD ZOO	25.00	Nov 1 Bus Parking
566620	10/01/2024	BROOKFIELD ZOO	25.00	Nov 1 Bus Parking
566621	10/01/2024	BROOKFIELD ZOO	25.00	Nov 1 Bus Parking
566622	10/01/2024	BROOKFIELD ZOO	25.00	Nov 4 Bus Parking
566623	10/01/2024	BROOKFIELD ZOO	25.00	Nov 4 Bus Parking
566624	10/01/2024	BROOKFIELD ZOO	25.00	Nov 4 Bus Parking
566625	10/01/2024	BROOKFIELD ZOO	25.00	Nov 4 Bus Parking
566626	10/01/2024	BULLON, RUBEN	85.00	Volleyball ref 9/17
566627	10/01/2024	BUSINESS SOLVER	43.50	September Service Fees
566628	10/01/2024	CANDOR HEALTH EDUCAT	1,500.00	Nurse Presentations
566629	10/01/2024	CDW GOVERNMENT	1,620.00	Gopher Renewal 24-25 (CDW Amplified) Estimate# 0057383
566630	10/01/2024	COMPASS SURVEYING LT	418.37	FDK PROJECT 23.0203-01
566631	10/01/2024	CONSOLIDATED FLOORIN	1,545.00	PATCHING - FLOOR IMPROVEMENTS
566632	10/01/2024	CORRECT ELECTRIC	14,663.74	Multiple Invoices
566633	10/01/2024	DEMCO	257.99	Multiple Invoices
566634	10/01/2024	DIRECT ENERGY BUSINE	7,032.70	Multiple Invoices
566635	10/01/2024	DIST #16, QUEEN BEE	7,979.65	MV Trasportation Reimbursement
566636	10/01/2024	DUPAGE FEDERATION ON	81.25	Translation services
566637	10/01/2024	DUPAGE TENTS & EVENT	185.00	Tables for Teacher Event PO# 1302300002 Invoice # 229832099
566638	10/01/2024	ECS MIDWEST LLC	2,400.00	CH SUMMER WORK
566639	10/01/2024	ESGI SOFTWARE	492.00	ESGI Renewal 24-25 Quote# 963640
566640	10/01/2024	FLYNN JR, JOHN J	444.00	Soccer Ref - 9/10, 9/12, 9/19
566641	10/01/2024	FOLLETT CONTENT SOLU	151.18	behavior books
566642	10/01/2024	FUNWAY ENTERTAINMENT	200.00	Deposit for Event Reservation # 30,375 on May 21, 2025. Brandi Jones email 8/30/24:

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
566643	10/01/2024	GARBANZO	299.00	Garbanzo premium set for eflores Quote# QT-53A50B46-0003-1
566644	10/01/2024	GLOBAL GATE CONTROLS	412.45	Chromebook repairs Invoice# 209337
566645	10/01/2024	GREAT MINDS LLC	127.31	Math Books
566646	10/01/2024	HELPING HAND CENTER	2,685.69	Outplacement Tuition
566647	10/01/2024	HOMER GLEN JR. HIGH	350.00	Entry fee for wrestling tournament hosted by Homer Glen Junior High on Dec. 21, 2024
566648	10/01/2024	HOWARD INDUSTRIES, I	8,350.00	Multiple Invoices
566649	10/01/2024	HYDE PARK DAY SCHOOL	6,708.72	Outplacement Tuition
566650	10/01/2024	IAASE	2,595.00	Multiple Invoices
566651	10/01/2024	IDENTITY GRAPHICS, L	2,305.00	Multiple Invoices
566652	10/01/2024	ILLINOIS STATE POLIC	337.00	August Background Checks
566653	10/01/2024	ISPA CONVENTION	1,015.00	ISPA Fall Virtual Conference Attendees
566654	10/01/2024	LAKESHORE LEARNING M	727.89	Small equipment Library and Makerspace equipment/tools
566655	10/01/2024	LANGUAGE LINE SERVIC	225.40	Translation services.
566656	10/01/2024	LAUREATE DAY SCHOOL	4,839.24	Outplacement Tuition - August 2024 - MV
566657	10/01/2024	LEARNWELL	1,655.86	Multiple Invoices
566658	10/01/2024	LEN'S ACE HARDWARE	24.25	KEYS/ RINGS FOBS
566659	10/01/2024	LEXIA LEARNING SYSTE	2,083.33	Lexia Subscription Renewal
566660	10/01/2024	MCGRAW-HILL SCHOOL E	3,606.92	Curriculum Workbooks
566661	10/01/2024	MHS INC	950.00	Psychology Online Assessment Forms
566662	10/01/2024	NICOR GAS	1,982.73	Multiple Invoices
566663	10/01/2024	OFFICE DEPOT	103.75	Multiple Invoices
566668	10/01/2024	OLIVE GROVE LANDSCAP	49,342.22	Multiple Invoices
566669	10/01/2024	OPENTEXT	157.59	OpenText Aug24 Invoice# 2409870717
566670	10/01/2024	ORKIN LLC	1,551.92	Multiple Invoices
566671	10/01/2024	PACE SYSTEMS INC	7,276.00	Radix VISO renewal (4YR) Quote# 590102
566672	10/01/2024	PEERLESS NETWORK, IN	2,531.02	PHONE SERVICE ACCOUNT- SEPT
566673	10/01/2024	PERFORMANCE SERVICES	16,830.93	SUMMER PROJECTS- HD & FG
566674	10/01/2024	POWERSCHOOL HOLDINGS	2,896.43	School Messenger Forms renewal 24-25 Invoice# INV407280
566675	10/01/2024	PRO-ED	196.90	Special Ed Supples for APE
566676	10/01/2024	PROFESSIONAL PAVING	4,990.14	Concrete repairs to eliminate hazards by new gym
566677	10/01/2024	QUEST FOOD MANAGEMEN	55,448.94	FOOD SERVICE- AUGUST
566678	10/01/2024	QUINLAN & FABISH MUS	54.00	Conductor Score - Habits of a Successful Beginner Band

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
				Musician
566679	10/01/2024	ROSCOE CO	594.50	Multiple Invoices
566680	10/01/2024	SASED	199,756.00	Multiple Invoices
566681	10/01/2024	SBI TEES	98.21	X Country shirts
566682	10/01/2024	SCHOLASTIC TESTING S	602.69	Testing Materials
566683	10/01/2024	SCHOOL HEALTH	82.78	Recess Supplies
566684	10/01/2024	SCHOOL SPECIALTY, LL	520.54	Multiple Invoices
566685	10/01/2024	SHERWIN WILLIAMS CO	503.85	Multiple Invoices
566686	10/01/2024	TEXTOL.COM	124.31	Prek Classroom Supplies
566687	10/01/2024	THE CENTER: RESOURCE	4,080.00	On-line Subscription
566688	10/01/2024	THE DAVEY TREE EXPER	200.00	TREE SERVICE -CH
566689	10/01/2024	THERMOSYSTEMS	975.00	REPAIRS
566690	10/01/2024	TLC SWAG LLC	5,554.00	Multiple Invoices
566691	10/01/2024	TORRALBA, ANN	1,000.00	LITTLE MISS ANN PERFROMANCES
566692	10/01/2024	UPRIGHT CONSTRUCTION	4,500.00	PAINTING- HAD
566693	10/01/2024	██████████ AND	143.37	Outplacement Transportation
566694	10/01/2024	VILLAGE OF GLEN ELLY	3,391.45	Multiple Invoices
566695	10/01/2024	VILLAGE OF GLEN ELLY	4,610.00	FDK PROJECT RELATED
566696	10/01/2024	VISTA HIGHER LEARNIN	643.42	ESL materials
566697	10/01/2024	VT SERVICES INC	2,100.00	Multiple Invoices
566698	10/01/2024	WAREHOUSE DIRECT	5,485.17	Multiple Invoices
566699	10/01/2024	WASTE MANAGEMENT WES	3,057.00	DISPOSAL SERVICES 09/01-09/30/24 HAD
566700	10/01/2024	WIGHT & COMPANY	59,940.45	FDK PROJECT -CH
566701	10/01/2024	WILSON LANGUAGE TRAI	2,398.68	Multiple Invoices
566702	10/10/2024	AMERICAN CAPITAL FIN	712.47	CAPITAL LEASE REF2024245170
566703	10/10/2024	ARMBRUST PLUMBING IN	13,300.14	Multiple Invoices
566704	10/10/2024	ASTOUND	10.84	B&G UTILITY FEE
566705	10/10/2024	AUTOMATIC BUILDING C	1,437.00	REPAIRS
566706	10/10/2024	██████████	66.75	PUSHCOIN REFUND
566707	10/10/2024	BOB'S DAIRY SERVICE	404.40	Multiple Invoices
566708	10/10/2024	C.R. SCHMIDT INC	3,780.00	FDK PROJECT- Payment #3
566709	10/10/2024	CAMPBELL, DEBORAH	76.11	SEPT MILEAGE REIMBURSEMENT
566710	10/10/2024	██████████	23.95	PUSHCOIN REFUND
566711	10/10/2024	CAREY ELECTRIC CONTR	46,800.00	Multiple Invoices
566711	10/10/2024	CAREY ELECTRIC CONTR	-46,800.00	Multiple Invoices
566712	10/10/2024	CDW GOVERNMENT	16,245.00	Google Workspace for Edu Renewal (CDW) 24-25 Estimate# 0054803
566713	10/10/2024	CLARE WOODS ACADEMY	7,931.80	Outplacement Tuition - SEPT
566714	10/10/2024	COMMERCIAL MECHANICA	12,528.00	FDK PROJECT- Payment #3
566715	10/10/2024	COMMONWEALTH EDISON	257.11	FDK PROJECT- ELECTRIC 08/09-09/10/24
566716	10/10/2024	COMPASS SURVEYING LT	2,360.00	Multiple Invoices
566717	10/10/2024	COOKS RESTAURANT EQU	13,294.93	KITCHEN EQUIPMENT
566718	10/10/2024	CT MECHANICAL LLC	141,997.00	FDK PROJECT- Payment #4
566719	10/10/2024	DEKALB MECHANICAL IN	3,030.00	Compressor swap out at Hadley Room 318- #388574
566720	10/10/2024	DEMCO	723.02	Multiple Invoices
566721	10/10/2024	DIRECT ENERGY BUSINE	17,503.57	Multiple Invoices
566722	10/10/2024	DOHERTY CONSTRUCTION	17,355.00	FDK PROJECT- Payment #3
566723	10/10/2024	E&K OF CHICAGO INC	4,500.00	FDK PROJECT- Payment #4
566724	10/10/2024	ELIM CHRISTIAN SERVI	11,093.91	Outplacement Tuition
566725	10/10/2024	EXTRA SPACE STORAGE	1,077.00	STORAGE RENTAL #1019

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
566726	10/10/2024	EXTRA SPACE STORAGE	854.00	STORAGE RENTAL #1033
566727	10/10/2024	FERGUSON, SARA JANE	200.00	BEGINNING BAND KICKOFF FY24-25
566728	10/10/2024	FIRST ILLINOIS ROBOT	175.00	Lego Robotics Registration Team #60721
566730	10/10/2024	FIRST STUDENT INC	16,124.24	Multiple Inv April 24 Field trips
566731	10/10/2024	FOLLETT CONTENT SOLU	230.87	Glenside Book Recs
566732	10/10/2024	FOREST GLEN PTA	872.69	FG PTA REFUND
566733	10/10/2024	FQC	76,729.00	FDK PROJECT- Payment #3
566734	10/10/2024	FQC	76,112.00	FDK PROJECT- Payment #4
566735	10/10/2024	FRANCZEK RADELET	5,084.00	August 2024 Billing
566736	10/10/2024	GIANT STEPS	23,098.80	Outplacement Tuition
566737	10/10/2024	HARGRAVE BUILDERS IN	42,606.00	FDK PROJECT- Payment #4
566738	10/10/2024	HOWARD INDUSTRIES, I	1,050.00	Gumdrop Cases (Qty50) for Chromebooks Quote# MM22 1434995.00
566739	10/10/2024	IDENTITY GRAPHICS, L	6,185.50	Multiple Invoices
566740	10/10/2024	ILLINOIS ASSN OF SCH	400.00	Invoice 443158 - Board Self Evaluation
566741	10/10/2024	ILMEA	130.00	ILMEA District 9 Student Auditions
566742	10/10/2024	ITOUCH BIOMETRICS, L	990.00	iTouch yearly services
566743	10/10/2024	JAC MASONRY INC	8,280.00	FDK PROJECT- Payment #3
566744	10/10/2024	K & K IRON WORKS LLC	41,767.00	FDK PROJECT- Payment #3
566745	10/10/2024	K & K IRON WORKS LLC	24,173.00	FDK PROJECT- Payment #4
566746	10/10/2024	KANE COUNTY EXCAVATI	361,271.00	FDK PROJECT- Payment #3
566747	10/10/2024	KANE COUNTY EXCAVATI	444,600.00	FDK PROJECT- Payment #4
566748	10/10/2024	KEY2ED	960.00	VIRTUAL FIEP
566749	10/10/2024	KIWANIS CLUB OF GLEN	144.00	Invoice #101 - Kiwanis Annual dues
566750	10/10/2024	LARSON EQUIPMENT & F	5,340.00	TABLES (25)
566751	10/10/2024	LAUREATE DAY SCHOOL	2,016.35	Outplacement Tuition
566752	10/10/2024	LAUTERBACH & AMEN LL	12,600.00	PROGRESS BILLING
566753	10/10/2024	LEARNWELL	910.73	Multiple Invoices
566754	10/10/2024	LEMM, RONALD	200.00	BEGINNING BAND KICKOFF FY24-25
566755	10/10/2024	LEXIA LEARNING SYSTE	4,166.50	Student subscription renewal
566756	10/10/2024	LIZZADRO MUSEUM OF L	625.00	4th grade field trips entrance fees Please send check to me before the first field trip on 10/29/24 for hand delivery. One check for 2 field trips.
566757	10/10/2024	MCGRAW HILL LLC	635.59	Curriculum Materials for Spec Ed
566758	10/10/2024	MCGRAW-HILL SCHOOL E	273.33	Curriculum Materials
566759	10/10/2024	MENARD CONSULTING IN	3,000.00	GASB ACTUAL SERVICES FY2024
566760	10/10/2024	MIDLAND PAPER	10,425.60	Multiple Invoices
566761	10/10/2024	NAPERVILLE PSYCHIATR	62.40	Hospital Tutoring
566762	10/10/2024	NEXTERA ENERGY SERVI	180.56	GAS 08/01-08/31/24
566763	10/10/2024	OFFICE DEPOT	399.22	Multiple Invoices
566764	10/10/2024	OLIVE GROVE LANDSCAP	5,250.00	Multiple Invoices
566765	10/10/2024	OLIVER, EMMA	200.00	BEGINNING BAND KICKOFF FY24-25
566766	10/10/2024	PADLET	1,500.00	Padlet 52 15 Units Quote# 29894
566767	10/10/2024	PARKWAY FORMING	30,510.00	FDK PROJECT- Payment #3

CHECK CHECK		INVOICE	
NUMBER	DATE	VENDOR	AMOUNT DESCRIPTION
566768	10/10/2024	PARKWAY FORMING	329,175.00 FDK PROJECT- Payment #4
566769	10/10/2024	PEERLESS NETWORK, IN	2,531.02 PHONE SERVICE ACCOUNT
566770	10/10/2024	PERFORMANCE SERVICES	7,667.81 FDK PROJECT
566771	10/10/2024	PILMER, MATTHEW	200.00 BEGINNING BAND KICKOFF FY24-25
566772	10/10/2024	PUSHCOIN	2,879.70 MONTHLY FEES- SEPT
566774	10/10/2024	QUINLAN & FABISH MUS	13,000.88 Multiple Invoices
566775	10/10/2024	REAL OT SOLUTIONS (R)	1,385.66 OT Therapy Supplies
566776	10/10/2024	RITWAY GLASS	450.00 INSULATED GLASS INSTALLED
566777	10/10/2024	ROSCOR CO	297.25 MOP SERVICE
566779	10/10/2024	SBI TEES	700.00 PE Uniforms
566780	10/10/2024	SCHOLASTIC CLASSROOM	625.00 3rd grade news magazine
566781	10/10/2024	SCHOOL SPECIALTY, LL	570.53 Multiple Invoices
566782	10/10/2024	SEAL OF ILLINOIS	6,611.60 Outplacement Tuition
566783	10/10/2024	SHERMAK, TIMOTHY	227.80 Mileage reimbursement - Humanex - Shermak
566784	10/10/2024	SHRED-IT	3,270.77 Multiple Invoices
566785	10/10/2024	SOUTH SIDE CONTROL S	727.14 Multiple Invoices
566786	10/10/2024	SPECIAL EDUCATION SE	3,989.52 Outplacement Tuition
566787	10/10/2024	STEVE WEISS MUSIC	73.90 SW-MARCHING Imperial Walker Marching Machine-Hand Crafted Wooden.. Measures 21 x 14
566788	10/10/2024	SUMMIT SCHOOL	6,309.60 Outplacement Tuition
566789	10/10/2024	SUPER DUPER SCHOOL C	76.85 Speech Supplies
566790	10/10/2024	T-MOBILE	537.18 CELL PHONES 08/21-09/20/24
566791	10/10/2024	THE DAVEY TREE EXPER	1,690.00 TREE SERVICE
566792	10/10/2024	THE GRAPHIC EDGE LLC	5,007.80 Wellness shirts
566793	10/10/2024	THOMSON REUTERS - WE	826.02 Thomson Reuters CLEAR Invoice# 850823478
566794	10/10/2024	TLC SWAG LLC	737.60 SUPPLIES
566795	10/10/2024	TSI COMMERCIAL FLOOR	2,883.00 FDK PROJECT- Payment #3
566796	10/10/2024	TSI COMMERCIAL FLOOR	18,900.00 FDK PROJECT- Payment #4
566797	10/10/2024	UPRIGHT CONSTRUCTION	5,335.00 Village of Glen Ellyn permit fees for demolition of two remaining houses on the CH property.
566798	10/10/2024	VILLAGE OF GLEN ELLY	5,807.33 Multiple Invoices
566799	10/10/2024	VT SERVICES INC	3,180.00 Multiple Invoices
566800	10/10/2024	WAREHOUSE DIRECT	8,003.20 Multiple Invoices
566801	10/10/2024	WEX HEALTH INC	293.25 FSA MONTHLY- SEPT
566802	10/10/2024	WILLIAMS, ROBERT	35.04 SEPT MILEAGE REIMBURSEMENT
566803	10/10/2024	WILSON LANGUAGE TRAI	928.80 Multiple Invoices
566804	10/10/2024	CAREY ELECTRIC CONTR	7,200.00 FDK PROJECT- Payment #3
566805	10/10/2024	CAREY ELECTRIC CONTR	39,600.00 FDK PROJECT- Payment #4
566806	10/11/2024	DUPAGE IASBO	240.00 DUPAGE REGIONAL DUES
566807	10/11/2024	HUMANEX VENTURES	21,500.00 HUMANEX EDUCATION CONSULTING
566808	10/11/2024	ILLINOIS STATE POLIC	395.50 September background checks
566809	10/11/2024	QUEST FOOD MANAGEMEN	78,773.15 FOOD SERVICE- SEPT
566810	10/11/2024	UNITED STATES POSTAL	3,000.00 postage
566811	10/15/2024	AFSCME	1,657.68 Multiple Invoices
566812	10/15/2024	HENRY, JOHN	85.00 V-ball ref 9/26
566813	10/15/2024	SAFEWAY TRANSPORTATI	318,077.00 SAFEWAY TRANSPORTATION- SEPT 2024 includes red. of 25% in penalties & other adjust for unsatisfactory service
20240066	09/13/2024	ILL MUNICIPAL RETIRE	42,056.78 Multiple Invoices

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
202400067	09/13/2024	ILLINOIS DEPT OF REV	62,667.37	Multiple Invoices
202400068	09/13/2024	INTERNAL REV SERVICE	212,414.05	Multiple Invoices
202400069	09/13/2024	T H I S	19,800.87	Multiple Invoices
202400070	09/13/2024	TEACHERS RETIREMENT	121,369.48	Multiple Invoices
202400071	09/13/2024	OMNI	39,930.68	Multiple Invoices
202400072	09/13/2024	EXPERT PAY	847.00	Payroll accrual
202400073	09/13/2024	WEX HEALTH INC	6,605.40	Multiple Invoices
202400074	09/13/2024	TEACHERS RETIREMENT	2,337.27	Multiple Invoices
202400076	09/30/2024	ILL MUNICIPAL RETIRE	40,272.88	Multiple Invoices
202400077	09/30/2024	ILLINOIS DEPT OF REV	66,625.87	Multiple Invoices
202400078	09/30/2024	INTERNAL REV SERVICE	222,163.84	Multiple Invoices
202400079	09/30/2024	T H I S	19,735.07	Multiple Invoices
202400080	09/30/2024	TEACHERS RETIREMENT	120,865.25	Multiple Invoices
202400081	09/30/2024	OMNI	49,230.68	Multiple Invoices
202400082	09/30/2024	EXPERT PAY	847.00	Payroll accrual
202400083	09/30/2024	WEX HEALTH INC	6,856.19	Multiple Invoices
202400084	09/30/2024	TEACHERS RETIREMENT	2,484.18	Multiple Invoices
202400085	09/30/2024	ILL MUNICIPAL RETIRE	-40,272.88	Multiple Invoices
202400086	09/30/2024	ILLINOIS DEPT OF REV	-66,625.87	Multiple Invoices
202400087	09/30/2024	INTERNAL REV SERVICE	-222,163.84	Multiple Invoices
202400088	09/30/2024	T H I S	-19,735.07	Multiple Invoices
202400089	09/30/2024	TEACHERS RETIREMENT	-120,865.25	Multiple Invoices
202400090	09/30/2024	OMNI	-49,230.68	Multiple Invoices
202400091	09/30/2024	EXPERT PAY	-847.00	Payroll accrual
202400092	09/30/2024	WEX HEALTH INC	-6,856.19	Multiple Invoices
202400093	09/30/2024	TEACHERS RETIREMENT	-2,484.18	Multiple Invoices
202400094	09/30/2024	ILL MUNICIPAL RETIRE	40,238.92	Multiple Invoices
202400095	09/30/2024	ILLINOIS DEPT OF REV	66,646.08	Multiple Invoices
202400096	09/30/2024	INTERNAL REV SERVICE	222,211.43	Multiple Invoices
202400097	09/30/2024	T H I S	19,746.55	Multiple Invoices
202400098	09/30/2024	TEACHERS RETIREMENT	120,935.24	Multiple Invoices
202400099	09/30/2024	OMNI	49,230.68	Multiple Invoices
202400100	09/30/2024	EXPERT PAY	847.00	Payroll accrual
202400101	09/30/2024	WEX HEALTH INC	6,856.19	Multiple Invoices
202400102	09/30/2024	TEACHERS RETIREMENT	2,484.18	Multiple Invoices
202400103	09/25/2024	TASC	572.25	HRA- ADMIN FEES OCT 2024
202400104	10/03/2024	T H I S	3,958.64	EMPLOYER PAID HEALTH INSURANCE
202400105	10/08/2024	RELIANCE STANDARD LI	4,107.09	OCT- VOLUNTARY LTD
202400106	10/08/2024	RELIANCE STANDARD LI	406.78	OCT- VOLUNTARY LTD
202400107	10/01/2024	EDUCATIONAL BENEFIT	723,273.97	OCT- MEDICAL DENTAL LIFE
202400108	10/15/2024	ILL MUNICIPAL RETIRE	45,763.77	Multiple Invoices
202400109	10/15/2024	ILLINOIS DEPT OF REV	65,042.43	Multiple Invoices
202400110	10/15/2024	INTERNAL REV SERVICE	221,911.22	Multiple Invoices
202400111	10/15/2024	T H I S	20,094.49	Multiple Invoices
202400112	10/15/2024	TEACHERS RETIREMENT	123,058.40	Multiple Invoices
202400113	10/15/2024	OMNI	43,332.68	Multiple Invoices
202400114	10/15/2024	EXPERT PAY	847.00	Payroll accrual
202400115	10/15/2024	WEX HEALTH INC	6,793.69	Multiple Invoices
202400116	10/15/2024	TEACHERS RETIREMENT	2,386.24	Multiple Invoices
202400117	10/09/2024	EYEMED	4,413.43	VISION- OCT 2024
202400118	10/01/2024	MCHENRY SAVINGS BANK	160,634.98	BOND PAYMENT

