

## Regular Meeting

Monday, May 16, 2022 6:00 PM

Central 301 District Office, 275 South St, P.O. Box 396, Burlington, IL 60109

### 1. Meeting Call to Order

1.A. Roll call

1.B. Approval of Agenda

### 2. Pledge of Alliegence

### 3. Public Open Forum

3.A. Recognition of Visitors

3.B. Public Comments

### 4. Action Reports

4.A. Consent Agenda

4.A.1) Regular Meeting April 18, 2022

4.A.2) Treasurers Report

4.A.3) Payment of Bills

4.A.4) Payment of Bills - Northern Kane County  
Regional Vocational System

4.B. Approve the Howard B. Thomas Boundary Shift  
Revisions

4.C. Approve the Fuel Bid

4.D. Approve the Paper Bid

4.E. Resolution of Honorable Dismissal of Temporary  
Education Support Staff

4.F. Approve Audit Firm Renewal

4.G. Approve Food Service Prices for SY 2022-2023

4.H. Approve the Mid-Valley Classroom Agreement

4.I. Approve the Veterinarian Affiliation Agreements  
between Northern Kane County Region 110 and  
Animal Eye Consultants and Hampshire Animal  
Hospital for Student Veterinary Assistant  
Clinical Experiences

### 5. Information Items

5.A. Middle School Parent/Student Handbook

5.B. Enrollment Report

5.C. High School Graduation May