Totals for checks 5,410,175.26

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	Education Fund	1,972,545.97	90.70	624,972.87	2,597,609.54
20	Operations & Maintenance Fund	129,158.94	0.00	195,474.78	324,633.72
30	Debt Service Fund	0.00	0.00	160,634.98	160,634.98
40	Transportation Fund	495.61	0.00	198,798.78	199,294.39
50	Social Security/Medicare Fund	123,148.36	0.00	0.00	123,148.36
51	Ill Municipal Retirement Fund	78,228.58	0.00	0.00	78,228.58
60	Capital Projects Fund	0.00	0.00	1,926,625.69	1,926,625.69
***	Fund Summary Totals ***	2,303,577.46	90.70	3,106,507.13	5,410,175.26

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

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Billing Account 022636	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████	Payment Due Date (MM/DD/YYYY)	10/17/2024
Account Limit	50,000.00	Minimum Payment	26,244.40
Account Balance	26,244.40		

* Balance for this account includes transactions incurred by individual card accounts

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo										
General Ledger Codes										
547493240	08/26/2024	08/26/2024		AUTOMATIC PYMT RECEIVED			N			-25,659.71

Transaction Count: 1

Statement Summary

Purchases	26,244.40	Fees	0.00	Payments	-25,659.71	Previous Balance	25,659.71
Cash Advances	0.00			Adjustments	0.00	Total Credits	-25,913.71
Other Charges	0.00					Total Debits	26,498.40
						New Account Balance	26,244.40

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Bruno, David	Corporation	Glen Ellyn Sch Dist 41
Employee ID	████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	████████████████		
Account Limit	5,000.00		
Account Balance	716.94		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount	
Memo	General Ledger Codes										
548335449	08/29/2024	08/28/2024	8999	IN ILLINOIS ASSOCIATI	630-3382120 IL	063638	N	SST	8.82 (e)	8.82 (e)	150.00
								CST	0.00 (e)		
								LST	0.00 (e)		

549306007	09/05/2024	09/04/2024	3058	DELTA00622657466782	DELTA.COM CA	013626	N		0.00	416.94	

550253203	09/11/2024	09/10/2024	8999	IN ILLINOIS ASSOCIATI	630-3382120 IL	049166	N	SST	8.82 (e)	8.82 (e)	150.00
								CST	0.00 (e)		
								LST	0.00 (e)		

Transaction Count: 3

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Statement Summary

Purchases	716.94	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	716.94
						New Account Balance	716.94

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Burke, Jeffrey	Corporation	Glen Ellyn Sch Dist 41
Employee ID	7999995154019599	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	555008XXXXXX4885		
Account Limit	1,000.00		
Account Balance	250.00		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount	
Memo	General Ledger Codes										
550632161	09/13/2024	09/12/2024	8699	IAHPERD ALTON IL	063149	CON	N	SST	7.18 (e)	10.16 (e)	125.00
								CST	2.30 (e)		
								LST	0.69 (e)		

550632162	09/13/2024	09/12/2024	8699	IAHPERD ALTON IL	092940	CON	N	SST	7.18 (e)	10.16 (e)	125.00
								CST	2.30 (e)		
								LST	0.69 (e)		

Transaction Count: 2

Statement Summary

Purchases	250.00	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	250.00
						New Account Balance	250.00

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Deporter, Eric	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████████████		
Account Limit	20,000.00		
Account Balance	4,903.40		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo					General Ledger Codes					
548131323	08/28/2024	08/27/2024	5734	WWW.PAESSLER.COM NURNBERG	067245		N	SST	266.27 (e)	4,859.40
								CST	0.00 (e)	
								LST	155.32 (e)	
<hr/>										
551429910	09/18/2024	09/17/2024	3001	AMERICAN 0010288519238 CHICAGO IL	013589		N		0.00	40.00
<hr/>										
551429911	09/18/2024	09/17/2024	4121	SQ AA ORD CURB CHICAGO IL	026178	00023058430206163	N		0.35	4.00

Transaction Count: 3

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Statement Summary

Purchases	4,903.40	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	4,903.40
						New Account Balance	4,903.40

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Devine, Robert	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████		
Account Limit	4,000.00		
Account Balance	932.78		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo										
General Ledger Codes										
547031404	08/21/2024	08/19/2024	5200	MENARDS GLENDALE HEIGH GLENDALE HEIG IL	003546		N		0.00	49.78
547230126	08/22/2024	08/21/2024	9402	USPS PO 1631310138 GLEN ELLYN IL	010909	None	N		0.00	10.10
547636915	08/26/2024	08/22/2024	5200	MENARDS GLENDALE HEIGH GLENDALE HEIG IL	042814		N		0.00	130.44
547941761	08/27/2024	08/26/2024	9402	USPS PO 1631310138 GLEN ELLYN IL	042430	None	N		0.00	10.35

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo						General Ledger Codes				
548131320	08/28/2024	08/26/2024	5542	SHELL OIL 57444090401 GLEN ELLYN IL	001549		N		3.58	47.03
548335447	08/29/2024	08/28/2024	5533	NAPA STORE 3018018 VILLA PARK IL	093377		N	SST	22.66 (e)	387.98
								CST	0.00 (e)	
								LST	2.72 (e)	25.38 (e)
548537188	08/30/2024	08/29/2024	9402	USPS PO 1631310138 GLEN ELLYN IL	034030	None	N		0.00	12.95
549849345	09/09/2024	09/04/2024	5200	MENARDS GLENDALE HEIGH GLENDALE HEIG IL	015349		N		0.00	8.97
549447696	09/06/2024	09/05/2024	5533	NAPA STORE 3018018 VILLA PARK IL	000000		N	SST	-3.15 (e)	-54.00
								CST	0.00 (e)	
								LST	-0.38 (e)	-3.53 (e)
550253125	09/11/2024	09/09/2024	5542	SHELL OIL 57444090401 GLEN ELLYN IL	060053		N		3.10	40.63

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo					General Ledger Codes					
550401965	09/12/2024	09/11/2024	9402	USPS PO 1631310138 GLEN ELLYN IL	026541	None	N		0.00	13.55
551429908	09/18/2024	09/17/2024	5310	WWW.ALLSTITCH.COM BALTIMORE MD	019697		N		0.00	275.00

Transaction Count: 12

Statement Summary

Purchases	932.78	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	-54.00
Other Charges	0.00					Total Debits	986.78
						New Account Balance	932.78

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Diveley, Stephen	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████		
Account Limit	10,000.00		
Account Balance	1,313.41		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo	General Ledger Codes									
548624137	09/02/2024	08/30/2024	7311	SCRIPPS NATIONAL SPELL CINCINNATI OH	066034		N		12.08	167.00
549306008	09/05/2024	09/04/2024	8299	CONJUGUEMOS.COM NEWTON MA	010434		N		0.00	85.00
549849348	09/09/2024	09/06/2024	5814	DAIRY QUEEN #15341 GLEN ELLYN IL	067613		N	SST	17.41 (e)	297.98
								CST	0.00 (e)	
								LST	2.09 (e)	
550253204	09/11/2024	09/10/2024	8299	ASSOC FOR MIDDLE LEVEL COLUMBUS OH	046156		N	SST	4.81 (e)	89.99
								CST	0.00 (e)	
								LST	1.47 (e)	

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount	
Memo						General Ledger Codes					
550402043	09/12/2024	09/10/2024	8699	NASSP PRODUCT & SERVIC RESTON VA	057630		N	SST	10.95 (e)	15.28 (e)	270.00
								CST	0.00 (e)		
								LST	4.33 (e)		
550402045	09/12/2024	09/11/2024	8398	PAYPAL ILLINOISCOU4029357733 CA	025233		N	SST	5.50 (e)	8.36 (e)	100.00
								CST	0.00 (e)		
								LST	2.86 (e)		
550402044	09/12/2024	09/11/2024	8699	ILMEA PALOS HEIGHTS IL	001973		N			0.00	50.00
550803333	09/16/2024	09/12/2024	5411	JEWEL OSCO 0283 WHEATON IL	019315		N			0.00	100.00
550803334	09/16/2024	09/13/2024	5310	WALMART.COM WALMART.COM AR	084766		N	SST	3.23 (e)	3.73 (e)	53.44
								CST	0.00 (e)		
								LST	0.50 (e)		

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
551802375	09/20/2024	09/19/2024	5411	TARGET 00008383 WHEATON IL	038564		N		0.00	100.00

Transaction Count: 10

Statement Summary

Purchases	1,313.41	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	1,313.41
						New Account Balance	1,313.41

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Guzzetti, Robert	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████		
Account Limit	5,000.00		
Account Balance	1,027.23		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo	General Ledger Codes									
547230127	08/22/2024	08/20/2024	5310	WALMART.COM8009256278 BENTONVILLE AR	057818		N	SST	0.60 (e)	10.00
								CST	0.00 (e)	
								LST	0.09 (e)	

547230128	08/22/2024	08/21/2024	5310	WALMART.COM800-925-6278 AR	070411		N	SST	9.93 (e)	164.26
								CST	0.00 (e)	
								LST	1.53 (e)	

548131322	08/28/2024	08/26/2024	5310	WALMART.COM8009256278 BENTONVILLE AR	039484		N	SST	7.27 (e)	120.29
								CST	0.00 (e)	
								LST	1.12 (e)	

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount	
Memo							General Ledger Codes				
548624136	09/02/2024	08/30/2024	5310	WALMART.COM800-925-6278 AR	018213		N	SST	3.49 (e)	4.03 (e)	57.70
								CST	0.00 (e)		
								LST	0.54 (e)		
549119444	09/04/2024	09/03/2024	5310	WALMART.COM800-925-6278 AR	038268		N	SST	11.88 (e)	13.70 (e)	196.42
								CST	0.00 (e)		
								LST	1.83 (e)		
549305934	09/05/2024	09/04/2024	5310	WALMART.COM800-925-6278 AR	008043		N	SST	0.60 (e)	0.70 (e)	10.00
								CST	0.00 (e)		
								LST	0.09 (e)		
549306005	09/05/2024	09/04/2024	5310	WALMART.COM WALMART.COM AR	097332		N	SST	4.06 (e)	4.68 (e)	67.14
								CST	0.00 (e)		
								LST	0.62 (e)		
550253201	09/11/2024	09/10/2024	5310	WALMART.COM800-925-6278 AR	047701		N	SST	1.23 (e)	1.42 (e)	20.40
								CST	0.00 (e)		
								LST	0.19 (e)		

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo							General Ledger Codes			
550402041	09/12/2024	09/11/2024	5310	WALMART.COM WALMART.COM AR	028430		N	SST	7.68 (e)	127.08
								CST	0.00 (e)	
								LST	1.18 (e)	

551429909	09/18/2024	09/16/2024	5310	WALMART.COM8009256278 BENTONVILLE AR	040654		N	SST	15.35 (e)	253.94
								CST	0.00 (e)	
								LST	2.36 (e)	

Transaction Count: 10

Statement Summary

Purchases	1,027.23	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	1,027.23
						New Account Balance	1,027.23

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Kanter, Amanda	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████████████		
Account Limit	1,000.00		
Account Balance	865.48		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo	General Ledger Codes									
547031477	08/21/2024	08/20/2024	5942	AMAZON MKTPL R46HZ6A32 AMZN.COM/BILL WA	008731	112-6413277-11226	N		7.41	97.38
547031476	08/21/2024	08/20/2024	5912	WALGREENS #6294 GLEN ELLYN IL	041171	NONE	N		0.48	6.33
547440881	08/23/2024	08/23/2024	5942	AMAZON MKTPL R47EY33R0 AMZN.COM/BILL WA	002676	112-1709480-07218	N		8.08	105.96
547636916	08/26/2024	08/24/2024	5942	AMAZON MKTPL R42V79P70 AMZN.COM/BILL WA	033869	112-1321492-43210	N		25.57	335.75

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo						General Ledger Codes				
549849349	09/09/2024	09/07/2024	5999	AMAZON MARK ZT3DT8BV1 SEATTLE WA	006343		N	SST	1.27 (e)	21.64
								CST	0.76 (e)	
								LST	0.00 (e)	

550253205	09/11/2024	09/10/2024	5462	TOUS LES JOURS ARLINGT ARLINGTON HEI IL	081340		N		2.06	22.68

550253282	09/11/2024	09/11/2024	5999	AMAZON MARK T73MB3ME3 SEATTLE WA	010851		N	SST	16.24 (e)	275.74
								CST	9.62 (e)	
								LST	0.00 (e)	

Transaction Count: 7

Statement Summary										
Purchases	865.48	Fees	0.00	Payments	0.00	Previous Balance				0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits				0.00
Other Charges	0.00					Total Debits				865.48
						New Account Balance				865.48

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Klespitz, Scott	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████		
Account Limit	5,000.00		
Account Balance	7.97		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo										
General Ledger Codes										
548131321	08/28/2024	08/27/2024	4121	UBER TRIP 8005928996 CA	085203	NMFLVMCD	N		0.00	7.97

Transaction Count: 1

Statement Summary

Purchases	7.97	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	7.97
						New Account Balance	7.97

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Krehbiel, Erika	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████		
Account Limit	5,000.00		
Account Balance	3,426.84		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount	
Memo											
General Ledger Codes											
549447697	09/06/2024	09/04/2024	8641	INSPRA YORKVILLE IL	006148	00000099003018	N	SST	14.30 (e)	21.17 (e)	250.00
								CST	4.58 (e)		
								LST	2.29 (e)		
549954489	09/10/2024	09/09/2024	8999	IDENTITY GRAPHICS LLC GLEN ELLYN IL	009648	27253402981	N		0.00	2,902.84	
550253283	09/11/2024	09/11/2024	7333	STK SHUTTERSTOCK 8666633954 NY	090308		N	SST	1.69 (e)	1.90 (e)	29.00
								CST	0.00 (e)		
								LST	0.20 (e)		

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount	
Memo					General Ledger Codes						
551574970	09/19/2024	09/17/2024	8641	INSPRA YORKVILLE IL	035060	000000099441661	N	SST	2.57 (e)	3.81 (e)	45.00
								CST	0.82 (e)		
								LST	0.41 (e)		
551801187	09/20/2024	09/18/2024	8641	INSPRA YORKVILLE IL	095493	000000099467047	N	SST	2.86 (e)	4.23 (e)	50.00
								CST	0.92 (e)		
								LST	0.46 (e)		
551801188	09/20/2024	09/18/2024	8641	INSPRA YORKVILLE IL	033132	000000099466840	N	SST	8.58 (e)	12.70 (e)	150.00
								CST	2.75 (e)		
								LST	1.37 (e)		

Transaction Count: 6

Statement Summary

Purchases	3,426.84	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	3,426.84
						New Account Balance	3,426.84

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Love, Angelica	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	████████████████		
Account Limit	1,000.00		
Account Balance	408.49		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo										
General Ledger Codes										
548624213	09/02/2024	08/30/2024	7399	ILLINOIS PRINCIPALS AS SPRINGFIELD IL	011713		N		35.49	399.50
551429988	09/18/2024	09/17/2024	5699	1PLACESPIRI 8009166556 OH	084391	52687571	N		0.69	8.99

Transaction Count: 2

Statement Summary

Purchases	408.49	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	408.49
						New Account Balance	408.49

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Mackovic, Ilija	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████		
Account Limit	4,000.00		
Account Balance	1,969.45		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo	General Ledger Codes									
547230124	08/22/2024	08/20/2024	5200	THE HOME DEPOT #1943 CAROL STREAM IL	002574	82024	N		0.00	286.45

547636913	08/26/2024	08/23/2024	5542	CASEYS #6939 GLENDALE HEIG IL	087347		N	SST	6.04 (e)	103.35
								CST	0.00 (e)	
								LST	0.72 (e)	

547636914	08/26/2024	08/26/2024	5999	AMAZON MARK RK7TM5NV2 SEATTLE WA	084546		N	SST	5.30 (e)	89.99
								CST	3.14 (e)	
								LST	0.00 (e)	

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split Tax	Total Tax	Amount
Memo					General Ledger Codes				
548335446	08/29/2024	08/27/2024	5200	MENARDS GLENDALE HEIGH GLENDALE HEIG IL	070802		N	0.00	82.15
548537187	08/30/2024	08/28/2024	5200	THE HOME DEPOT #1943 CAROL STREAM IL	054610	WM80053347	N	0.00	995.00
548537186	08/30/2024	08/28/2024	5200	THE HOME DEPOT #1943 CAROL STREAM IL	034156	0	N	0.00	38.94
550401961	09/12/2024	09/11/2024	5942	AMZN MKTP US HU99Z0OG3 AMZN.COM/BILL WA	068925	114-0327925-82274	N	0.00	35.63
550401963	09/12/2024	09/12/2024	5942	AMAZON.COM Z88WD7J51 AMZN.COM/BILL WA	081859	114-1707473-25362	N	0.00	26.21
550401962	09/12/2024	09/12/2024	5942	AMAZON MKTPL 7O1M299I3 AMZN.COM/BILL WA	024082	114-3470841-86522	N	0.00	138.38

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
551802371	09/20/2024	09/19/2024	5942	AMZN MKTP US XB7162H03 AMZN.COM/BILL WA	053891	114-1920398-28626	N		0.00	173.35

Transaction Count: 10

Statement Summary

Purchases	1,969.45	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	1,969.45
						New Account Balance	1,969.45

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	McHugh, Jeffrey	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████████████		
Account Limit	10,000.00		
Account Balance	1,177.45		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo	General Ledger Codes									
547941762	08/27/2024	08/26/2024	5812	RESERVE 22 AT THE VILL GLEN ELLYN IL	089979		N	SST	60.96 (e)	1,043.60
								CST	0.00 (e)	
								LST	7.32 (e)	

548537268	08/30/2024	08/29/2024	8699	GLEN ELLYN CHAMBER OF GLEN ELLYN IL	020402		N	SST	5.84 (e)	100.00
								CST	0.00 (e)	
								LST	0.70 (e)	

551429989	09/18/2024	09/17/2024	7399	EB GLEN ELLYN PRAYER CA	8014137200	036805	10455608619	N		33.85
									0.00	

Transaction Count: 3

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Statement Summary

Purchases	1,177.45	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	1,177.45
						New Account Balance	1,177.45

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Peterman, Andrew	Corporation	Glen Ellyn Sch Dist 41
Employee ID	████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	████████████████		
Account Limit	5,000.00		
Account Balance	837.41		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo										
General Ledger Codes										
549119446	09/04/2024	09/03/2024	5734	1PASSWORD TORONTO ON	024163		N		0.00	19.95
549119447	09/04/2024	09/03/2024	5734	DNSIMPLE MELBOURNE FL	068927		N		0.00	300.00
549447772	09/06/2024	09/06/2024	5818	APPLE.COM/BILL 866-712-7753 CA	025633		N	SST	0.35 (e)	5.99
								CST	0.00 (e)	
								LST	0.04 (e)	
549849426	09/09/2024	09/08/2024	4814	ZOOM.US 888-799-9666 SAN JOSE CA	009350		N		0.00	449.90

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount	
Memo						General Ledger Codes					
550803335	09/16/2024	09/16/2024	7372	BACKBLAZE INC SAN MATEO CA	098478		N	SST	3.60 (e)	4.03 (e)	61.57
								CST	0.00 (e)		
								LST	0.43 (e)		

Transaction Count: 5

Statement Summary

Purchases	837.41	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	837.41
						New Account Balance	837.41

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Rodriguez, Sarah	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████		
Account Limit	5,000.00		
Account Balance	200.00		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
					General Ledger Codes					
551187063	09/17/2024	09/16/2024	8299	REG OFFICE OF EDUC P WHEATON IL	095746	1725828	N	SST	11.57 (e)	200.00
								CST	1.85 (e)	
								LST	1.39 (e)	

Transaction Count: 1

Statement Summary

Purchases	200.00	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	200.00
						New Account Balance	200.00

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Scarmardo, David	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████		
Account Limit	10,000.00		
Account Balance	3,116.60		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount	
Memo	General Ledger Codes										
547230125	08/22/2024	08/20/2024	5542	CASEYS #6446 LOMBARD IL	017441		N	SST	5.84 (e)	8.42 (e)	101.93
								CST	1.87 (e)		
								LST	0.70 (e)		

547440804	08/23/2024	08/22/2024	7542	TOMMYS-EXPRESS HOLLAND MI	012760		N		0.00	34.99	

548624135	09/02/2024	08/29/2024	5542	CASEYS #6446 LOMBARD IL	038298		N	SST	5.84 (e)	8.40 (e)	101.78
								CST	1.87 (e)		
								LST	0.70 (e)		

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount	
Memo					General Ledger Codes						
550401964	09/12/2024	09/10/2024	5542	CASEYS #6446 LOMBARD IL	058039		N	SST	4.90 (e)	7.05 (e)	85.42
								CST	1.57 (e)		
								LST	0.59 (e)		
550803256	09/16/2024	09/14/2024	5945	COACH CLIFFS GAGA BAL 847-573-2377 IL	090713		N		211.12	2,695.00	
551802372	09/20/2024	09/18/2024	5542	CASEYS #6446 LOMBARD IL	088544		N	SST	5.59 (e)	8.05 (e)	97.48
								CST	1.79 (e)		
								LST	0.67 (e)		

Transaction Count: 6

Statement Summary										
Purchases	3,116.60	Fees	0.00	Payments	0.00	Previous Balance				0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits				0.00
Other Charges	0.00					Total Debits				3,116.60
						New Account Balance				3,116.60

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Shermak, Timothy	Corporation	Glen Ellyn Sch Dist 41
Employee ID	████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	████████████████		
Account Limit	1,000.00		
Account Balance	102.78		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo										
General Ledger Codes										
547440882	08/23/2024	08/21/2024	5200	THE HOME DEPOT #1917 GLENDALE HTS IL	029292	RECESS CONTAINERS	N		1.23	16.17

548335450	08/29/2024	08/28/2024	5942	AMAZON MKTPL RK2NC1410 AMZN.COM/BILL WA	060428	114-1157382-67458	N		4.48	68.32

549849425	09/09/2024	09/09/2024	5942	AMAZON MKTPL ZT90M47X1 AMZN.COM/BILL WA	022032	114-9056187-14162	N		1.20	18.29

Transaction Count: 3

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Statement Summary

Purchases	102.78	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	102.78
						New Account Balance	102.78

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Sierra, Jesse	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	████████████████████		
Account Limit	4,000.00		
Account Balance	386.79		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo	General Ledger Codes									
548335448	08/29/2024	08/27/2024	5542	CASEYS #6939 GLENDALE HEIG IL	059502		N	SST	5.70 (e)	97.51
								CST	0.00 (e)	
								LST	0.68 (e)	

548537266	08/30/2024	08/28/2024	5200	THE HOME DEPOT #1943 CAROL STREAM IL	097593	BF	N		0.00	4.47

548537265	08/30/2024	08/28/2024	5200	MENARDS GLENDALE HEIGH GLENDALE HEIG IL	066824	08 28 24	N		0.00	8.09

548537267	08/30/2024	08/28/2024	5200	THE HOME DEPOT #1943 CAROL STREAM IL	009431	BF	N		0.00	8.73

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo					General Ledger Codes					
549306006	09/05/2024	09/03/2024	5200	MENARDS GLENDALE HEIGH GLENDALE HEIG IL	060636	0	N		0.00	75.95
550402042	09/12/2024	09/11/2024	5541	SPEEDWAY 04249 GLEN EL GLEN ELLYN IL	012783	VTE5588727	N	SST	4.54 (e)	77.75
								CST	0.00 (e)	
								LST	0.55 (e)	5.09 (e)
551574969	09/19/2024	09/18/2024	5533	AUTOZONE #2669 CAROL STREAM IL	010846	NONE	N		0.00	33.48
551802374	09/20/2024	09/18/2024	5200	THE HOME DEPOT #1943 CAROL STREAM IL	045463	091824	N		0.00	80.81

Transaction Count: 8

Statement Summary

Purchases	386.79	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	386.79
						New Account Balance	386.79

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Suarez, Juan	Corporation	Glen Ellyn Sch Dist 41
Employee ID	████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	████████████████		
Account Limit	5,000.00		
Account Balance	5.99		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo										
General Ledger Codes										
549119445	09/04/2024	09/03/2024	5411	TARGET 00008383 WHEATON IL	002949		N		0.00	5.99

Transaction Count: 1

Statement Summary

Purchases	5.99	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	5.99
						New Account Balance	5.99

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Taitel, Sarah	Corporation	Glen Ellyn Sch Dist 41
Employee ID	████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	████████████████		
Account Limit	1,000.00		
Account Balance	74.96		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo										
General Ledger Codes										
547031405	08/21/2024	08/19/2024	5411	JEWEL OSCO 0283 WHEATON IL	032531		N		0.00	74.96

Transaction Count: 1

Statement Summary

Purchases	74.96	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	74.96
						New Account Balance	74.96

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Tellez, Javier	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	████████████████████		
Account Limit	4,000.00		
Account Balance	374.80		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo	General Ledger Codes									
547440880	08/23/2024	08/21/2024	5200	MENARDS GLENDALE HEIGH GLENDALE HEIG IL	086498	08212024	N		0.00	57.31
549849346	09/09/2024	09/05/2024	5200	MENARDS GLENDALE HEIGH GLENDALE HEIG IL	004378	092024	N		0.00	59.60
549849347	09/09/2024	09/06/2024	5200	MENARDS GLENDALE HEIGH GLENDALE HEIG IL	068740	0906	N		0.00	13.16
549954488	09/10/2024	09/09/2024	5542	SPEEDWAY 04249 GLEN EL GLEN ELLYN IL	016707		N		5.94	101.00

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split Tax	Total Tax	Amount
550253202	09/11/2024	09/09/2024	5200	MENARDS GLENDALE HEIGH GLENDALE HEIG IL	075342	BF	N	0.00	72.36
551802373	09/20/2024	09/19/2024	5542	SPEEDWAY 04249 GLEN EL GLEN ELLYN IL	047330		N	4.20	71.37

Transaction Count: 6

Statement Summary

Purchases	374.80	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	374.80
						New Account Balance	374.80

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Thiese, Brian	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████		
Account Limit	4,000.00		
Account Balance	289.70		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo	General Ledger Codes									
548537189	08/30/2024	08/28/2024	5542	SHELL OIL 57444090401 GLEN ELLYN IL	043337		N		0.00	76.81
550632238	09/13/2024	09/11/2024	5542	SHELL OIL 57444090401 GLEN ELLYN IL	025320		N		0.00	78.06
550803332	09/16/2024	09/12/2024	5200	MENARDS GLENDALE HEIGH GLENDALE HEIG IL	061027	091224	N		0.00	99.89
551429912	09/18/2024	09/16/2024	5200	MENARDS GLENDALE HEIGH GLENDALE HEIG IL	091740	09 16 2024	N		0.00	34.94

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Statement Summary

Purchases	289.70	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	289.70
						New Account Balance	289.70

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Victor, Molly	Corporation	Glen Ellyn Sch Dist 41
Employee ID	████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	████████████████		
Account Limit	5,000.00		
Account Balance	330.00		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo										
General Ledger Codes										
547230204	08/22/2024	08/21/2024	5999	WILSON LANGUAGE TRAINI 5083682399 MA	031234		N	SST	19.41 (e)	330.00
								CST	0.00 (e)	
								LST	0.00 (e)	

Transaction Count: 1

Statement Summary

Purchases	330.00	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	0.00
Other Charges	0.00					Total Debits	330.00
						New Account Balance	330.00

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Account Information

Name	Webster, Kristine	Corporation	Glen Ellyn Sch Dist 41
Employee ID	██████	Account Status	Open

Statement Highlights

Statement Date (MM/DD/YYYY)	09/20/2024	Currency	US Dollar
Account #	██████████████████		
Account Limit	5,000.00		
Account Balance	3,525.93		

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount
Memo	General Ledger Codes									
547941763	08/27/2024	08/26/2024	5310	WALMART.COM WALMART.COM AR	089622		N	SST	1.99 (e)	32.99
								CST	0.00 (e)	
								LST	0.31 (e)	
<hr/>										
548624214	09/02/2024	08/29/2024	5733	JOHNSON STRING ECOMM NEWTON MA	088088	2336541	N		5.06	86.06
<hr/>										
551187064	09/17/2024	09/06/2024	8299	REG OFFICE OF EDUC P WHEATON IL	000000	1725828	N	SST	-11.57 (e)	-200.00
								CST	-1.85 (e)	
								LST	-1.39 (e)	

Account Statement

Reporting Period: 08/21/2024 -- 09/20/2024

Tran ID	Post Date	Tran Date	MCC	Description	Auth #	Customer Code	Split	Tax	Total Tax	Amount	
Memo					General Ledger Codes						
550253284	09/11/2024	09/10/2024	5942	BARNES&NOBLE PAPERSOUR WESTBURY NY	018827	4156137425	N	SST	131.53 (e)	283.60 (e)	3,571.75
								CST	0.00 (e)		
								LST	152.08 (e)		
551801189	09/20/2024	09/19/2024	5310	WALMART.COM WALMART.COM AR	042644		N	SST	2.12 (e)	2.45 (e)	35.13
								CST	0.00 (e)		
								LST	0.33 (e)		

Transaction Count: 5

Statement Summary

Purchases	3,525.93	Fees	0.00	Payments	0.00	Previous Balance	0.00
Cash Advances	0.00			Adjustments	0.00	Total Credits	-200.00
Other Charges	0.00					Total Debits	3,725.93
						New Account Balance	3,525.93

**Glen Ellyn School District 41
Summary of Bills and Payroll
August 2024**

Fund	Expenditures	Payroll	Total Expenditures
Education	\$ 136,448	\$ 1,843,864	\$1,980,312
Operations & Maintenance	109,760	275,011	384,771
Debt Service	-	-	-
Transportation	3,466	676	4,142
Social Security	-	47,733	47,733
IMRF	-	32,949	32,949
Capital Projects	103,292	-	103,292
Working Cash	-	-	-
Tort	-	-	-
TOTAL	\$ 352,966	\$ 2,200,232	2,553,198

Glen Ellyn School District 41
Treasurer's Report - Statement of Cash & Investments
August 2024

FUND	<i>*Cash & Investment Balance</i>	<i>Revenues</i>	<i>Revenues</i>	<i>Expenditures</i>	<i>Expenditures</i>	<i>Transfers & Adjustments</i>	<i>Cash & Investment Balance</i>	<i>Investments at Cost (Information Only)</i>
	<i>FY24 Beginning Balance</i>	<i>August</i>	<i>July - June</i>	<i>August</i>	<i>July - June</i>	<i>YTD</i>	<i>8/31/2024</i>	
Education	\$65,622,814	\$1,572,365	\$3,074,509	\$1,980,312	\$4,188,574	(\$903,818)	\$63,604,931	\$45,867,000
Operations and Maintenance	\$586,075	\$20,613	\$35,294	\$384,771	\$826,586	(\$541)	(\$205,757)	\$0
Debt Service	\$1,334,131	\$25,688	\$42,055	\$0	\$490,673	\$0	\$885,513	\$0
Transportation	\$3,815,469	\$39,083	\$61,054	\$4,142	\$162,574	(\$175)	\$3,713,775	\$0
Social Security	\$1,550,416	\$20,723	\$32,990	\$47,733	\$72,685	\$0	\$1,510,721	\$0
IMRF	\$1,420,754	\$13,525	\$21,042	\$32,949	\$59,000	\$0	\$1,382,796	\$0
Capital Projects	\$3,217,168	\$5,983	\$7,970	\$103,292	\$1,458,450	\$0	\$1,766,688	\$0
Working Cash	\$700,010	\$2,403	\$3,164	\$0	\$0	\$0	\$703,174	\$0
Tort	\$22,824	\$99	\$138	\$0	\$0	\$0	\$22,961	\$0
Totals	\$78,269,661	\$1,700,482	\$3,278,216	\$2,553,198	\$7,258,541	(\$904,534)	\$73,384,801	\$45,867,000

**Unaudited Cash & Investment Balances (with adjustments for payable accruals)*

Public Hearing and Regular Board Meeting Minutes Hadley Jr. High School Sept 16, 2024

Call to Order

The September 16, 2024 regular board meeting was called to order at 6:30 p.m. Mr. Loebach led in the pledge of allegiance.

Roll Call

The following Board members were in attendance: Jessica Buttimer, Ted Estes, Tayyaba Syed, Jason Leobach, Julie Hill, Steve Miko.

Remote Participation: Board President Bob Bruno notified the superintendent that he was ill and unable to attend tonight's meeting in person and asked to attend remotely. Board member Estes motioned and Miko seconded to allow Dr. Bruno to join remotely.

Roll Call

Aye: Loebach, Hill, Estes, Buttimer, Miko, Syed and Bruno

Nay: None

Motion passed

Dr. Bruno joined the meeting at 6:32 p.m.

Also in Attendance: Superintendent Dr. Jeff McHugh, Assistant Superintendent of Human Resources Dr. David Bruno, Assistant Superintendent of Teaching, Learning and Accountability Dr. Kristine Webster, Assistant Superintendent of Finance, Facilities and Operations Eric DePorter, Director of Language Programs Juan Suarez, Executive Director of Student Services Molly Victor, Chief Communications Officer Erika Krehbiel, Executive Director of Buildings and Grounds Dave Scarmardo and Assistant Director of Technology Jim Videlka and Director of Innovation and Technology Andrew Peterman.

Public Hearing on the 2024-2025 Fiscal Year Budget: The public hearing was called to order at 6:33 p.m. Mr. Loebach noted that the 2024-2025 fiscal year budget has been on file and conveniently available for public inspection beginning August 13, 2024 and pursuant to Public Act 102-0895 attached to this evening's agenda is the District Treasurer's report which illustrates the cash reserve balance of all funds held by the District related to its operational levy and any obligations secured by those funds. The district had not received any verbal or written comments. No public comment was made.

At 6:32 p.m. Board members Estes motioned and Buttimer seconded to the public hearing on the 2024-2025 fiscal year budget. Motion passed on a unanimous voice vote.

Presentation:

Full Day Kindergarten Project Update: Dr. McHugh provided an update on the Kindergarten Center project. He noted construction was underway, with detailed planning in areas such as programming, furniture, student services, leadership, and logistics (including start times and transportation) in progress. These details will be shared with the community for feedback before final decisions are made, with the goal of finalizing and communicating plans ahead of the registration period in early January. Full-day kindergarten will be the standard option for all families next school year, though there will be an option for half-day kindergarten. ¹⁰³Jason Hayes, President of Frederick Quinn Corporation, provided a construction sharing that much of the work has focused on moving earth and preparing for

the water detention system under the parking lot. Board members asked questions and discussed the progress.

Superintendent's Report

Administrator and Teacher Salary and Benefits Report for 2023-2024 School Year Discussion of P.A. 97-0609 - IMRF Employees over \$75,000 for the 2023-2024 School

Year: Dr. McHugh noted that the Administrator and Teacher Salary Report and the IMRF Employees report were both posted on the website as required by Illinois state statute.

Transportation Update: Dr. McHugh provided an update on student transportation during the first several weeks of school. He noted that a measured approach was taken to address transportation issues, allowing time for improvements while remaining proactive. Despite efforts, the current level of service was not meeting expectations of safe, reliable, and timely transportation every day. He reviewed the steps taken over the first four weeks of school including daily contact with Safeway local and regional staff, In week two, he engaged Safeway upper management to address problems and seek solutions and maintained regular communication with the district transportation team, building staff, and principals, who documented route issues for the district office and Safeway. The District team also explored creative solutions with District 87 to improve route times, emphasizing to Safeway the need for better communication, timeliness, and fewer no-show buses. Dr. McHugh noted that the district collected feedback from families via an online survey receiving 497 submissions, which were shared with Safeway. Dr. McHugh also personally monitored arrival and dismissal at every school. During week three discussions on shared issues with District 87 leadership and worked closely with Safeway's upper management and ownership, demanding an action plan with clear timelines and deliverables. On September 5, Safeway presented an action plan to the District 41 community and the district continued monitoring bus routes and the action plan's progress. Due to Safeway's lack of response, Dr. McHugh and Mr. DePorter consulted with legal staff to explore options for withholding payment and seeking an alternative transportation provider. Dr. McHugh emphasized the importance of un-tiering the Hadley routes and potentially adding more routes to ensure timely transportation for students. He noted that later in the meeting, he would recommend the Board disapprove payments to Safeway, amend the contract, and authorize a plan to engage a new transportation company to support several of the district's routes. The Board asked questions and had discussion on the transportation issues including a discussion on the reason behind changing providers, special education transportation issues and anticipated outcomes after this meeting.

The Board recessed from 7:20 pm - 7:26 pm

Public Participation,

Tony Tranchita commented on his experience with Safeway during the past several weeks. He detailed the numerous interactions with both the driving staff and administrative staff. He noted his disappointment with the response from Safeway. Mr. Tranchita thanked Dr. McHugh and his staff for their responsiveness to his concerns.

Board Reports

- Mr. Estes reported on his attendance at the PTA Council meeting and the opening for the makerspace at the Glen Ellyn Public Library.
- Mrs. Syed reported on her attendance at the Forest Glen PTA Meeting
- Dr. Bruno reported on his attendance at the Churchill PTA Meeting
- Dr. Miko reported on his attendance at the Hadley PTA Meeting
- Mrs. Hill attended the Abraham Lincoln PTA Meeting
- Mrs. Buttimer shared information on upcoming GPS events.
- Mr. Loebach reported on his attendance at the Ben Franklin PTA meeting.

Discussion Items

Fund Transfers: Mr. DePorter provided the board with an overview of the fund transfer recommendation. He noted that the Illinois State Board of Education requires that expenditures for certain construction projects be recognized in the Capital Projects Fund. To move funds from the Education Fund to the Capital Projects Fund, school code mandates an initial transfer to the Operations

and Maintenance Fund. The FY25 budget includes \$29.3 million for summer 2024 construction projects and the full-day kindergarten project. These expenditures must be recorded in the Operations and Maintenance and Capital Projects Funds. A resolution allows the Treasurer to transfer these funds, but a public hearing must be held before transferring funds from the Education Fund. This hearing is scheduled for October 21, 2024, after which the Board of Education will be asked to approve the transfer.

Five-Year Capital and Technology Project Plans : The District maintains a five-year “rolling” list of capital and technology improvement project plans. This list is continually reviewed and updated to ensure that project sequencing meets pressing needs promptly. The five-year capital project plan includes the timeline to address the capital needs identified by HLS deficiencies and the administration’s facility recommendations to ensure the District. Annually, the District seeks the Board of Education’s approval of the capital projects for the next budget year. Improvements are slated to address needs in a proactive manner in order to avoid disruption to the educational experience for our students. When possible, efforts are made to create a plan which results in a year-over-year leveling of costs. The goal of this approach is to minimize the variance in spending from one budget year to the next. This is not always possible, though, because different projects often come with vastly different cost levels. The projects listed on the five-year Capital Plan will be funded through the Capital Projects fund. The total projected expenditure budget, including soft costs, for the 2025 summer capital projects is \$1,587,574. The technology projects through 2029 will be funded through the technology budget. The total technology expenditure budget, including soft costs, for the 2025 technology capital projects is approximately \$910,100.00, with approximately \$880,000.00 of this being eligible for eRate funding. The full report including the 5-year plan can be found [here](#).

Substitute Pay Increase: District 41 hires substitute teachers to carry out the responsibilities of the teacher when the teacher is absent. Every year, the Human Resources Department reviews this pay rate in comparison to neighboring districts. Up until recently, our rate of pay for substitutes has remained competitive. The last few years, many districts raised the rate of pay for a long-term substitute teacher in response to the pandemic and substitute shortage that school districts were experiencing. In order to retain the quality substitutes who have worked for the district, we want to be competitive in a more challenging market. Therefore, the administration is recommending the following rate of pay for substitute teachers effective September 7 2024. We will honor all days substitute teachers have worked this school year and start them at the rate of pay that corresponds to the days they have worked.

- Increase starting sub rate for 0-29 days worked to \$135.00
- Increase starting paraeducator rate to \$115.00
- Increase long-term non certified sub rate to \$125.00
- Remove SPED, ESL, Foreign Language teachers and Bilingual teachers from specialized substitute list

The board discussed the recommendation and the rationale behind the changes for specialized positions. Dr. David Bruno explained the reasoning behind the recommendation but would review the data more closely to look for an alternative to the request to better support the needs in the classroom. This recommendation will be presented to the Board on October 21. The full report can be found [here](#).

Board Policy Revisions - First Reading: The Board of Education Policy Committee examines the policy manual on a regular basis for revisions and updates that are necessary based on changes in Illinois, Federal law, or to reflect the District’s current practices. All materials are reviewed and revised to the current version of PRESS or in alignment with District practices and are reviewed by District Administration during the review process. The policy committee met in August to review the recommended revisions. The bundles presented for review are focused from Section IV Operational Services and can be found [here](#). The recommendations to approve these revisions will be presented on October 21, 2024.

Consent Agenda: Board members Estes motioned and Buttimer seconded to approve the consent agenda which included:

- Employment recommendations, Leave of absence, retirements and resignations as noted on the personnel report
- Donation and Gifts
- Disposal of Surplus Property for August
- Freedom of Information Act (FOIA) Report for August
- Investment Schedule for June and July
- Monthly Overview of the Revenue and Expenditure Summary Report for June and July
- Summary of Bills and Payroll for June and July
- Treasurer's Report for June and July
- Board Meeting Minutes
 - August 12, 2024 Regular Meeting Minutes
 - August 29, 2024 Special Meeting Minutes
 - August 29, 2024 Closed Meeting Minutes
- The Memorandum of Understanding with the Glen Ellyn Children's Resource Center

Roll Call

Aye: Loebach, Hill, Estes, Buttimer, Miko, Syed and Bruno

Nay: None

Motion passed

Recommendations

Approve the 2024-2025 Fiscal Year Budget: Board members Estes motioned and Buttimer seconded to approve the 2024-2025 Fiscal Year Budget as presented.

Roll Call

Aye: Loebach, Hill, Estes, Buttimer, Miko, Syed and Bruno

Nay: None

Motion passed

Authorization to Prepare the 2025-2026 Fiscal Year Budget: Board members Estes motioned and Buttimer seconded to adopt the attached resolution directing the Superintendent to prepare the budget for the fiscal year 2025-2026 as presented.

Roll Call

Aye: Loebach, Hill, Estes, Buttimer, Miko, Syed and Bruno

Nay: None

Motion passed

Action on Safeway invoices for regular and special education student transportation services provided in July and August 2024, including the administration's recommendation for disapproval of the invoices.

Board members Buttimer motioned and Estes seconded to:

1. Disapprove payment of Safeway's August 31, 2024 invoice numbers 2807 in the amount of \$152,671.48 and 2815 in the amount of \$111,051.84 for regular and special education transportation services provided in August 2024 and authorize the administration to determine and recommend to the Board the amount of the penalties to be applied to those invoices in accordance with the transportation contract between the Board and Safeway,
2. approve the payment of Safeway's July 31, 2024 invoice numbers 2646 in the amount of \$63,124.24 and 2666 in the amount of \$1040.88 for extended school year special education student transportation services provided in July of 2024, and

- 3. withdraw check number 566576 payable to Safeway in the amount of \$143,725.48 from the check register presented to the Board for approval at this meeting.*

Before taking action, the Board discussed the next steps for determining which invoices would be paid for services provided during the first few weeks of school. Dr. McHugh noted that they would be consulting with legal counsel to make these decisions, and a recommendation will be presented to the Board for final approval. The Board also expressed their appreciation to Dr. McHugh and his team for keeping both the Board and the community informed and updated on this matter.

Roll Call

Aye: Loebach, Hill, Estes, Buttimer, Miko, Syed and Bruno

Nay: None

Absent: None

Motion passed

Approve School District Payment Order: *Board members Buttimer motioned and Estes seconded to approve the school district payment order and check register of July 26, 2024 - September 12, 2024 reduced by \$143,725.58 which reflects the removal of Check # 566576 bringing the total amount of the School District Payment order to be \$4,250,882.31 as discussed and presented.*

Roll Call

Aye: Hill, Estes, Buttimer, Miko, Syed, Loebach and Bruno

Nay: None

Motion passed

Action to Authorize the Administration to negotiate an amendment to the Safeway transportation contract and other student transportation contracts. *Board members Buttimer motioned and Estes seconded to authorize the administration to negotiate and bring to the Board for action as soon as possible on an emergency basis an amendment to the Safeway student transportation contract adding Safeway bus routes at Hadley Junior High School, and removing the Safeway bus routes at Churchill Elementary School, on a temporary and/or permanent basis, and a contract with another student transportation contractor, to take over the Safeway bus routes at Churchill on a temporary and/or permanent basis.*

Prior to taking any action the board discussed the recommendation and the impact it will have on the issue including the timing of making changes to the relationship with Safeway, the impact to students and families as well as the costs. Additionally the board discussed the possibility of having a special meeting to approve transportation related matters. Following the discussion a motion to amend the original recommendation was made.

Board members Loebach motioned and Estes seconded to amend the motion to an amendment to the Safeway student transportation contract adding or reducing Safeway bus routes and removing the Safeway bus routes on a temporary and/or permanent basis, and a contract with another student transportation contractor, to take over the Safeway bus routes on a temporary and/or permanent basis.

Roll Call

Aye: Hill, Estes, Buttimer, Miko, Syed, Loebach and Bruno

Nay: None

Motion to amend passed

Prior to taking action on the amended motion, Mr. Loebach stated that the Board understood what the community was experiencing and this was not the type of service the Board expected. In authorizing this action, the Board was letting the community and Safeway they were not satisfied with the service.

Roll Call

Aye: Hill, Estes, Buttimer, Miko, Syed, Loebach and Bruno

Nay: None

Motion passed

Learning Together/Other

- **Advocacy Update:** No report at this time.
- **Book Study Discussion:** This item was tabled until the next meeting.
- **Board Retreat Follow Up:** Dr. McHugh and the board gave an update on their work as a team of 8 on how to better work together to support the vision and mission of the district.
- **Board Meeting Agenda Planner:** Administration has developed a draft of board meeting agenda items. Dr. McHugh noted that this was only a draft and likely to change as the year progresses.

Upcoming Meetings

- Monday, October 7, 2024, Committee of the Whole Meeting, 6:30 pm; this will be the kick off to our Full Day Kindergarten Community meetings. - talk about how we will set up for this meeting.
- Monday, October 21, 2024, Public Hearing and Regular Board meeting, 6:30p.m. at Hadley Jr. High
- Monday, November 18, 2024, Regular Board meeting, 6:30p.m. at Hadley Jr. High

Adjourn to Closed Session

Board member Estes motioned and Buttimer seconded to adjourn to closed session to confidentially discuss section 2(c) 1, The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, section 2(c)(11) probably or imminent litigation and Section 2(c) 12 review or discussion of claims and loss with the District’s insurers.

Roll Call

Aye: Hill, Estes, Buttimer, Miko, Syed, Loebach and Bruno

Nay: None

Motion passed

Return to Open Session

At 8:41 p.m. the Board returned to open session.

Adjournment

At 8:41 p.m. Board members Buttimer motioned and Syed seconded to adjourn the September 16, 2024 regular board meeting.

Respectfully submitted,
Nancy Mogk
Board Recording Secretary

Bob Bruno, Board President

Jess Buttimer, Board Secretary

Approved: October 21, 2024

Committee of the Whole Meeting Minutes October 7, 2024

Hadley Jr. High School Minutes

Call to Order

The October 7 2024 Committee of the Whole meeting was called to order at 6:30 p.m. Mr. Loebach led in the pledge of allegiance.

Roll Call

The following Board members were in attendance: Robert Bruno, Jessica Buttimer, Ted Estes, Tayyaba Syed, Julie Hill, Dr. Steve Miko, and Jason Loebach.

Also in Attendance: Superintendent Dr. Jeff McHugh, Assistant Superintendent of Human Resources Dr. David Bruno, Assistant Superintendent of Finance, Facilities and Operations Eric DePorter, Assistant Superintendent of Teaching, Learning and Accountability Kris Webster, Executive Director of Student Services Molly Victor, Director of Student Services Libby Jansen, Director of Language Programs Juan Suarez, Chief Communications Officer Erika Krehbiel, Executive Director of Buildings and Grounds Dave Scarmardo, and Director of Innovation and Technology Andrew Peterman.

Full Day Kindergarten Update: The session on the Full-Day Kindergarten (FDK) initiative was led by Dr. McHugh, with contributions from Dr. David Bruno, Dr. Webster, Mr. DePorter, and Mr. Scamardo. They provided an update on the planning process and shared the administration's current thinking. After the presentation, Dr. McHugh invited attendees to engage in group discussion, and he asked that they identify the areas of the plans which create excitement, offer initial feedback, and raise any remaining questions about the FDK plan. The goal of this exchange was to gather valuable input to guide the next steps in the district's FDK feedback process.

The discussions were filled with positive energy and excitement from parents about the FDK initiative, as they expressed enthusiasm for the opportunities it would provide. Concerns centered on the need for clear communication about District 41's vision for FDK, decision deadlines, and registration logistics. Parents raised questions about class sizes, transportation, bus supervision, staggered schedules, and before/after-school care options. The idea of organizing schools into "pods" was discussed to help families understand how students would be grouped in one facility. Parents also wanted flexibility in choosing between full or half-day programs, with the option to change their selection if necessary. Overall, there was a strong emphasis on transparent communication and addressing parents' logistical needs as the district moves forward.

Participants also raised questions about support staff requirements, teacher placements, and the role of the administration. Concerns were expressed about potential capacity limits and whether a lottery would be used if demand exceeds availability for full or half-day programs. Other logistical issues, such as meals, recess for half-day students, and how SIP days would be handled for kindergartners, were raised. The importance of early communication, prioritizing

bus routes, and conducting surveys was emphasized, with some attendees preferring consolidated pick-up and drop-off times and locations. Overall, there was strong support for adopting a nationally recognized FDK model.

Dr. McHugh and Dr. Bob Bruno concluded the presentation by thanking the staff and community members for their participation. Dr. McHugh shared that the administration would review and synthesize all the feedback collected during the meeting to help shape content for the three upcoming community feedback forums. He encouraged attendees to participate in those forums as well, to continue contributing to the FDK planning process.

Approval of Safeway invoices for regular and special education transportation services rendered in August 2024, reduced by penalties and any other applicable adjustments for unsatisfactory services: Board members Loebach motioned and Buttimer seconded to approve payment to Safeway Transportation Services for regular student transportation services and special education services rendered in August 2024 in the amount of \$ 214,213.82, which reflects a reduction of \$ 71,404.61 in penalties and other adjustments for unsatisfactory service from the \$174566.58 amount billed on Safeway invoice numbers 2975 and \$111,051.84 on Safeway invoice number 2815.

Roll Call

Aye: Loebach, Bruno, Hill, Estes, Buttimer, Miko, Syed and Bruno

Nay: None

Motion passed

Public Participation

No public comment was presented.

Adjournment

At 8:20 p.m. Board members Buttimer motioned and Loebach seconded to adjourn the October 7, 2024 Committee of the Whole meeting. Motion carried by unanimous voice vote.

Respectfully submitted,

Nancy Mogk, Board Recording Secretary

Bob Bruno, Board President

Jessica Buttimer, Board Secretary

Approved: October 21, 2024

Date: September 16, 2024
Title: Board Policy Revisions First Reading
Submitted by: Dr. Jeff McHugh, Superintendent

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: The Board of Education Policy Committee examines the policy manual on a regular basis for revisions and updates that are necessary based on changes in Illinois, Federal law, or to reflect the District's current practices.

Discussion: PRESS stands for Policy Reference Education Subscription Service which is used to maintain and update the District 41 Board of Education Policy Library. Updates are issued multiple times of year and reflect changes in laws passed in the General Assembly that affect school boards and/or quality assurance five-year review. In addition, policy materials are conducted on an on-going basis. All materials are reviewed and revised to the current version of PRESS or in alignment with District practices and are reviewed by District Administration during the review process. The Board reviewed these recommendations for a first reading at their September 16, 2024 meeting. The full report can be found [here](#). Once approved, revisions will be accepted, the Board Policy will be updated and staff will be notified of all the changes.

The bundle presented for review are focused from Section IV Operational Services.

- 4:10, Fiscal Business Management
- 4:15-AP1, Protecting the Privacy of Social Security Numbers
- 4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards
- 4:20, Fiscal Philosophy and Fund Balances - RENAMED
- 4:20-AP, Fiscal Philosophy and Fund Balances - RENAMED
- 4:50, Payment Procedures
- 4:55, The Use of District Credit and Procurement Cards
- 4:55-AP, Controls for the Use of District Credit and Procurement Cards
- 4:15, Identity Protection
- 4:60, Contracts
- 4:70, Resource Conservation
- 4:70-AP, Resource Conservation
- 4:80, Accounting Audits
- 4:90, Student Activity and Fiduciary Funds - RENAMED
- 4:130 Free and Reduced Price Food Services
- 4:160 Environmental Quality of Buildings and Grounds_RENAMED

Other

All policies are reviewed and edited for punctuation once final and approved by the board.

Recommendation: Administration and the Board Policy Committee recommends the Board adopt and approve the revision as presented.

Operational Services

Fiscal and Business Management

The Superintendent or designee 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 School Board 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 "*Acceptable Use of the District's Electronic Resources Authorization Form.*"

Budget Planning

The District's fiscal year is from July 1 until June 30. The District shall use a modified accrual basis, which moves early tax receipts to the corresponding fiscal year. The Superintendent shall present to the School Board, 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 the ISBE guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the School Board 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 School Board Secretary (or designee) 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, and the public shall be invited to comment, question, or advise the School Board.

Final Adoption Procedures

The School Board adopts a budget no later than 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 School Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. School Board 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, Notify parents/guardians that the budget is posted and provide the website's address.
2. 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.
3. 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 hearing¹⁹ at which the Board certifies its operational levy.
4. Present a written report that includes the annual average expenditures of the District's operational funds for the previous three fiscal years at or before the board meeting at which the Board adopts its levy. In the event the District's combined cash reserve balance of its operational funds is more than 2.5 times the annual average expenditures of those funds for the previous three fiscal years, the Board will adopt and file with ISBE a reserve reduction plan by December 31.
- 3.5. 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.
- 4.6. Submit an annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to the 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 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 with a monthly financial report that includes all fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that fund, except when a transfer of funds is authorized by the School Board.

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, 5/17.3, 5/17-1.10, 5/17-2A, 5/17-3.2, 5/17-11, 5/205, 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), 9:00 (Acceptable Use of the District's Electronic Resources)

ADMIN. PROC.: 9:00 E1 (Acceptable Use of The District's Electronic Resources Authorization Form (Student)); 9:00 E2 Acceptable Use of The District's Electronic Resources Authorization Form (Staff); 9:00-E3(Acceptable Use of The District's Electronic Resources Authorization Form (Board))

Reviewed: February 28, 2005, April 23, 2012, June 20, 2022, June 20, 2023

Approved: March 21, 2005

Revisions Adopted: December 18, 2006, April 16, 2007; May 14, 2012, July 6, 2022, July 31, 2023

Operational Services

Administrative Procedure - Protecting the Privacy of Social Security Numbers

Much of the District’s collection, storage, use and disclosure of social security numbers apply to employee records only. But limited exceptions may exist where a school district may need to ask students or their parents/guardians to provide social security numbers. ~~The District does not collect student social security numbers as a practice; however, exceptions may exist.~~ When student social security numbers are involved, consult the Board Attorney about the intersection of the Identity Protection Act (5 ILCS 179/), the Family Educational Rights and Privacy Act, (20/U.S.C. §1232g), and the Illinois School Student Records act, (105 ILCS 10/).

Actor	Action
<p>Superintendent and business manager, and their designees</p>	<p>Identify the approved purposes for collecting SSNs, including:</p> <ol style="list-style-type: none"> 1. Employment matters, e.g., income reporting to IRS and the IL Dept. of Revenue, tax withholding, FICA, and Medicare. 2. Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, and veterans’ programs. 3. Filing insurance claims. 4. Internal verification or administrative purposes. 5. Other uses authorized and/or required by State law including, without limitation, in the following circumstances (5ILCS 179/10(c)): <ol style="list-style-type: none"> a. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities; b. Disclosing a SSN pursuant to a court order, warrant, or subpoena; and c. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act. <p>Identify a method for documenting the need and purpose for the SSN before its collection. 5 ILCS 179/10(b).</p> <p>Inform all employees of the District’s efforts to protect the privacy of SSNs. See <u>e</u>xhibit 4:15-E1, <i>Letter to Employees Regarding Protecting the Privacy of Social Security Numbers</i>.</p> <p style="padding-left: 40px;">While State law does not specifically require this step, the law contains mandates applicable to all employees that they need to know. Moreover, this letter provides an opportunity to increase awareness of the confidential nature of SSNs.</p> <p>Maintain a written list of each staff position that allows or requires access to SSNs.</p> <p style="padding-left: 40px;">The existence of a written list, even though not required, is important for recordkeeping and accountability purposes.</p> <p>Require that employees who have access to SSNs in the course of performing their duties be trained to protect the confidentiality of SSNs. 5 ILCS 179/35(a) (2).</p> <p>Direct that only employees who are required to use or handle information or documents that contain SSNs have access to such information or documents. 5 ILCS 179/35(a)(3).</p>

	<p>Require that SSNs requested from an individual be provided in a manner that makes the SSN easily redacted if the record is otherwise required to be released as part of a public records request. 5 ILCS 179/35(a)(4).</p> <p>Require that, when collecting a SSN or upon request a <i>statement of the purpose(s)</i> for which the District is collecting and using the SSN be provided. 5 ILCS 179/35(a)(5). See Exhibit 4:15-E2, <i>Statement of Purpose for Collecting Social Security Numbers</i>.</p> <p>Require that, when employees who are required to use or handle information or documents that contain SSNs learn of a breach they:</p> <ol style="list-style-type: none"> 1. Notify District administrators immediately, and 2. Ensure that notifications to the proper individuals occur, including the notifications listed within the Illinois Attorney General's guidance document on pages 7-11 at: www.illinoisattorneygeneral.gov/consumers/Security_Breach_Notification_Guidance. <u>2.</u> Enforce the requirements in Board policy 4:15, <i>Identity Protection</i>, and this procedure.
Records Custodian and Head of Information Technology (IT)	<p>Develop guidelines for handling social security numbers in electronic systems. These guidelines should address:</p> <ol style="list-style-type: none"> 1. The display of SSNs on computer terminals, screens, and reports; 2. The security protocol for storing SSNs on a device or system protected by a password or other security system and for accessing SSNs that are included in part of an electronic database; 3. The security protocol for deleting SSNs that are stored in electronic documents or databases; and 4. Alternate mechanisms for integrating data other than the use of SSNs.
Staff Development Head	<p>Design and execute a training program on protecting the confidentiality of SSNs for employees who have access to SSNs in the course of performing their duties.</p> <p>The training should include instructions on the proper handling of information that contains SSNs from the time of collection through the destruction of the information. 5 ILCS 179/35(a)(2).</p>
Assistant Superintendents, Directors, Building Principals, and/or Department Heads	<p>Require each staff member whose position allows or requires access to SSNs to attend training on protecting the confidentiality of SSNs.</p> <p>Instruct staff members whose positions allows or requires access to SSNs to:</p> <ol style="list-style-type: none"> 1. Treat SSNs as confidential information. 2. Never publiclypublically post or display SSNs or require any individual to verbally disclose his or her SSN. 3. Dispose of documents containing SSNs in a secure fashion, such as, by shredding paper documents and by deleting electronic documents as instructed by the IT Department. 4. Use SSNs as needed during the execution of their job duties and in accordance with the training and instructions that they received.

	Instruct staff members whose positions do <u>not</u> require access to SSNs to notify a supervisor and/or the IT Department whenever a SSN is found in a document or other material, whether in paper or electronic form.
Freedom of Information Officer	Redact every SSN before allowing public inspection or copying of records responsive to a FOIA request. 5 ILCS 179/15.
Employees	<p>Do not collect, use, or disclose another individual's SSN unless directed to do so by an administrator.</p> <p>If the employee is in a position that requires access to SSNs: Treat SSNs as confidential information and follow the instructions learned during training.</p> <p>If the employee is <u>not</u> in a position that requires access to SSNs: Notify his or her supervisor and/or the IT Department whenever the employee comes across a document or other material, whether in paper or electronic form, that contains a SSN.</p>

Reviewed: _____ February 11, 2013, August 21, 2017, September 16, 2024

Adopted: _____ February 25, 2013

Revisions Adopted: September 5, 2017

Operations

Administrative Procedure – Treatment of Personally Identifiable Information Under Grant Awards

This procedure implements identification, handling, storage, access, disposal, and the overall confidentiality of personally identifiable information under grant awards in the subhead **Treatment of Personally Identifiable Information Under Grant Awards** in Board policy 4:15, *Identity Protection*. Use it when the District is a recipient of a federal grant award or State grant award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) and, as a result, must handle personally identifiable information (defined below) in its administration of the award.

Definitions

Personally identifiable information (PII) means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books and public Web sites. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII (or *protected personally identifiable information*) whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual. 2 C.F.R. §200.79.

Protected personally identifiable information (Protected PII) is a subset of PII; it means an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, or educational transcripts. Protected PII does not include personally identifiable information that is required by law to be disclosed. 2 C.F.R. §200.182.

Safeguarding Requirement

GATA and 2 C.F.R. §200.303(e) require grant recipients to take reasonable measures to safeguard (1) *protected personally identifiable information*, (2) other information that the awarding or pass-through agency designates as sensitive, such as *personally identifiable information*, and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively referred to in this Procedure as *sensitive information*).

The Superintendent or designee will ensure that the District:

1. Implements reasonable security measures, such as physical and technological safeguards, for the protection of sensitive information that meets or exceeds industry standards designed to protect such information from unauthorized access, destruction, use, modification, or disclosure.
2. Complies with all applicable laws, such as the Identity Protection Act (5 ILCS 179/) (IPA), Personal Information Protection Act (815 ILCS 530/10) (PIPA) and Student Online Personal Protection Act (105 ILCS 85/27, ~~added by P.A. 101-516, eff. 7-1-21~~) (SOPPA) in the event of a breach of sensitive information.
3. Notifies, if appropriate, members of the school community impacted by a breach when notification is not specifically required by law.
4. Educates staff members involved in the administration of grants that in addition to federal regulation 2 C.F.R. §200.303(e) and the terms of a specific award, multiple laws may apply to personally identifiable information, depending upon the type of information/record including: IPA (5 ILCS 179/), PIPA (815

ILCS 530/), Family Educational Rights and Privacy Act, (20 U.S.C. 1232g), Ill. School Student Records Act (105 ILCS 10/), SOPPA (105 ILCS 85/, ~~amended by P.A. 101-516, eff. 7-1-21~~), Personnel Record Review Act (820 ILCS 40/), and Local Records Act (50 ILCS 205/3).

5. Consults with the Board Attorney as needed to ensure compliance.

Relevant Board Policies, ~~and~~ Administrative Procedures, and Exhibits for Handling of Sensitive Information

The following Board policies and administrative procedures also address and govern the District's identification, handling, storage, access, disposal, and overall confidentiality of certain types of sensitive information:

1. 2:220, *School Board Meeting Procedure*, and ~~Exhibit~~, 2:220-E8, *School Board Records Maintenance Requirements and FAQs*, address storage, access, and destruction of meeting minutes, including closed meeting minutes and verbatim recordings.
2. 2:250, *Access to District Public Records*, addresses providing access to public records in response to Freedom of Information Act requests and the preservation and destruction of public records under the Local Records Act. 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*, also addresses the preservation and destruction of public records under the Local Records Act.
3. 4:15, *Identity Protection*, specifically requires the District to safeguard sensitive information under grant awards.
4. 4:80-AP1, Checklist for Internal Controls~~Checklist~~, requires the District to protect assets, including technology and electronic systems from loss or misuse.
5. 5:120-AP2, *Employee Conduct Standards*, requires all District staff members to respect the confidentiality of student and personal records and other information covered by confidentiality agreements.
6. 5:130, *Responsibilities Concerning Internal Information*, requires all District employees to maintain the integrity and security of all internal information and the privacy of confidential records.
7. 5:150, *Personnel Records*, and 5:150-AP1, *Personnel Records*, address the identification, storage, and access to personnel records.
- ~~8. 6:235, *Access to Electronic Networks*, requires all users of the District's electronic networks to maintain the confidentiality of student information~~
- ~~9. 6:235-AP1, *Acceptable Use of District's Electronic Networks*, requires all users of the District's electronic networks to take steps to safeguard their integrity and security.~~
9. 7:340, *Student Records*, along with 7:340-AP1, *School Student Records*, and 7:340-AP2, *Storage and Destruction of School Student Records*, address the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.
10. 7:345, *Use of Educational Technologies; Student Data Privacy and Security*, addresses the District's legal obligations regarding the handling and safeguarding of covered information that is shared with operators.
- ~~10.~~11. 9:00, *Acceptable Use of the District Electronic Resources* and 9:20, *Employee Personal Use of Technology, Access to Electronic Networks*, requires all users of the District's electronic networks to maintain the confidentiality of student and staff information.

Disposal of Sensitive Information

When disposal of sensitive information is authorized by law and/or Board policy, the Superintendent or other administrator overseeing the administration of the grant award will ensure the District follows the disposal standard under the PIPA ~~Personal Information Protection Act~~ (815 ILCS 530/40) and renders the information unreadable, unusable, and undecipherable.

Training for Employees and Contractors

District employees and contractors responsible for the administration of a federal or State award for the District will receive training on the safeguarding of sensitive information.

The Superintendent or designee will ensure:

1. Employees receive training upon their assignment to perform work under the award and then on a bi-annual basis thereafter, until the award is concluded or an employee's involvement in the award is complete, whichever is earlier. The training shall include education on this procedure and the District's policies and procedures listed above that govern the District's handling of sensitive information for various types of information/records.
2. Documentation of employee training on the ~~handling~~ **handling** of personally identifiable information is maintained, including the dates(s) of the training and attendance/completion of the training.
3. District contractors performing work under the grant award regularly receive training from the District or other comparable training on the management of sensitive information.

Resources

Ill. State Board of Education –

Checklist for Protection of Personally Identifiable Information, <https://www.isbe.net/Pages/Federal-and-State-Monitoring.aspx> available at ~~[www.isbe.net/Pages/Audit and Monitoring Review Requirements and Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx)~~.

U.S. Dept. of Education –

Privacy Technical Assistance Center's Protecting Student Privacy Service, at www.studentprivacy.ed.gov.

Ill. Attorney General – <https://www.illinoisattorneygeneral.gov/consumer-protection/identity-theft/>
~~www.illinoisattorneygeneral.gov/consumers/hotline.html#dbreport~~.

Reviewed: September 16, 2024

Adopted: March 9, 2020

Revisions Adopted:

Operational Services

Fiscal Philosophy

The District shall establish and follow guidelines for the budget development process that provide the community with consistent delivery of high quality educational programs. These programs should be provided in safe and secure learning environments, in facilities that are physically and operationally sound and within the fiscal constraints as deemed necessary by the Board of Education.

Fund Balance

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money.

The School District seeks to maintain a year-end fund balance to revenue ratio of no less than 25 percent, as calculated under the Ill. State Board of Education's School District Financial Profile.

Reviewed: April 14, 2008, April 23, 2012, September 16, 2024
Adopted: April 28, 2008
Revisions Adopted: May 14, 2012

Operational Services

Administrative Procedure- Fiscal Philosophy and Fund Balance

The Superintendent or his designee shall develop the district budget within the following guidelines:

1. The budget shall provide for the continued delivery of high quality educational programs aligned with long-range priorities without deficit spending.
2. The budget shall provide for educating students in safe and secure facilities, which are maintained and updated to best serve the learning needs of students.
3. The district shall maintain staffing patterns that align with class size targets and state or federally mandated requirements.
4. The unreserved fund balance as of June 30 of each fiscal year on a fully accrued basis (Education, Tort, Working Cash, Operations and Maintenance and Transportation) shall be maintained at a range of 25% - 35% of operating expenses in order to continue to provide the community with uninterrupted programs or services, to maintain the highest financial rating the state offers, and to maintain a high investment rating of Aa or higher. Under no circumstances should the fund balance be maintained at less than 10% of the preceding year's operating expenditures without approval of the Board of Education, a written rationale for reducing the reserve below 10%, and a plan to increase the fund within the approved range.

If fund balances are reduced below 25% of operating expenses:

- The administration shall recommend a financial strategy to the Board of Education to replenish the balance to a level above the minimum threshold in an expeditious time period that should not exceed three to five years.
 - The maximum balance will be measured on a three-year rolling average to account for exceptional revenue or expenditure activities. Examples of exceptional items may include, but are not limited to make-up payments from State or Federal sources, one-time programming expenses, or legislatively driven factor
 - If a one-time expenditure is requested, requiring the use of the fund balances, a written rationale for the expenditure first must be presented to the Board of Education Finance and Facilities Committee for review of the expenditure using an established criterion-based rubric, which includes a plan to restore the fund balance, and then to the full Board of Education for approval. If the unreserved fund balances cannot be maintained at the specified levels due to changes in anticipated revenues the administration shall provide the board with alternative operating recommendations.
 - Early tax revenues received by the District prior to July 1 of the fiscal year for which they are intended shall not be expended until the new fiscal year commences.

If the fund balance exceeds 35% of operating funds:

- Administration will present a plan to the Board of Education aligned to Board Strategic

Priorities The Board of Education may set aside funds above the 35% threshold for a specific amount to be segregated for a specific purpose over a specific timeframe, through action on an annual basis. The purpose of said funds shall be to fund future capital projects that will support the District's needs

Reviewed: April 14, 2008; November 14, 2011, April 23, 2012, December 3, 2018, September 16, 2024
Adopted: April 28, 2008
Revisions Adopted: December 12, 2011; May 14, 2012, December 17, 2018

Operational Services

Payment Procedures

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

The Treasurer is authorized ~~to pay to pay to pay~~ to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board. ~~payroll taxes, payroll withholdings, wages and other Board of Education budgeted and approved expenses to avoid late payments fee (e.g. utilities, registrations, insurance premiums, etc.) without further School Board approval.~~

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

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.
23 Ill.Admin.Code §100.70.

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

Reviewed: February 28, 2005, April 23, 2012, October 26, 2015, September 16, 2024
Adopted: March 21, 2005
Revisions Adopted: April 16, 2007; May 14, 2012, November 9, 2015

Operational Services

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 or for any purchase that violates Board Policy. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

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. ~~Other than the Superintendent, cardholders must have prior written permission from the Superintendent or designee for single purchases of \$500 or more and cumulative purchases of \$1000 within a given month.~~
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 ~~cardholder~~ ~~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 (Activity Funds)

Reviewed: April 23, 2012, October 15, 2013, [September 16, 2024](#)

Approved: February 01, 2010

Revision Adopted: May 14, 2012; October 15, 2013

Operational Services

Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the School Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items not included in the budget require prior School Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable federal and State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of ~~\$3510,000~~ \$3510,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 *et seq.*
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21 (b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c)9 to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of an offense in 5/21B-80(b) until seven years following the end of the employee's sentence for the criminal offense, and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more

student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

9. ~~After 1-1-23,~~ any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.

10. Design-build contracts must comply with 105 ILCS 5/15A-1 et seq.

11. Any new contract for a district-administered assessment must comply with 105 ILCS 5/10-20.85.

~~10.12.~~ Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award

The Superintendent or designee shall manage the execution of District contracts, including: (1) execute the reporting and website posting mandates in State law concerning contracts, and (2) monitoring the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 2 C.F.R. Part 200 105 ILCS 5/10-20.19c 5/10-20.21. 5/10-20.85, 5/10-21.9, 5/10-22.34c, and 5/15A-1 et seq., 5/19b-1 et seq. and 5/24-5.
30 ILCS 708/, Grant Accountability and Transparency Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 130/0.01 et seq. Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screen; Notifications)

Reviewed: February 28, 2005, April 23, 2012, December 8, 2014, November 21, 2016, February 24, 2020, February 22, 2022, October 2023. September 16, 2024

Adopted: March 21, 2005

Revisions Adopted: May 15, 2006, February 11, 2008, February 04, 2010; May 14, 2012, January 12, 2015, December 5, 2016, March 9, 2020, March 21, 2022

Operational Services

Resource Conservation

The Superintendent or designee shall manage a program of energy and resource conservation for the District that includes:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in ~~the~~ the School Code, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream; and (c) establish a goal for the ~~be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the District,~~ when it is economically and practically feasible to do so.
4. ~~Adherence to e~~Energy conservation measures.

LEGAL REF.: 105 ILCS 5/10-20.19c.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs)

Reviewed: February 28, 2005, April 23, 2012, September 16, 2024

Adopted: March 21, 2005

Revisions Adopted: February 01, 2010; May 14, 2012

Operational Services

Administrative Procedure - Resource Conservation

I. Definitions:

~~A.~~ “*De-inked stock*” means paper that has been processed to remove inks, clays, coatings, binders, and other contaminants.

“*High grade printing and writing papers*” includes offset-printing paper, duplicator paper, writing paper (stationery), tablet paper, office paper, note pads, xerographic paper, envelopes, form bond, including computer paper and carbonless forms, book papers, bond papers, ledger paper, book stock, and cotton fiber papers.

“*Paper and paper products*” means high-grade printing and writing papers, tissue products, newsprint, unbleached packaging, and recycled paperboard.

“*Post consumer material*” means only those products generated by a business or consumer, that have served their intended end uses, and that have been separated or diverted from solid waste; wastes generated during the production of an end product are excluded. “Post consumer material” includes:

- 1. Paper, paperboard, and fibrous waste from retail stores, office buildings, homes and so forth, after the waste has passed through its end usage as a consumer item, including used corrugated boxes, old newspapers, mixed-waste paper, tabulating cards, and used cordage; and

~~128216272.~~ All paper, paperboard, and fibrous wastes that are diverted or separated from the municipal waste stream.

“*Recovered paper material*” means paper waste generated after the completion of the papermaking process, such as post consumer material, envelope cuttings, bindery trimmings, printing waste, cutting and other converting waste, butt rolls, and mill wrappers, obsolete inventories, and rejected unused stock. “Recovered paper material,” however, does not include fibrous waste generated during the manufacturing process such as fibers recovered from waste water or trimmings of paper machine rolls (mill broke), or fibrous by-products of harvesting, extraction or woodcutting processes, or forest residues such as bark. “Recovered paper material” includes:

- 1. Post consumer material;

~~140705024.~~ Dry paper and paperboard waste generated after completion of the papermaking process (that is, those manufacturing operations up to and including the cutting and trimming of the paper machine reel into smaller rolls or rough sheets), including envelope cuttings, bindery trimmings, and other paper and paperboard waste resulting from printing, cutting, forming and other converting operations, or from bag, box, and carton manufacturing, and butt rolls, mill wrappers, and rejected unused stock; and

- Finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters or others.

~~F.~~ “*Recycled paperboard*” includes paperboard products, folding cartons and pad backings.

“*Tissue products*” include toilet tissue, paper towels, paper napkins, facial tissue, paper doilies, industrial wipers, paper bags, and brown papers. These products shall also be unscented and shall not be colored.

“*Unbleached packaging*” includes corrugated and fiber storage boxes.

Procurement Procedures and Specifications for Products and Supplies

Procurement procedures and specifications for products and supplies shall be periodically reviewed to ensure that the District is: (a) purchasing products and supplies that are reusable, durable, or made from or

contain recycled materials, if economically and practically feasible, and (b) giving preference to products and supplies containing the highest amount of recycled material and that are consistent with the effective use of the product or supply, if economically and practically feasible.

Recycled Paper and Paper Products Purchases

Whenever economically and practically feasible, at least 75% of the total dollar value of paper and paper products purchased by the District will be recycled paper and paper products. ~~shall be purchased according to the following minimum percentages of the District's total dollar value of paper and paper products:~~

Beginning July 1, 2008	10%
Beginning July 1, 2011	25%
Beginning July 1, 2014	50%
Beginning July 1, 2020	75%

All paper purchased for publishing student newspapers must be recycled newsprint. Paper and paper products purchased from private sector vendors pursuant to printing contracts are exempted from this requirement.

Wherever economically and practically feasible, recycled paper and paper products shall contain post consumer or recovered paper materials as follows:

~~A.~~ ● Recycled high-grade printing and writing paper shall contain at least 50% recovered paper material and shall consist of the following percentages of deinked stock or post consumer material. ~~on the dates listed:~~

Beginning July 1, 2008	25%
Beginning July 1, 2010	30%
Beginning July 1, 2012	40%
<u>○</u> Beginning July 1, 2014	50%

- Recycled tissue products shall contain at least 45% post consumer material.
- Recycled newsprint shall contain at least 80% post consumer material.
- Recycled unbleached packaging shall contain at least 55% post consumer material.
- Recycled paperboard shall contain at least 95% post consumer material.

These regulations do not apply to art materials, nor to any newspapers, magazines, textbooks, library books or other copyrighted publications that are purchased or used by the District or any school or attendance center within the District, or that are sold in any school supply store operated by or within any such school or attendance center.

IV. Solid Waste Reduction

The Superintendent will appoint a team of interested individuals representing various District departments to ~~direct the District's efforts to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that the District generates. The team shall:~~

1. Periodically review methods and procedures to reduce solid waste generated by academic, administrative, and other institutional functions. These procedures must be designed to, when economically and practically feasible, recycle the District's waste stream, including without limitation landscape waste, computer paper, and white office paper.
2. Establish a goal for reduction in the amount of solid waste generated by the District, when it is economically and practically feasible to do so.
- ~~2.3.~~ Identify indicators to monitor the District's progress toward achieving any established ~~the~~ solid waste reduction goal. As necessary, the procedures and methods shall be adjusted and refined.
- ~~3.4.~~ Make periodic progress reports to the Superintendent or designee.

The team shall devise and oversee methods for making the following activities part of the District culture:

1. Staff members actively pursue waste reduction and prevention activities. Examples include:
 - a. Printing and copying individual documents on both sides of the page.
 - b. Setting computer software for default two-sided printing including word processing, spreadsheets, electronic mail, and others.
 - c. Printing or copying only the pages needed.
 - d. Routing memos and newsletters.
 - e. Providing trays to collect and reuse one-sided paper.
 - f. Reducing unwanted mail and eliminate excess mailings.
2. Staff members and students seek to reuse or recycle materials to divert them from the waste stream whenever possible.
3. A training plan instructs staff members and students in waste reduction and recycling practices.
4. The District's solid waste reduction program is publicized and its benefits are emphasized, including cost savings by lowering supply acquisition and disposal costs.
5. An incentive program to reduce solid waste exists, e.g., through school recognition programs.
6. Staff and students are encouraged to be innovative and suggest improvements to procedures and practices.

LEGAL REF.: 105 ILCS 5/10-20.19c.

Reviewed: February 28, 2005, April 23, 2012, September 16, 2024
Adopted: March 21, 2005
Revisions Adopted: February 01, 2010; May 14, 2012

Operational Services

Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Illinois State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent or designee shall arrange to have the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each School Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate records. The inventory record of supplies and equipment shall include such items the quantity, the location, the date of purchase, and the cost or the estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. 200.313, if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition; (1) District personal property no longer needed for school purposes, and (2) school sites, buildings, or other real estate that is unnecessary, unsuitable, or inconvenient, so that the Board may consider its disposition. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure

compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$1,000. ~~500.00~~. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse as well as employee error, misrepresentation by third parties, or imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third party to audit internal controls in addition to the annual audit.

LEGAL REF.: 2 C.F.R. §200 et seq.
30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 et seq
105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Activity Funds)

Reviewed: February 28, 2005, April 23, 2012, May 7, 2018, August 6, 2018, February 24, 2020, January 2022, September 16, 2024
Adopted: March 21, 2005
Revisions Adopted: April 16, 2007; May 14, 2012, May 21, 2018, August 20, 2018, March 9, 2020

Operational Services

Student Activity and Fiduciary Funds

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

Student Activity Funds

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

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

Fiduciary Funds

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, Accounting and Audits; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code.8 The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.
23 Ill.Admin.Code §§100.20, ~~and 100.80~~ and 100.85.

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

Reviewed: February 28, 2005, April 23, 2012, August 12, 2019, September 16, 2024
Adopted: March 21, 2005
Revisions Adopted: April 16, 2007; May 14, 2012, August 26, 2019

Operational Services

Free and Reduced-Price Food Services

Notice

The Superintendent or designee shall be responsible for implementing the District's free and reduced price food services policy.

If State funding is available for the Healthy School Meals for All Program, the Board will annually determine if it will participate in the program.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parent(s)/guardian(s) of: (1) eligibility requirements for free and reduced-price food service, (2) its application process, and (3) other information required by federal law. The Superintendent shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parent(s)/guardian(s) enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Non-discrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments which prevent identification of children receiving assistance.

Appeal from a Decision

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. § 245.7, Determining Eligibility For Free and Reduced-Price Meals and Free Milk In Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three 3 years.

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk In Schools, 7 C.F.R. Part 245.
105 ILCS 125/1, 125/, School Breakfast and Lunch Program Act
105 ILCS 126/, Childhood Hunger Relief Act.
23 Ill. Admin. Code §§ 1.520 and 305.10 et seq.

Reviewed: February 28, 2005, April 23, 2012, September 16, 2024
Adopted: March 21, 2005
Revisions Adopted: May 14, 2012

Operational Services

Environmental Quality of Buildings and Grounds ~~Hazardous and Infectious Materials~~

The Superintendent or designee(s) shall take all reasonable measures to protect (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds.

Pesticides

Pesticides will not be applied on the paved surfaces, playgrounds, or playing fields of any school serving grades K-8 during a school day or partial school day when students are in attendance for instructional purposes. Additionally, the application of any restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. Before pesticides are used on ~~is prohibited on~~ ~~on within 500 feet of~~ District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Coal Tar Sealant

Before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.: 105 ILCS 5/10-20.17a; 5/10-20.48.

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

~~105 ILCS 5/10-20.17a; 5/10-20.48.~~

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

105 ILCS 160/, Pesticide Application at Schools Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

415 ILCS 60/14, Illinois Pesticide Act

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)23
Ill.Admin.Code §1.330.

| Reviewed: February 28, 2005, April 23, 2012, August 12, 2019, September 16, 2024
Adopted: March 21, 2005
Revisions Adopted: May 14, 2012, August 26, 2019

Board Report

Date: October 21, 2024

Title: Substitute Rate of Pay Increase

Submitted by: Dr. David Bruno, Assistant Superintendent for Human Resources
Mr. Eric DePorter, Assistant Superintendent of Finance, Facilities and Operations

Strategic Priority Goal Area 2: Safe & Inclusive Environments: All District 41 staff, students and community members feel welcomed, valued and safe in our classrooms, schools and workplaces. We honor diversity and conduct ourselves in an ethical and respectful manner. Our students leave the district demonstrating and promoting inclusive behaviors.

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: District 41 hires substitute teachers to carry out the responsibilities of the teacher when the teacher is absent. Every year, the Human Resources Department reviews this pay rate in comparison to neighboring districts. Up until recently, our rate of pay for substitutes has remained competitive. The last few years, many districts raised the rate of pay for a long-term substitute teacher in response to the pandemic and substitute shortage that school districts were experiencing.

The proposed substitute rates:

Certified Positions	Rate of Pay
Daily Certified Teaching Position (0-29 days)	\$135.00
Certified Teaching after 30 days (cumulative)	\$150.00
Specialized substitute positions: (Speech Pathologists, Psychologists, Social Workers, School Nurses)	\$285.00
Retired D41 Teacher	\$165.00
Non Certified Positions	Rate of Pay
Daily Paraeducator Position	\$115.00
Long-term Positions	Rate of Pay
Certified Teaching long term assignments of 30-90 days ***(cumulative not consecutive, within reason, to be paid retroactively after 30 day criteria met)	\$260.00

Non certified	\$125.00
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Discussion: Recruiting and retaining substitute teachers has been a discussion among school human resource administrators at both the county and state level for the last year and a half. It is widely known that there is a substitute teacher shortage in the state.

The substitute teacher shortage continues to grow. We want to retain the quality substitutes who have worked for us, and we want to be competitive in a more challenging market. Therefore, we are recommending the following rate of pay for substitute teachers effective November 1 2024. We will honor all days substitute teachers have worked this school year and start them at the rate of pay that corresponds to the days they have worked.

- ☐ Increase starting sub rate for 0-29 days worked to \$135.00
- ☐ Increase starting paraeducator rate to \$115.00
- ☐ Increase long-term non certified sub rate to \$125.00
- ☐ Increase D41 retiree rate to \$165.00
- ☐ Remove SPED, ESL from specialized substitute list
- ☐ Add a clause to the specialized substitute list that Foreign Language(Spanish) substitute teachers and Bilingual(Spanish) substitute teachers must have a current PEL with either Spanish foreign language or bilingual endorsement to receive the rate of \$285.00.

Budgetary Funding: This cost will come from the 2024-2025 budget.

Other Information: Board Policy 5:220 states, "The School Board must approve any change in the daily rate of pay for substitute teachers." Substitute teachers are employed and paid for only days actually worked. Substitutes are not paid for holidays, vacation days, institute days, or days of illness.

Recommendation: It is recommended the Board of Education approve the changes to the substitute teachers daily rates as outlined in this report.

Board Report

Date: October 21, 2024

Title: Fund Transfers

Submitted by: Eric DePorter, Assistant Superintendent for Finance, Facilities, and Operations

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: The Illinois State Board of Education's Requirement for Accounting, Budgeting, Financial Reporting, and Auditing requires expenditures for certain construction projects to be recognized in the Capital Projects Fund. In order to move funds from the Education Fund to the Capital Projects Fund, school code mandates that the funds first be transferred to the Operations and Maintenance fund.

Discussion: The FY25 budget includes amounts to be transferred within funds to account for construction projects completed during the summer of 2024, along with funds that will be used to fund the full day kindergarten project. The total budgeted amount for these two areas totals \$29,300,000. The expenditures for those projects must be recorded in the Operations and Maintenance and Capital Projects Fund. During the planning for these projects, financial resources were identified to be transferred from the Education Fund to the Operations and Maintenance Fund, and then to the Capital Projects Fund. Note, \$3,000,000 will remain in the Operations and Maintenance fund to cover summer capital projects. The remainder will then be transferred into the Capital Projects fund. This resolution permits the Treasurer to transfer the funds that are part of the FY25 budget.

Other Information: This recommendation is associated with amounts included within the FY25 Budget as a transfer. Note, both of the two different uses which make up the transfer of funds described above are for one-time, non-recurring expenditures.

Budgetary Funding: Administration must hold a public hearing prior to transferring funds from the Education Fund. Additionally, a public notice has been posted in the Suburban Life newspaper advertising the public hearing.

Recommendation: This administration recommends the Board of Education adopt the resolutions transferring funds from the Education Fund to the Operations and Maintenance Fund in the amount of \$29,300,000, and then from the Operations & Maintenance Fund to the Capital Projects Fund in the amount of \$26,300,000.

**RESOLUTION OF THE BOARD OF EDUCATION
DIRECTING THE SCHOOL TREASURER TO
PERMANENTLY TRANSFER MONEYS FROM THE
EDUCATION FUND TO THE OPERATIONS AND
MAINTENANCE FUND**

WHEREAS, Section 17-2A of the School Code, as amended, authorizes a school board by proper resolution and following a public hearing, to permanently transfer moneys from and between its operating funds for such purposes as are recognized by the School Code; and

WHEREAS, the Board of Education of Glen Ellyn School District No. 41, DuPage County, Illinois, has determined that it is in the best interests of the School District to rely upon the authority afforded to it by Section 17-2A of the School Code and permanently transfer \$29,300,000 of moneys on hand in the School District's Education Fund to its Operations and Maintenance Fund, effective October 21, 2024 to provide money for operations and maintenance and other authorized school purposes; and

WHEREAS, the Board of Education has published and posted the requisite notices, has conducted a public hearing, and has otherwise undertaken and conducted all acts necessary to permit the permanent transfer of such moneys.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Glen Ellyn School District No. 41, DuPage County, Illinois, as follows:

Section 1. That the Board of Education hereby finds that the recitals contained in the preambles to this Resolution are full, true, and correct and does hereby incorporate them into this Resolution by reference.

Section 2. That the School Treasurer is authorized and directed to make a permanent interfund transfer in the amount of \$29,300,000 from the School District's Education Fund to its

Operations and Maintenance Fund effective October 21, 2024, to provide money for operations and maintenance and other authorized school purposes.

Section 3. That all other resolutions or parts of resolutions in conflict with this Resolution are repealed, and this Resolution shall be in full force and effect upon its passage.

ADOPTED October 21, 2024 by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

**RESOLUTION OF THE BOARD OF EDUCATION
DIRECTING THE SCHOOL TREASURER TO TRANSFER
FUNDS FROM THE OPERATIONS AND MAINTENANCE
FUND TO THE CAPITAL PROJECTS FUND**

WHEREAS, Section 100.50(d)(2) of the Illinois State Board of Education’s Requirements for Accounting, Budgeting, Financial Reporting, and Auditing, 23 IL ADMN CD 100 et seq., requires changes in how Illinois school districts document the funding of, accounting for, and expenditures from the Capital Projects Fund; and

WHEREAS, the Board of Education desires to remain in compliance with generally accepted accounting principles and those requirements set forth in the State’s regulations; and

WHEREAS, the Board of Education has determined that it is in the best interest of the School District to direct the School Treasurer to transfer certain funds from the Operations and Maintenance Fund to the Capital Projects Fund to provide moneys with which to meet those expenses properly accounted for and made from the Capital Projects Fund pursuant to the State’s regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Glen Ellyn School District No. 41, DuPage County, Illinois, as follows:

Section 1. That the Board of Education hereby finds that the recitals contained in the preambles to this Resolution are full, true, and correct and does hereby incorporate them into this Resolution by reference.

Section 2. That the School Treasurer is authorized and directed to make a permanent transfer in the amount of \$26,300,000 from the Operations and Maintenance Fund to the Capital Projects Fund, such transfer to be made effective October 21, 2024.

Section 3. That all other resolutions or parts of resolutions in conflict with this Resolution are repealed, and this Resolution shall be in full force and effect upon its passage.

ADOPTED October 21, 2024 by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

Date: September 16, 2024
Title: Board Policy Revisions First Reading
Submitted by: Dr. Jeff McHugh, Superintendent

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: The Board of Education Policy Committee examines the policy manual on a regular basis for revisions and updates that are necessary based on changes in Illinois, Federal law, or to reflect the District's current practices.

Discussion: PRESS stands for Policy Reference Education Subscription Service which is used to maintain and update the District 41 Board of Education Policy Library. Updates are issued multiple times of year and reflect changes in laws passed in the General Assembly that affect school boards and/or quality assurance five-year review. In addition, policy materials are conducted on an on-going basis. All materials are reviewed and revised to the current version of PRESS or in alignment with District practices and are reviewed by District Administration during the review process. The Board reviewed these recommendations for a first reading at their September 16, 2024 meeting. The full report can be found [here](#). Once approved, revisions will be accepted, the Board Policy will be updated and staff will be notified of all the changes.

The bundle presented for review are focused from Section IV Operational Services.

- 4:10, Fiscal Business Management
- 4:15-AP1, Protecting the Privacy of Social Security Numbers
- 4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards
- 4:20, Fiscal Philosophy and Fund Balances - RENAMED
- 4:20-AP, Fiscal Philosophy and Fund Balances - RENAMED
- 4:50, Payment Procedures
- 4:55, The Use of District Credit and Procurement Cards
- 4:55-AP, Controls for the Use of District Credit and Procurement Cards
- 4:15, Identity Protection
- 4:60, Contracts
- 4:70, Resource Conservation
- 4:70-AP, Resource Conservation
- 4:80, Accounting Audits
- 4:90, Student Activity and Fiduciary Funds - RENAMED
- 4:130 Free and Reduced Price Food Services
- 4:160 Environmental Quality of Buildings and Grounds_RENAMED

Other

All policies are reviewed and edited for punctuation once final and approved by the board.

Recommendation: Administration and the Board Policy Committee recommends the Board adopt and approve the revision as presented.

Operational Services

Timeline for Development and Approval of Budget and Levy

September

- Superintendent in cooperation with staff develops summer capital improvement projects
- Board of Education adopts resolution directing the Superintendent to prepare the next fiscal year budget

October

- Board of Education reviews long-range capital improvement priorities for summer work
- Board of Education reviews long-range operational projections for the next five (5) years and sets expenditure assumptions

November

- Board of Education reviews and confirms capital improvement projects and bidding
- Board of Education reviews tentative levy and places on display
- District administration reviews staffing pattern priorities
- ~~District administration prepares two year budget with functional analysis~~

December

- ~~Board of Education reviews and confirms operational projections for the next five (5) years~~
- Board of Education adopts levy
- Staffing Plan development
- Continue review of staffing pattern priorities

January

- Continue Staffing Plan development
- Continue review of staffing pattern priorities
- Administration and staff develops supplies and materials requests for next year

February

- Personnel recommendations are received

March

- Current year purchase orders are completed and all funds encumbered ~~by on April~~ March 1

April

- Administration's recommendation for the next year's fiscal budget is presented to the Board of Education for review
- Board of Education approves the staffing plan for next school year
- Personnel recommendations are acted upon

August ~~May/June~~

- Board adopts tentative budget and directs Superintendent to place it on public review

September

- Board adopts final budget and directs appropriate filings with the State

Reviewed: February 28, 2005, April 23, 2012, October 21, 2024

Adopted: March 21, 2005

Revisions Adopted: April 16, 2007; May 14, 2012

Operational Services

Administrative Procedure - Local Debt Recovery Program Implementation Procedures

The following procedure implements the **Delinquent Debt Recovery** section in policy 4:45, *Insufficient Fund Checks and Debt Recovery*. The Superintendent must ensure that individuals or entities owing money to the District receive notice and due process before the debt is certified to the Illinois Office of the Comptroller (IOC) for an offset. The District cannot use the services of the IOC without first entering into an Intergovernmental Agreement (IGA) with it. Implementing a uniform District-wide delinquent debt recovery process requires consultation with the Board Attorney. Making determinations about which delinquent debts to recover through the IOC’s Local Debt Recovery Program has not been litigated and raises many complex legal and practical issues.

Modify this procedure based upon the District’s specific implementation needs. It relies heavily upon Building Principals to (1) be uniformly trained and (2) train their building-level staff members who are responsible for collecting money owed to the school and/or the District.

Actor	Action
Superintendent	<p>Establishes a District-wide Delinquent Debt Recovery Committee to operate as a Superintendent committee and should consider including the following individuals on the Committee:</p> <ol style="list-style-type: none"> 1. District’s School Business Official(s) and District Bookkeeper, 2. Building Principals (Building Principals are mandatory for the successful implementation of notice and due process), and 3. Building-level staff members responsible for managing bills, collection and recording of payments, and fee waiver processing. <p>Consults the Board Attorney about implementing a District-wide process for delinquent debt recovery with the goal of entering into an IGA with, and once entered into, certifying unsatisfied debts to the IOC for offset. Issues to address include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Aligning the delinquent debt recovery process to the District’s policy 4:140, <i>Waiver of Student Fees</i>. Note: The relevant staff must check the adopted board policy to ensure that this procedure and the student fee waiver policy, procedures and applications for fees are aligned. See f/n/s of 4:140-AP, <i>Fines, Fees, and Charges - Waiver of Student Fees</i>. 2. Uniform training for Building Principals about the District’s procedures for the recovery of delinquent debt. <p>Ensures uniform District-wide training with the Board Attorney for the Delinquent Debt Recovery Committee about the requirements of the IOC’s debt recovery program.</p> <p>Informs Building Principals when delinquent debt should be referred to the District’s Business Office for recovery through the IOC. This includes training about types of debt: student, parent, vendor, school lunch account (105 ILCS 123/, added by P.A. 100-1092), etc., along with training about how to determine whether a particular delinquent debt should be pursued and ultimately recovered through the IOC. Note: These determinations may trigger the Constitution’s Equal Protection Clause. As a general rule, school officials can avoid constitutional problems and still recover delinquent debt by using uniform rules that do not discriminate against a specific group.</p>

	Documents training for Building Principals about implementing District-wide delinquent debt recovery procedures.
School Business Official or designee	Manages the process to seek offset from the IOC pursuant to the IGA and District-wide delinquent debt recovery processes.
Building Principal	<p>Requests permission from the Superintendent to consult the Board Attorney about implementing building-specific procedures that align with both (a) the District's IGA with the IOC, (b) policies 4:45, <i>Insufficient Fund Checks and Debt Recovery</i>, and 4:140, <i>Waiver of Student Fees</i>. Informs individuals or entities owing money to the District that their payments are overdue and need to be paid.</p> <p>Follows the District's procedures and training for the recovery of delinquent debt.</p> <p>Ensures uniform training about the District's procedures for the collection of debt for building-level staff members who manage bills, collection and recording of payments, and fee waiver processes.</p> <p>Documents training(s) about implementing District-wide delinquent debt recovery procedures for building-level staff who manage collection of debt owed to the District.</p> <p>Upon determining further recovery action is necessary, refers delinquent debt to the District's Business Office.</p>

Reviewed: October 21, 2024

Adopted:

Revisions Adopted:

Operational Services

Administrative Procedure - Controls for the Use of District Credit and Procurement Cards

This procedure implements, and is subject to, Board policy 4:55, *Use of Credit and Procurement Cards*. The business office shall oversee the following controls:

Issue District credit and/or procurement cards to only authorized individuals.

1. Require prior authorization from the Superintendent or designee before issuing a card to any individual. Review and ensure compliance with Board policy 2:125, *Board Member Compensation; Expenses*, before issuing Board members a card.
2. Have cardholders sign 4:55-E, *Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards*.
3. Instruct cardholders:
 - a. In the proper use of cards, and;
 - b. How to document purchases, including the need to: (a) present an itemized receipt in addition to a credit or procurement card receipt for each item, (b) indicate the date, purpose, and nature of the charge on the receipt, and (c) identify the names of individuals for whom expenditures were incurred on the receipt.

Monitor that credit and/or procurement cards are being used for appropriate purchases.

1. Prohibit the use of District credit or procurement cards for personal expenses. Two problems prevent personal use pending later reimbursement – there is no guarantee of reimbursement and the practice is a *de facto* loan available only to certain employees.
2. Do not use cards that allow cash advances or cash back from purchases.
3. Establish reasonable credit limits for each purchase, transaction, and/or the balance total on each card. Reduce the limits on existing cards if necessary. Require prior authorization for purchases above these limits.
4. When a card is used for *emergency purposes*, require that the user clearly document the emergency situation that justified the need.
5. Block certain types of vendors or purchases using Merchant Category Codes – these categorize businesses by the products or services they provide. Request that the card issuer prohibit charges from dry cleaners, health or beauty spas, liquor stores, race tracks, casinos, houses of worship, physicians, and other merchant categories the District will never use.
6. Perform scheduled and random analyses of individual cardholders. This includes examining the continued need for the card and the nature of purchases being made.
7. Perform scheduled and random analyses to determine whether Board policy is being followed.

Safeguard District credit and procurement cards.

1. Keep all cards in a secure location.
2. Issue cards only for the time period that they are needed.
3. Issue cards in the names of specific individuals or departments, e.g., athletics, transportation, high school, elementary conferences and/or training, etc., to help maintain accountability.
4. Prohibit a card's use by anyone other than the individual to whom a card is issued.
5. Develop and follow procedures to cancel cards when lost or stolen and when individuals leave employment.
6. Cancel existing cards that are not needed or accounted for.
7. Review and update master credit card lists annually.

Monitor credit and/or procurement card statements.

1. Review statements and watch for suspicious activity, such as, unusual destinations or items, purchases from a vendor whose reputation has not been verified, or purchases that would have been less expensive if another available payment method had been used.
2. Have billing statements broken down by individual user.
3. Have a reconciliation process and timetable. This includes:
 - a. Reconciling credit card statements to itemized receipts and invoices;
 - b. Examining the documentation supporting purchases to ensure charges are authorized and reasonable;
 - c. Delegating approval, verification, and payment of bills to different individuals; and
 - d. Requiring someone other than the cardholder or an individual supervised by the cardholder to review and approve transactions.
4. In exceptional circumstances when the Superintendent approved a charge that would otherwise be disallowed, maintain a record documenting the Superintendent’s approval as well as all other pertinent information about the charge.
5. Review all uses of a card via telephone, fax, and the Internet to be sure they were approved by the Superintendent or designee.
6. Establish a way of recouping inappropriate charges.
7. Do not use automatic payment deductions to pay credit or procurement card bills.
8. Pay bills on time to avoid paying fees and late charges.
9. Appropriately follow up on any discrepancies.
10. Verify that the items purchased were actually received.
11. Account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and verify that it was used for the District’s benefit.

The following District employees will be issued District credit and/or procurement cards. Other District employees may use a District credit and/or procurement card after receiving specific authorization from the Superintendent or designee.

Employment Position	Authorized Use and Other Limitations
Superintendent	Actual and necessary expenses incurred in the performance of the Superintendent’s duties. Expenses related to professional development.
Transportation, Maintenance, and/or Building and Grounds Directors	Expenses for maintaining and fueling District vehicles.
Assistant Superintendents	Actual and necessary expenses incurred in the performance of the job duties. Expenses related to professional development.
Building Principals	Purchases of materials and supplies for his or her building that must be made quickly and/or are too small to process through the regular procedure. Expenses from student activity funds for educational, recreational, or cultural purposes. Expenses related to professional development.

Reviewed: October 24, 2005; October 15, 2013, **October 21, 2024**
 Adopted: October 24, 2005
 Revisions Adopted: October 15, 2013

Operational Services

Exhibit - Cardholder’s Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards

Cardholder’s name

Cardholder’s address

Cardholder's position

Name of individual who authorized issuance of card.

I affirm that I am familiar with the Board’s policy on using credit and procurement cards, that I understand my responsibilities regarding the use of such cards, and that I agree to adhere to all requirements regarding such cards.

Cardholder’s signature

Date

I provided a copy of this Statement along with a copy of Board policy 4:55, *Use of Credit and Procurement Cards*, to the cardholder who signed this statement.

Office personnel signature

Date

Reviewed: October 21, 2024
Adopted:
Revisions Adopted:

Operational Services

Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications

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

Date:
 To: Parents/Guardians, Students, and Staff
 Re: Eligibility and Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)’s meal services, meal charges will apply per a student’s eligibility category and will be processed by the District accordingly.

A student’s eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)’s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students’ Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student’s parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student’s ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

LEGAL REF.: Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).
 7 C.F.R. §245.5.
 105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.
 23 Ill.Admin.Code Part 305, School Food Service.

Reviewed: August 21, 2017, October 21, 2024
Adopted:
Revisions Adopted: September 5, 2017

Operational Services

Administrative Procedure - Environmental Quality of Buildings and Grounds

Hazardous and/or Infectious Materials

The Executive Director of Buildings and Grounds is responsible for the District's compliance with State and federal law concerning toxic, hazardous, and/or infectious materials. This includes requirements in the federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standards (29 C.F.R. §1910.1200), adopted by the State Toxic Substances Disclosure to Employees Act (820 ILCS 255/, otherwise inoperative). See information on OSHA's website at www.osha.gov/hazcom.

Pesticide Application on School Grounds

The Executive Director of Buildings and Grounds is responsible for compliance with the Lawn Care Products Application and Notice Act (415 ILCS 65/3) and the Pesticide Application at Schools Act (105 ILCS 160/)[3] and shall:

1. Provide an annual schedule of pesticide application to the supervisor of each District building, ensuring that the applications take place outside of normal school hours (Monday through Friday, before 7 a.m. or after 4 p.m. or on days when students are not in attendance).
2. In coordination with the supervisor of each District building (including each Building Principal), notify employees and students and their parents/guardians in each building. The notification must:
 - a. Be provided at least four business days before a pesticide application on school grounds.
 - b. Be written or by telephone. If written, the notice may be included in newsletters, calendars, or other correspondence currently being published.
 - c. Identify the intended date of the application.
 - d. Provide the name and telephone contact number for the Executive Director of Buildings and Grounds or other school personnel responsible for the pesticide program.

Prior notice is not required if an imminent threat to health or property exists. If such a situation arises, the Executive Director of Buildings and Grounds must sign a statement describing the circumstances that gave rise to the health threat and ensure that written or telephonic notice is provided as soon as practicable.

Pesticide Application in School Buildings and Structures

Executive Director of Buildings and Grounds responsible for compliance with the requirements in the Structural Pest Control Act (225 ILCS 235/) and shall:

1. Provide an annual schedule of pesticide application to the supervisor of each District building, ensuring that the applications take place outside of normal school hours (Monday through Friday, before 7 a.m. or after 4 p.m. or on days when students are not in attendance).
2. In coordination with the supervisor of each District building (including each Building Principal):
 - a. Maintain a registry of all employees and parents/guardians of students.

- b. Notify those employees and parents/guardians of students before pesticides are applied in or on each building. The notification must:
 - i. Be provided at least two business days before a pesticide application in or on school buildings.
 - ii. Be written. The notice may be included in newsletters, bulletins, calendars, or other correspondence currently being
 - iii. Identify the intended date of the application.
 - iv. Provide the name and telephone contact number for the Executive Director of Buildings and Grounds or other school personnel responsible for the pesticide program.

Prior notice is not required if an imminent threat to health or property exists. If such a situation arises, the Executive Director of Buildings and Grounds must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as practicable.

The Executive Director of Buildings and Grounds is responsible for the District's integrated pest management program and the District's compliance with the Structural Pest Control Act. 225 ILCS 235/.

- Applicable if the Superintendent determines that an integrated pest management program is economically feasible:

The Executive Director of Buildings and Grounds or designee shall: (1) develop and implement a program incorporating the Department of Public Health guidelines; (2) notify the Department, on forms provided by the Department, that a program is being implemented; (3) repeat the notification every five years after the initial notification; and (4) keep copies of all notifications and all written integrated pest management program plans.

- Applicable if the Superintendent determines that adopting an integrated pest management program is not economically feasible because such adoption would result in an increase in pest control costs:

The Executive Director of Buildings and Grounds or designee shall: (1) notify the Department, on forms provided by the Department, that the development and implementation of an integrated pest management program is not economically feasible; (2) include in the notification the projected pest control costs for the term of the pest control program and projected costs for implementing a program for that same time period; (3) repeat this notification every five years after the initial notification until a program is developed and implemented; and (4) attend a training course, approved by the Department, on integrated pest management and repeat attendance every five years thereafter until a program is developed and implemented in the District's schools.

The Executive Director of Buildings and Grounds or designee shall maintain copies of all notifications that are required by the Structural Pest Control Act and provide the Building Principal(s) or designee(s) sufficient information to allow him/her/them to inform all parents/guardians and school employees at least once each school year that the District has met its notification requirements.

Training and Necessary Equipment

Each Building Principal and non certificated staff supervisor shall ensure that all staff members under his or her supervision receive training on the safe handling and use of hazardous materials as required by 105 ILCS 5/10-20.17a. Emergency response and evacuation plans must be a part of the training.

Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee must be provided the necessary training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or to reduce potential health hazards as required by 23 Ill.Admin.Code §1.330. The appropriate supervisor shall maintain an attendance record of an employee's participation in the training.

Substitute Non-Hazardous Materials

District staff shall comply with State law governing toxic art supplies in schools. 105 ILCS 135/. This includes substituting non-hazardous material for hazardous substances whenever possible and minimizing the quantity of hazardous substances stored in school facilities. No art or craft material containing a toxic substance shall be ordered or purchased for use through grade 6; material containing toxic substances may be used in grades 7 through 9 only if properly labeled according to State law.

Infectious Materials

The Executive Director of Buildings and Grounds shall prepare and distribute to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials.[5] The Plan shall comply with the Bloodborne Pathogens Standards adopted by State and federal regulatory agencies and an updated copy given to the Superintendent annually. The Plan shall address the following issues:

1. Exposure determination. Positions that do not subject the employee to occupational exposure are generally exempt from the Plan and the Standards.
2. Implementation schedule specifying how and when risks are to be reduced. The Standards are very specific on risks reduction, e.g., Universal Precautions must be followed; engineering and work practice controls are specified (hand washing, restricted food areas); personal protection equipment must be provided; housekeeping requirements are specified (regulated waste disposal and laundry); vaccination requirements (all employees who have occupational exposure must be offered, at employer expense, the hepatitis B vaccine and vaccination series); communication of hazards to employees through labeling and training; and recordkeeping.
3. Process for ensuring that all medical evaluations and procedures, including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, are available as required by law.
4. Procedures for evaluating an exposure incident.

Emergency Response Plan

The Building Principal shall ensure that proper procedures for the cleanup of potentially hazardous material spills are followed including the following:

1. A building custodian is responsible for the actual cleanup,

2. Personal protective equipment, chemical neutralization kits, and absorbent material are available in each building at all times, and
3. Spill residue is placed in containers designated for such purpose and disposed of in compliance with local, State, and federal law.

Evacuation

The Building Principal shall ensure compliance with the School Safety Drill Act. 105 ILCS 128/. This includes, among other things, ensuring that evacuation rules are posted in each room and discussed with each class using the room during the first days of the school year. The evacuation rules indicate the primary and alternate exits and the evacuation area to which students should proceed upon leaving the building.

The Building Principal shall conduct evacuation drills according to School Board policy 4:170, Safety, and administrative procedure 4:170-AP1, Comprehensive Safety and Security Plan.

LEGAL REF: 29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, adopted by the Ill. Department of Labor at 56 Ill.Admin.Code §350.300.
 29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
 105 ILCS 5/10-20.17a and 5/10-20.49.
 105 ILCS 135/, Toxic Art Supplies in School Act.
 105 ILCS 140/, Green Cleaning School Act.
 105 ILCS 160/, Pesticide Application at Schools Act.
 225 ILCS 235/, Structural Pest Control Act.
 415 ILCS 65/, Lawn Care Products Application and Notice Act.23 Ill.Admin.Code §1.330.

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Operational Services

Administrative Procedure - Comprehensive Safety and Security Plan

Contents:

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Attachment A – School Emergency Operations and Crisis Response Plan Format

Attachment B – Alignment of Comprehensive Safety and Security Plan with Targeted School Violence Prevention Program

A. Safety and Security Related Administrative Procedures and Forms

Administrative material on school safety and security may be implemented under this plan, including, without limitation, any in the following list.

- 4:60-AP3 *Criminal History Records Check of Contractor Employees*
- 4:110-AP1 *School Bus Post-Accident Checklist*
- 4:110-AP3 *School Bus Safety Rules*
- 4:110-E *Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses*
- 4:160-AP *Environmental Quality of Buildings and Grounds*
- 4:170-AP1, E1 *Accident or Injury Form*
- 4:170-AP1, E2 *Memo to Staff Members Regarding Contacts by Media About a Crisis*
- 4:170-AP2 *Routine Communications Concerning Safety and Security*
- 4:170-AP2, E1 *Letter to Parents/Guardians Regarding Student Safety*
- 4:170-AP2, E2 *Letter to Parents/Guardians Regarding the Dangers of Underage Drinking*
- 4:170-AP2, E3 *Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers*
- 4:170-AP2, E4 *Letter to Parents/Guardian About Preventing and Reducing Incidences of Sexting*
- 4:170-AP2, E5 *Notice to Parents/Guardians of Lockdown Drill; Opt-Out*
- 4:170-AP4 *National Terrorism Advisory System*
- 4:170-AP5 *Unsafe School Choice Option*
- 4:170-AP6 *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*
- 4:170-AP6, E1 *School Staff AED Notification Letter*
- 4:170-AP6, E2 *Notification to Staff and Parents/Guardians of CPR and AED Video*

4:170-AP8	<i>Movable Soccer Goal Safety</i>
4:175-AP1	<i>Criminal Offender Notification Laws; Screening</i>
4:175-AP1, E1	<i>Informing Parents/Guardians About Offender Community Notification Laws</i>
4:180-AP1	<i>School Action Steps for Pandemic Influenza or Virus/Disease</i>
4:180-AP2	<i>Pandemic Influenza Surveillance and Reporting</i>
4:190	<i>Targeted School Violence Prevention Program</i>
4:190-AP1	<i>Targeted School Violence Prevention Program</i>
4:190-AP1, E1	<i>Targeted School Violence Prevention Program Resources</i>
4:190-AP2	<i>Threat Assessment Team (TAT)</i>
4:190-AP2, E1	<i>Principles of Threat Assessment</i>
4:190-AP2, E2	<i>Threat Assessment Documentation</i>
4:190-AP2, E3	<i>Threat Assessment Key Areas and Questions; Examples</i>
4:190-AP2, E4	<i>Responding to Types of Threats</i>
4:190-AP2, E5	<i>Threat Assessment Case Management Strategies</i>
4:190-AP2, E6	<i>Targeted School Violence Prevention and Threat Assessment Education</i>
6:235-E4	<i>Keeping Yourself and Your Kids Safe On Social Networks</i>
6:235-E5	<i>Children’s Online Privacy Protection Act</i>
<u>7:140-AP</u>	<u><i>Use of Metal Detectors and Searches for Student Safety</i></u>
<u>7:140-E</u>	<u><i>Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act</i></u>
<u>7:150-AP</u>	<u><i>Agency and Police Interviews</i></u>
7:280-AP	<i>Managing Students with Communicable or Infectious Diseases</i>
7:290-AP	<i>Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program</i>

B. Definitions

SEOCR is a School Emergency Operations and Crisis Response Plan (formerly *Emergency Operations Plan*). Each school or facility has an *SEOCR*.

First responders are local law enforcement, fire department officials, emergency medical services personnel, and any other entity in the community that provides emergency assistance.

Incident means any event or occurrence that threatens the safety and security of individuals on school property or at school events.

District Safety Coordinator is the individual who manages the District’s safety and security efforts.

Safety Team is the Superintendent’s administrative committee that is responsible for its respective *SEOCR*. Each school or facility has a Safety Team.

SRO means school resource officer, defined as a law enforcement officer who has been primarily assigned to a school or school district under an agreement with a local law enforcement agency.

C. District Safety Coordinator and Safety Team; Responsibilities

The Superintendent appoints an administrator to be the **District Safety Coordinator** to manage the District’s safety and security efforts and serve as the District’s spokesperson during a crisis or emergency.

The Superintendent appoints members of a **Safety Team** for each school or facility, with input from the District Safety Coordinator and each school's Building Principal. The Building Principal and SRO, if any, shall be members of the Safety Team.

The District Safety Coordinator and each school's Safety Team are responsible for developing, implementing, and maintaining a **SEOCR**P with the following objectives as explained in FEMA's *Guide for Developing High-Quality School Emergency Operations Plans (2013)*, at www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf:

- **Prevention**, meaning the capabilities needed to avoid, deter, or stop an incident. Prevention requires the use of: (a) research-based principles of safety and security, (b) an ongoing analysis of data (e.g., incident and inspection reports, complaints, suggestions), and (c) an ongoing program for identifying and evaluating unreasonable risks.
- **Protection**, meaning the capabilities needed to secure schools against violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.
- **Mitigation**, meaning the capabilities needed to reduce the likelihood or impact of an incident or emergency. Mitigation requires, among other things, high-quality training, and instruction programs to execute and improve the SEOCRP.
- **Response**, meaning the capabilities needed to stabilize an incident, save lives, establish a safe and secure environment, and facilitate the transition to recovery. Effective response requires, among other things, a clear, rapid, factual, and coordinated system of internal and external communication.
- **Recovery**, meaning the capabilities needed to restore the learning environment.

D. Safety Team Meetings

The District Safety Coordinator chairs the Safety Team meetings. The meetings are held as determined by the District Safety Coordinator. **At least once annually, the Safety Team shall request the participation of first responders and the Board Attorney in a meeting to review and provide input.** The following matters are suggested agenda items:

- Review the agenda and determine who will take meeting notes.
- Review the notes from the previous meeting.
- Discuss the status of previously submitted recommendations.
- Receive, review, and discuss individual and Safety Team committee reports and recommendations concerning one or more items below.
 1. Safety and security data from incidents, investigations, audits, etc.
 2. Recommendations received from stakeholders and first responders
 3. Emerging issues
 4. Status of the SEOCRP
 5. Status of the safety and security communication system
 6. Status of training programs
 7. Status of programs to build awareness of, and support for, the SEOCRP (contests, posters, drives, etc.)
- Clarify information and recommendations for a report to the Superintendent.
- Confirm the Safety Team meeting schedule and review upcoming meeting dates.

E. Annual Safety Review

The District Safety Coordinator facilitates the annual safety review meeting conducted by the School Board or its designee, as required by 105 ILCS 128/25, amended by P.A.s ~~101-455, and~~ 102-395 and 128/30. During the

annual safety review, the law requires the School Board or its designee to “review each school building’s emergency and crisis response plans, protocols, and procedures, including procedures regarding the District’s threat assessment team, the efficacy and effects of law enforcement drills and each building’s compliance with the school safety drill programs.” If the school board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit. The District Safety Coordinator assists the Board or its designee to comply with annual review requirements, including without limitation, the completion of a report certifying that the review took place. See the Ill. State Board of Education (ISBE) website for an annual review checklist and report at www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx. The Open Meetings Act (OMA) allows the Board to enter closed session to discuss security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property (5 ILCS 120/2(c)(8)). Consult the Board Attorney for assistance with this OMA exception.

F. School Safety Drill Plan

The School Safety Drill Act (105 ILCS 128/, amended by P.A.s ~~101-455~~, 102-395, ~~and 102-791~~, ~~103-104~~, eff. 1-1-24, and ~~103-197~~, eff. 1-1-24) and any implementing State administrative rules shall supersede this procedure in the event of a conflict.

The Building Principal shall keep the Superintendent or designee informed of when drills are scheduled and/or accomplished. ISBE’s fillable *School Drill Documentation* form for documenting the completion of minimum drill requirements may be used (see www.isbe.net/Documents/91-02_school_drill_documentation.pdf).

Each academic year, each school building that houses students must conduct a minimum of:

- 1. Three school evacuation drills.** These drills prepare students and personnel for situations that occur when conditions outside of a school building are safer than inside a school building. Evacuation may be necessary depending on the circumstances. They may include a fire, suspicious item or person, or incident involving a hazardous material, including but not limited to a chemical, incendiary, explosive, and bomb threat.

One of the three school evacuation drills requires the participation of the appropriate local fire department, unless waived as provided below. A date is selected according to the following timeline:

- No later than **September 1** of each year, the local fire department or fire district must contact the Building Principal in order to decide.
- No later than **September 14** of each year, the Building Principal or designee and the local fire department or fire district may agree to waive the provisions concerning participation by the local fire department in a school evacuation drill.
- No later than **September 15** of each year, each Building Principal or designee must contact the responding local fire official and propose to the local fire official four dates within the month of October, during at least two different weeks of October, on which to hold the drill. The fire official may choose any of the four available dates, and if he or she does so, the drill occurs on that date.
- Alternatively, the Building Principal or designee and the local fire official may, by mutual agreement, set any other date for the drill, including a date outside of the month of October.
- If the fire official does not select one of the four offered dates in October or set another date by mutual agreement, the school does not need to include the local fire service in one of its mandatory school evacuation drills.

After a drill in which the local fire service participated, the Building Principal should request certification from the local fire service that the school evacuation drill was conducted. Additional school evacuation drills for fire incidents may involve the participation of the appropriate local fire department. In addition, schools may conduct additional school evacuation drills to account for other evacuation incidents, including without limitation, suspicious items, or bomb threats.

- 2. One school bus evacuation drill.** This drill prepares students and school personnel for situations that occur when conditions outside of the bus are safer than inside the bus. Evacuation may be necessary, depending on the circumstances, in the event of a fire, suspicious items, and incidents involving hazardous materials. Schools may conduct additional bus evacuation drills.

In addition, instruction on safe bus riding practices should be provided for all students. See 4:110-AP3, *School Bus Safety Rules*.

- 3. One severe weather and shelter-in-place drill.** This drill prepares students for situations involving severe weather emergencies or the release of external gas or chemicals. Severe weather and shelter-in-place drills must address and prepare students and school personnel for possible tornado incidents. Other drills shall be based on the needs and environment of particular communities, including severe weather (such as tornadoes, wind shears, lightning, and earthquakes), incidents involving hazardous materials, and incidents involving weapons of mass destruction.
- 4. One law enforcement lockdown drill.** This drill addresses a school shooting incident and evaluates the preparedness of school personnel and students for situations calling for the involvement of law enforcement when there is an active threat or an active shooter within a school building. A law enforcement lockdown drill must occur no later than 90 days after the first day of each school year. This drill must be conducted: (a) according to the District's emergency operations and crisis response plan(s), (b) on days and times when students are normally present in the school building, and (c) with the participation of all school personnel and students present at school at the time of the drill, except for those exempted at the discretion of administrators or school support personnel. The appropriate local law enforcement agency must observe administration of the drill.

Schools must notify parents/guardians in advance of any lockdown drill that involves student participation and must allow parents/guardians to exempt their child from participating for any reason. [The District may, at its discretion, exempt a student from participating in a lockdown drill. 105 ILCS 128/20\(c\)\(4\), added by P.A. 102-395. When deciding whether to exempt a student, the District must include the student's individualized education program team or 504 plan team, if any, in the decision. 105 ILCS 128/20\(c\)\(4\), amended by P.A. 103-197, eff. 1-1-24](#) For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. Districts must allow students to ask questions related to a lockdown drill. See 4:170-AP2, E5, Notice to Parent/Guardian of Lockdown Drill; Opt-out. In addition, a law enforcement lockdown drill must meet each of the following criteria:

- During each calendar year, the appropriate local law enforcement agency contacts the Building Principal to request participation in the law enforcement lockdown drill. The Building Principal and the local law enforcement agency shall set, by mutual agreement, a date for the drill.
- The lockdown drill involves the onsite participation of the local law enforcement agency, provided that an agreeable date can be reached between the Building Principal and the local law enforcement agency. If the parties cannot reach an agreeable date, the school shall hold the drill without participation from the local law enforcement agency.
- After a drill in which local law enforcement participated, the Building Principal should request a certification from local law enforcement that the law enforcement lockdown drill was conducted. The local law enforcement agency shall also notify the school of any deficiencies noted during the drill.
- The lockdown drill cannot include any simulations that mimic an actual school shooting incident or active shooter event. However, law enforcement may only run an active shooter simulation with staff, including simulated gun fire drills, on days when students are not present.
- All lockdown drills must be announced in advance to all school personnel and students prior to the commencement of the drill.

- Lockdown drill content must be age and developmentally appropriate, and must include trauma-informed approaches to address the concerns and well-being of school personnel and students
- Lockdown drills must include and involve school personnel, including school-based mental health professionals

The District Safety Coordinator, in cooperation with the Building Principal, shall encourage local law enforcement agencies to establish a school walk-through program. This program encourages local law enforcement officials to walk through school properties during their patrols with the goal of increasing security (school districts are encouraged, but not mandated, to do this by House Resolution 153 (98th General Assembly, 2013)).

G. School Emergency Operations and Crisis Response Plan (SEOCR)

Each Safety Team shall develop, implement, and maintain a SEOCR using the process below, as explained in FEMA's *Guide to Developing High-Quality School Emergency Operations Plans (2013)*, at www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf:

1. Develop a schedule and invite the participation of first responders.
2. Identify threats and hazards, assess risks, and prioritize threats and hazards.
3. Determine goals and objectives.
4. Develop, review, evaluate, and maintain the SEOCR.
5. Share the SEOCR with stakeholders and train them. This includes, without limitation, having the SEOCR accessible in a digital format.

Each SEOCR shall include a plan for local law enforcement to rapidly enter a school building in an emergency. 105 ILCS 128/50 (final citation pending), added by P.A. 103-194, eff. 1-1-24.

Each SEOCR shall be in the format suggested by and explained in FEMA's *Guide for Developing High-Quality School Emergency Operations Plans (2013)*, at www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf. See also *The Role of Districts in Developing High-Quality School Emergency Operations Plans: A Companion to the School Guide (2019)*, at: https://rems.ed.gov/docs/District_Guide_508C.pdf; and the **Attachment** to this procedure.

H. Material to be Included in Each SEOCR

Each school Safety Team annually gathers and/or renews the following material for inclusion in the SEOCR:

1. District-level Targeted School Violence Prevention Plan. See Board policy 4:190, *Targeted School Violence Prevention Program*, and 4:190-AP1, *Targeted School Violence Prevention Program*.
2. Building-level Threat Assessment Team procedures. See 4:190-AP2, *Threat Assessment Team (TAT)*.
3. Building evacuation protocol. The Building Principal or designee shall: (a) keep a comprehensive evacuation map - describing main and alternate routes - in the main office, (b) post signs containing main and alternate evacuation routes for each occupied area in a conspicuous place, preferably near the exit, (c) prepare evacuation plans for outdoor areas (playgrounds and stadiums), and (d) keep all staff informed of the evacuation plans.
4. Documents concerning safety drills. The **Building** Principal shall schedule, execute, and document safety drills as per the School Safety Drill Act (105 ILCS 128/, amended by P.As ~~101-455~~, 102-395, and 102-791, 103-104, eff. 1-1-24, and 103-197, eff. 1-1-24) and this procedure.
5. Maps and layouts, including: (a) campus map, (b) building floor plan, (c) location of first aid kits, AEDs, ~~and~~ fire extinguishers, and any trauma kits (105 ILCS 5/10-20.85, added by P.A. 103-128), and (d) map or plan describing the areas to be used in the event of an emergency or crisis for triage, emergency helicopter landing, media center, non-victim students, and parents/guardians. The Safety Team or Principal shall annually give a copy of these to first responders.
6. A protocol to secure a list of people present in the building at any time.
7. Tornado response plan, including a map showing tornado wall locations (105 ILCS 128/25).

8. Carbon monoxide alarm or detector activation plans, protocols, and procedures (105 ILCS 5/10-20.57 and 430 ILCS 135/).
9. The safety equipment's maintenance schedule and the person(s) responsible.
10. An emergency early dismissal protocol.
11. A plan for inviting warnings or tips, e.g., a hotline or website for individuals to make anonymous tips.
12. A protocol for student supervision in the event of an emergency or crisis.
13. A safety patrol plan (105 ILCS 5/10-22.28).
14. Bicycle use rules.
15. Roadway and parking rules.
16. Procedures on student and staff illness and injuries at school and school events (23 Ill.Admin.Code §1.530(c)).
17. A plan for giving students instructions on safe school bus riding practices, including the operation and use of emergency doors and windows (as a means of escape), seat belts, and fire extinguisher (105 ILCS 128/20(b)). The District's parent-teacher advisory committee, in cooperation with school bus personnel, establishes and maintains bus safety rules (105 ILCS 5/10-20.14). See 4:110-AP3, *School Bus Safety Rules*.
18. Safety and security related administrative material. See section A, above.
19. The location of any door security locking means and the use of the locking and unlocking means from within and outside the room(s) (105 ILCS 5/10-20.72, ~~added by P.A. 101-548~~, and renumbered by P.A. 102-558).
20. Other documents identified by the Safety Team.

I. Managing Communications During and About an Emergency or Crisis

The District Safety Coordinator, with assistance from the Safety Team, is responsible for compiling information and preparing communications concerning an emergency or crisis. The District Safety Coordinator serves as the spokesperson during a crisis or emergency. All District communications should come from this source to ensure accuracy, credibility, and compliance with laws granting confidentiality to student records.

The spokesperson shall follow best practices for spokespersons during an emergency or crisis and receive training on public relations. The Board Attorney serves as a resource to the spokesperson. The objective is:

- To provide the maximum amount of verified information to staff members, students' family members, and the media as quickly as possible,
- While simultaneously respecting student privacy and complying with laws granting confidentiality to student records (Ill. School Student Records Act, 105 ILCS 10/; Family Educational Rights and Privacy Act, 20 U.S.C. §1232g). See 7:340-AP1, *School Student Records*.

All staff members are requested to refrain from spreading information about an emergency or crisis unless the information is from the District Safety Coordinator. All inquiries should be directed to the spokesperson.

Everyone in the school community can positively affect an emergency or crisis situation by:

1. Avoiding speculation as to the cause.
2. Avoiding allocation of blame.
3. Helping school and law enforcement officials gather the facts.
4. Sticking to the facts during discussions.
5. Deferring all media requests to the spokesperson.
6. Comforting and supporting each other.

J. Required Notices

A school staff member shall immediately notify the Building Principal when he or she:

1. Observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision. 105 ILCS 5/10-27.1A(a).

2. Observes of Hhas reason to suspect that any person on school grounds is or was involved in a drug-related incident. 105 ILCS 5/10-27.1B.
3. Observes a battery committed against an attack onany staff member or is subject to a battery n attack. 105 ILCS 5/10-21.7, amended by P.A., 102-894.

Upon receiving a report on No. 1 above, , the Building Principal or designee shall immediately notify local law enforcement. 105 ILCS 5/10-27.1A(b), 5/10-27.1B, and 5/10-21.7. In addition, upon receiving a report on any of the above Nos 1-3, the Building Principal or designee must notify the Superintendent or designee and any involved student's parent/guardian. See the Required Notices subhead on of policy 7:190 Student Behavior, and 3:60-E, Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security.

Upon receiving a report of any of the above Nos. 1-3 above, the Superintendent or designee shall immediately notify local law enforcement 105 ILCS 5/10-27.1A(c), amended by P.A. 103-34, 5/10-27.1B(b), and 5/10-21.7. The Superintendent or designee will also report incidents involving battery against attacks on staff members to ISBE's through it's web-based School Incident Reporting System (SIRS) as they occur during the year and not later than August 1 for the preceding school year 105 ILCS 5/10-21.7, amended by P.A. 102-894SIRS is available at www.isbe.net/Pages/School-Incident-Reporting-System.aspx or by going to ISBE's home page and accessing the District's Web Application Security (IWAS) account. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities.

K. Resources

Guide for Developing High-Quality School Emergency Operations Plans: At a Glance

www.rems.ed.gov/K12GuideForDevelHQSchool.aspx

Guide for Developing High-Quality School Emergency Operations Plans www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf

The Role of Districts in Developing High-Quality School Emergency Operations Plans: A Companion to the School Guide https://rems.ed.gov/docs/District_Guide_508C.pdf

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center Tool Box

www.rems.ed.gov/toolbox.aspx

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training Institute www.alicetraining.com

SBE/OSFM All Hazard Preparedness Guide for Illinois Schools www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx

Illinois Emergency Management Agency (IEMA) www2.illinois.gov/ready/Pages/default.aspx

Schools/Campus - Resources, including School Safety Information Sharing g

<https://ready.illinois.gov/plan/schools.html> www2.illinois.gov/ready/plan/Pages/Schools.aspx

Safe2Help Illinois, designed to offer students a safe, confidential way in which to share information that might help prevent suicides, bullying, school violence, or other threats to school safety, www.safe2helpil.com/

Illinois Terrorism Task Force (ITTF) www2.illinois.gov/iema/ITTF/Pages/default.aspx

National Association of School Psychologists (NASP) - Recommendations for Comprehensive School Safety and Crisis Policies www.nasponline.org/resources-and-publications/resourcesand-podcasts/school-safety-and-crisis www.nasponline.org/resources-and-publications/resources/school-safety-and-crisis

U.S. Secret Service (USSS) National Threat Assessment Center

www.secretservice.gov/data/protection/ntac/bystander_study.pdf

Improving School Safety Through Bystander Reporting: A Toolkit for Strengthening K-12 Reporting Programs, developed by the USSS NTAC and the Cybersecurity and Infrastructure Security Agency

www.secretservice.gov/sites/default/files/reports/2023-05/cisa-ussk-12-bystander-reporting-toolkit-508_final_0.pdf

Bomb Threat Response Planning Tool, developed by the U.S. Dept. of Justice's Bureau of Alcohol, Tobacco, Firearms and Explosives and the U.S. Dept. of Education's Office of Safe and Drug Free Schools
www.ojp.gov/ncjrs/virtuallibrary/abstracts/bomb-threat-response-interactive-planning-tool-schools-cd-rom
www.threatplan.org/default.htm

School Crisis Guide - Help and Healing in a Time of Crisis, published by NEA Health Information Network
<https://www.nea.org/resource-library/neas-school-crisis-guide>

Attachment A

School Emergency Operations and Crisis Response Plan Format

Basic Plan

- | | |
|--|--|
| 1. Introductory Material | 3. Concept of Operations |
| 1.1 Promulgation Document and Signatures | 4. Organization and Assignment of Responsibilities |
| 1.2 Approval and Implementation | 5. Direction, Control, and Coordination |
| 1.3 Record of Changes | 6. Information Collection, Analysis, and Dissemination |
| 1.4 Record of Distribution | 7. Training and Exercises |
| 1.5 Table of Contents | 8. Administration, Finance, and Logistics |
| 2. Purpose, Scope, Situation Overview, and Assumptions | 9. Plan Development and Maintenance |
| 2.1 Purpose | 10. Authorities and References |
| 2.2 Scope | |
| 2.3 Situation Overview | |
| 2.4 Planning Assumptions | |

Functional Annexes

Note: This is not a complete list, but it is recommended that all SEOCRPs include at least the following functional annexes:

- | | |
|-------------------------------|------------------------------------|
| 1. Communications | 6. Reunification |
| 2. Evacuation | 7. Continuity of Operations (COOP) |
| 3. Shelter-in-Place | 8. Security |
| 4. Lockdown | 9. Recovery |
| 5. Accounting for All Persons | 10. Health and Medical |

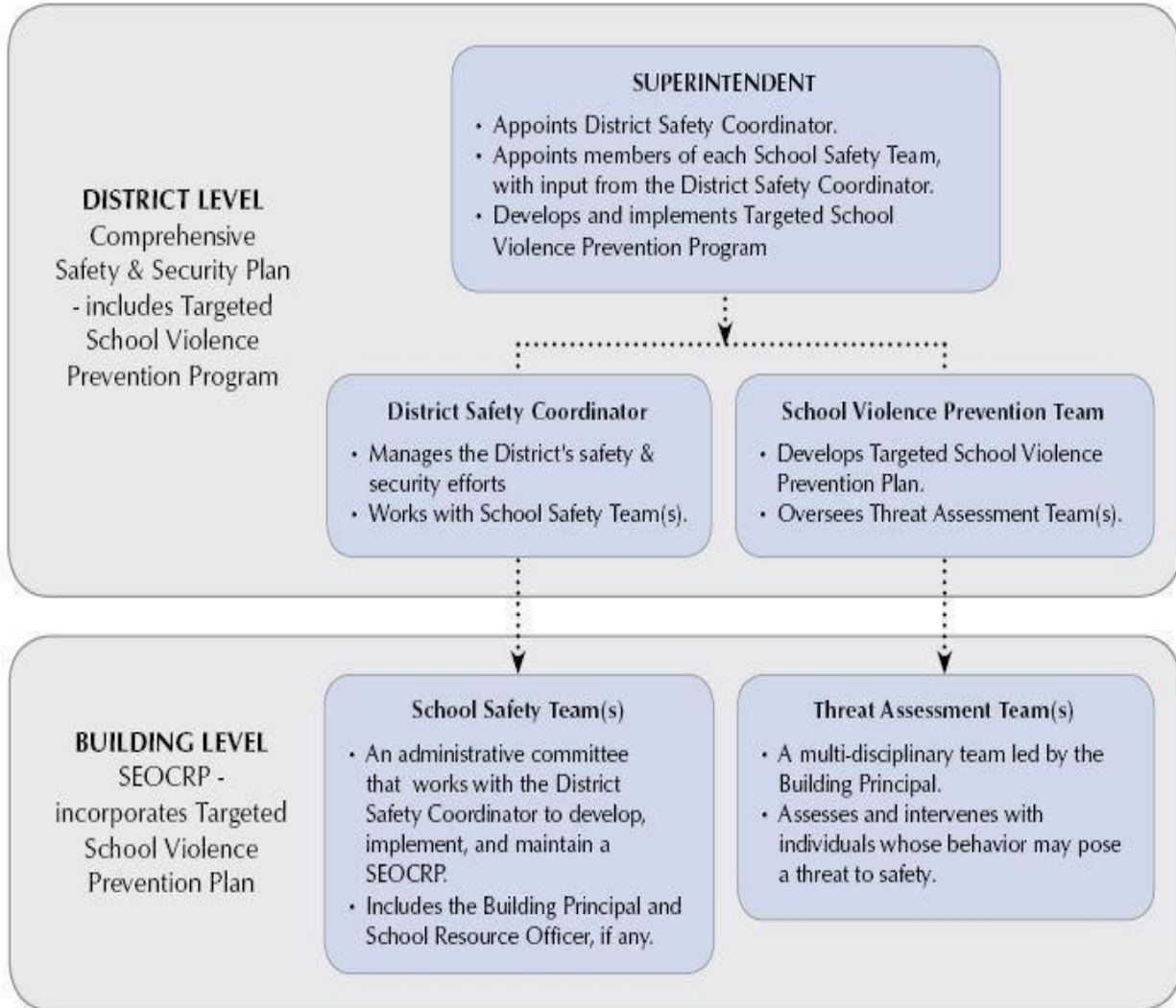
Threat- or Hazard-Specific Annexes

Note: This is not a complete list. Each school's annexes will vary based on its hazard analysis.

- | | |
|---------------------------------|---------------------------------|
| 1. Hurricane or Severe Storm | 5. Mass Casualty Incident |
| 2. Earthquake | 6. Active Shooter |
| 3. Tornado | 7. Pandemic or Disease Outbreak |
| 4. Hazardous Materials Incident | |

Attachment B

Alignment of Comprehensive Safety and Security Plan with Targeted School Violence Prevention Program



Reviewed: January 13, 2020, February 22, 2022, June 20, 2023, October 20, 2024
Adopted: January 27, 2020
Revisions Adopted: March 21, 2022, July 31, 2023

Operational Services

Provisos for Use of Working Cash Fund

The use of the Working Cash Funds proceeds will be subject to the following provisos:

- ~~1. The proceeds will be regarded solely as monies available to the district on a loan basis and not considered funds to be disbursed without repayment to the Fund. Such repayment will occur on or before June 30 of the fiscal year of the disbursement.~~
2. The Working Cash Fund is designated for cash flow purposes only and available for disbursement for that purpose. Proceeds used in this manner will be monitored and the status of this part of the Fund will be reviewed quarterly with the Board of Education.
- ~~3. Funds will be disbursed only to meet an “emergency,” the definition of which will be determined by the Board.~~
4. Other uses of the Working Cash proceeds will be limited to and consonant with the long-term financial plan of the district.

Reviewed: February 28, 2005, April 23, 2012, October 21, 2024

Adopted: March 21, 2005

Revisions Adopted: May 14, 2012

Students

Search and Seizure

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

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

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

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

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
Right to Privacy in the School Setting Act, 105 ILCS 75/.
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).
People v. Dilworth, 661 N.E.2d 310 (Ill. 1996), *cert. denied*, 116 S. Ct. 1692 (1996).
People v. Pruitt, 662 N.E. 2d 540 (1st Dist. Ill. 1996), *app. denied*, 667 N.E. 2d 1061 (Ill. App. 1st Dist. 1996).
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).
Vernonia School District 47J v. Acton, 115 S.Ct. 2386 (1995).
safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009)

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

Reviewed: December 19, 2005, October 21, 2024
Adopted: February 27, 2006
Revisions:

Students

Administrative Procedure - Use of Metal Detectors and Searches for Student Safety

Nothing in this procedure shall limit the authority of school officials to search a student in accordance with policy 7:140, *Search and Seizure*. All property removed as a result of this procedure that may be legitimately brought onto District property will be returned to the individual. Property removed from a student, possession of which violates Board policy, shall be confiscated and the student disciplined in accordance with Board policy.

Students who fail to cooperate with school personnel performing their duties may be subject to discipline for insubordination. Individuals who fail to cooperate will be asked to leave District property.

Metal Detectors

Metal detectors may be used when any one of the following occurs: (1) the administration has reasonable suspicion that a weapon is in the possession of unidentified students, (2) weapons or dangerous objects were found at school, on school property, or in the vicinity of a school, (3) violence involving weapons has occurred at a school or on school property, at school functions, or in a school's vicinity, or (4) a mass search takes place according to the District's standards for when and how metal detector searches are to be conducted. The Building Principal shall obtain the Superintendent's permission before using a metal detector. The reasons supporting the use of a metal detector shall be documented.

Signs will be posted to inform individuals that they will be required to submit to a screening for metal as a condition of entering District property. The screening will be conducted by District staff who may be assisted by law enforcement officials.

An individual will be asked to remove metal objects from his or her person prior to use of a metal detecting device. If, after the removal of metal objects, the metal detector activates, the individual will be asked to double-check that he/she removed all metal objects on his or her person, and the metal detecting device will be used again. If the metal detector activates a second time, the individual may be subjected to a *pat-down* search.

School personnel may inspect the contents of any briefcase, knapsack, purse, or parcel that activates the metal detector for the limited purpose of determining whether a weapon is concealed therein.

Pat-Down Search

When feasible, a pat-down search should be conducted: (1) outside the view of others, including students; (2) in the presence of a school administrator or adult witness; and (3) by a certificated employee or liaison police officer of the same sex as the student.

A pat-down search conducted by school personnel shall be limited to clothing for the purpose of discovering items that may have activated the metal detecting device. If school personnel conducting a pat-down search feel an object that may have activated the metal detecting device or may be other prohibited contraband, the individual will be asked to remove it.

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

Reviewed: October 21, 2024

Adopted:

Revisions:

Students

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

On District letterhead

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

Dear Parents/Guardians:

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

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

Please contact the school if you have any questions.

Sincerely,

Building Principal

Reviewed: October 21, 2024

Adopted:

Revisions:

Board Report

Date: October 21, 2024

Title: 2025 Summer Capital Project Plan Approval

Submitted by: Eric DePorter, Asst. Superintendent of Finance, Facilities & Operations
Dave Scarmardo, Executive Director of Buildings and Grounds

Strategic Priority Goal Area 4: Early Learning Programs & Facilities: District 41 has made significant investments in facility improvements for engaging, supportive and inclusive learning environments, beginning with early learning expansion. Safe, accessible and student centered indoor and outdoor learning spaces are designed to support the whole community, whole system and whole learner. Providing safe and inclusive learning environments will ensure our current and future students will have optimal spaces which promote the highest level of academic growth and achievement.

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: The district has historically maintained a five-year listing of facility capital projects. This listing is reviewed on an annual basis and updated accordingly. The district asks the Board of Education to approve projects for the next budget year. In order to secure the most favorable pricing, as well as to have orders completed in time to hopefully avoid any supply chain delays this process occurs during the preceding fall.

Discussion: The capital planning/inspection process is continuous districtwide. Moreover, deficiencies or proposed improvements are identified at all facilities throughout the year allowing for documentation and coordination of future capital projects in the rolling five-year plan. This allows the modernization of existing facilities to provide an equitably maintained school system. These proposed capital improvements will provide updated equipment, roof replacements, safer environments, enhanced learning spaces, and improved technology to better plan and communicate throughout the district.

Information: At the September 16, 2024 Board meeting the administration presented the Board with the current [Five-Year Capital Project Plan](#). The plan noted below prioritized projects from "high to low".

The work outlined within the 5 year capital plan report that will occur during the summer of 2025 is as follows:

A - Will replace the existing traditional unit ventilators in (5) rooms with a vertical ducted style unit designed for classrooms. These units provide improved air distribution and comfort for the occupants along with lower sound levels and improved maintenance access. The vertical classroom units also provide increased indoor air quality with new controls to provide improved ventilation as well as higher filtration (MERV 13) compared to existing unit ventilators. New wall openings above the ceiling will ensure that adequate ventilation is provided to the students. One newer existing unit ventilator will have new controls installed. A near total renovation to the (5) classrooms will also be provided. All rooms will receive new lights & lighting controls, ceilings, paint and casework per owner's direction

B - Will replace the ceiling suspended air handling unit serving the gym and multipurpose area with a new AHU located on the roof. The new AHU will include energy savings measures like VFDs to modulate supply

airflow and CO2 sensors to control ventilation air. New AHU will include MERV 13 filters to improve indoor air quality. Relocating the system to the roof will improve accessibility for service.

C - Provides a new ceiling-mounted fan coil in the main open office area to help improve poor comfort conditions offered by existing systems. New supply ductwork and diffusers will provide better air distribution and comfort. A new fresh air intake will be added to provide ventilation to the occupants. A near-total renovation to room 106 will also be provided. The room will receive new lights & lighting controls, ceilings, and paint.

Other: The district again will be utilizing Performance Services Inc. this summer to perform HVAC energy-efficient upgrades at Forest Glen Elementary School. Due to supply chain issues, the district is seeking the board's approval sooner than is typically required because of the long lead times for the mechanical equipment.

Following is a breakdown of the estimated costs of the summer 2025 projects:

Summer 2025	Estimated Expenditure
A, Forest Glen rooms 108,110,112,114: HVAC upgrades, floors, ceiling, lighting, casework, and countertops. (PLE)	\$1,035,565
B, Forest Glen Gym air handling unit (RPL)	\$388,636
C, Forest Glen Main Office HVAC Equipment/Ducting (RPL)	\$163,373
Total	\$1,587,574

KEY:
(HLS©)= Health Life Safety "C" Priority
PLE= Past Life Expectancy
RPL= Replacements

Budgetary Funding: This will affect the Capital Fund Budget for the Fiscal Year 2025-2026.

Other Information: n/a

Recommendation: The administration recommends the board approve the Summer 2025 capital project plan at an estimated cost of \$1,587,574 to be funded through the 2025-2026 Capital Fund Budget.

Board Report

Date: October 21, 2024

Title: Approve Change Order Authorization for Kindergarten Center Project

Submitted by: Eric DePorter, Asst. Superintendent of Finance, Facilities & Operations
Dave Scarmardo, Executive Director of Buildings and Grounds

Strategic Priority Goal Area 4: Early Learning Programs & Facilities: District 41 has made significant investments in facility improvements for engaging, supportive, and inclusive learning environments, beginning with early learning expansion. Safe, accessible, and student-centered indoor and outdoor learning spaces are designed to support the whole community, whole system, and whole learner. Providing safe and inclusive learning environments will ensure our current and future students will have optimal spaces that promote the highest level of academic growth and achievement.

Background: Earlier this year the Board of Education approved a number of contracts related to the construction of the Kindergarten Center addition at Churchill Elementary to support full day kindergarten (FDK). The details connected to each contract award were vetted by our architect and construction manager partners, Wight & Co., and FQC. As has been done for prior projects, when the contracts were awarded the Board of Education approved a resolution permitting administration to authorize change orders totaling up to \$50,000 in cost. Past experience has shown that having this resolution in place serves to keep the project moving forward and is relied on to address small cost changes as they come up.

Discussion: The work connected to the FDK addition is ongoing and progressing as planned. As we proceed through the various stages of construction, we continually review and analyze the work to determine if any changes need to be made to address challenges that come up.

After awarding the low voltage contract, a further review has determined that a number of items were not included in the initial bid specifications. After discussion with the contractor and confirmations with Wight and FQC we believe a change order is required. The change order will allow us to add the aspects of the low voltage work that was originally omitted connected to technology and safety items. The estimated cost of the change order is approximately \$275,000. By adding these items to the scope of work, we would then be set to complete the addition in a similar manner to our existing buildings.

Budgetary Funding: The costs associated with the above referenced item will be covered within the Full Day Kindergarten project master budget.

Other Information: n/a

Recommendation: The administration recommends the board authorize Assistant Superintendent of Finance, Facilities and Operations, Eric DePorter to execute the required documents for the change order of approximately \$275,000 as outlined in the board report.

Board Report

Date: October 21, 2024

Title: Demolition of 1N221 and 1N249 Bloomingdale Road - Churchill Property

Submitted by: Eric DePorter, Asst. Superintendent of Finance, Facilities & Operations
Dave Scarmardo, Executive Director of Buildings and Grounds

Strategic Priority Goal Area 4: Early Learning Programs & Facilities: District 41 has made significant investments in facility improvements for engaging, supportive, and inclusive learning environments, beginning with early learning expansion. Safe, accessible, and student-centered indoor and outdoor learning spaces are designed to support the whole community, whole system, and whole learner. Providing safe and inclusive learning environments will ensure our current and future students will have optimal spaces that promote the highest level of academic growth and achievement.

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional, and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: In October and November of 2022, the district purchased property adjacent to and north of Churchill Elementary School. This acquisition will partially support an addition at Churchill for a district-wide Full Day Kindergarten (FDK) program. Following the Board's earlier decision to proceed with this addition, our architect, Wight & Company, and our construction management firm, Frederick Quinn Construction (FQC), have been collaborating with the district as we move through the various stages of the project

Discussion: As we advance with site mass grading, underground utilities, building footings, and foundations for the FDK project, we will need to remove the two remaining houses to create additional green space. This includes the white-sided house and the small blue-sided house to the north, as well as any associated structures, fencing, and storage sheds.

We received three proposals from three potential partners to complete the work. The low bidder, Upright Construction, bid \$46,935 to complete the work for both properties and outlying structures. Attached is their quote for your review. We have used this contractor for the previous home demolition and were pleased with their work.

Other Information: To maintain the project timeline for delivery of fall 2025, at times the project authorization needs to be presented in a more timely manner.

Budgetary Funding: This will affect the Capital Fund Budget for the Fiscal Year 2024-2025.

Other Information: n/a

Recommendation: The administration recommends the board approve the demolition of the remaining two houses, and out structures for both properties by Upright Construction at a cost of \$46,935 to be paid from the 2025-2026 Capital Fund Budget.

Date: October 21, 2024

To: Members of the D41 Board of Education
Dr. Jeff McHugh, Superintendent

From: Julie Hill, D41 Board Member/ IASB Delegate Representative

RE: 2024 Illinois Association of School Board (IASB) Resolutions Committee Report to the Board

As key stakeholders in our educational system, Boards serve as an essential resource on educational issues. Involvement in both the state and national legislative process is imperative to shaping sound education policy and supporting students. The Illinois Association of School Board (IASB) updates local school boards when issues impacting education are being discussed at the state and federal level. The Resolutions process allows school boards to drive the agenda for change. Annually, IASB holds the Delegate Assembly during the Triple I School Board Conference in November. During the Assembly, school board members vote on resolution proposals submitted by local school boards. As the District 41 delegate I have reviewed the proposed resolutions and have provided my feedback for the Board's consideration below. The Board will take action on the proposed recommendations at the November 18, 2024 meeting prior to my attendance at the Delegate Assembly.

Resolutions begin on page 11 of the [2024 Resolutions Committee Report](#).

1. Dual Language

IASB: Adopt

Proposed D41 Vote: Abstain

D41 Rep Rationale:: According to the ISBE FAQ, the Illinois Seal of Biliteracy already satisfies the world language requirement. "16. How does the Illinois State Seal of Biliteracy factor into awarding high school credit for world language study?"

Students can qualify for the Illinois State Seal of biliteracy at any time during their 9-12 high school years. Per 105 ILCS 5/2-3.159, "For admissions purposes, each public university in this State shall accept the State Seal of Biliteracy as equivalent to 2 years of foreign language coursework taken during high school if a student's high school transcript indicates that he or she will be receiving or has received the State Seal of Biliteracy." As such, students who have met the qualifying requirements for the Illinois State Seal of Biliteracy any time during Grades 9-12 shall be considered to have met the two-year world language graduation requirement."

Please find the link here: [Two-Year World Language Requirement FAQ](#) See question 16.

2. EBF Authorized Charter School Funding

IASB: Adopt

Proposed D41 Vote: Do Not Adopt

D41 Rep Rationale:: Illinois charter schools, while state-authorized, are not necessarily held to the same standards as conventional public schools. For example, they do not necessarily require teachers to be certified. They are currently fully funded by state money, while our conventional public schools are largely funded by property taxes. Here they argue for more state funds, similar to the EBF model, but already they are taking state money that could otherwise be used for conventional public education. This funding model is already inequitable. Passing this legislation would make it even more so.

3. Tax Increment Financing Accountability

IASB: Adopt

Proposed D41 Vote: Adopt

D41 Rationale:: Glen Ellyn's downtown business district is a TIF district, as is the popular complex at Park & Roosevelt. District 41 loses out on commercial tax dollars due to these TIFs, and it is hard for the general population to understand why either district might be deemed blighted, thereby deserving TIF status. District 41 could financially benefit from a reformed TIF system.

4. Faith's Law — Centralized State Agency for EHRs

IASB: Adopt

Proposed D41 Vote: Adopt

D41 Rep Rationale:: In the interest of protecting our students from predators, the background check system needs to be universal, maintained with accountability, and easily accessible to school hiring teams. This resolution seems to accomplish all three.

5. Healthcare Coverage

IASB: Adopt

Proposed D41 Vote: Adopt

D41 Rep Rationale:: Health insurance generally becomes less expensive to the consumer when more people participate in the plan. With that logic, this resolution makes sense. On the contrary, this would take away local control of school districts to do their own negotiations. I am open to D41 Cabinet's thoughts on the matter.

Amendment to Position Statement

IASB: Adopt

Proposed D41 Vote: Adopt

D41 Rep Rationale:: I agree that there is no need to close school buildings on Election Day if the school district's buildings are not being used as polling places. Illinois offers ample opportunities to vote outside working hours on Election Day, and most parents are working that day, too.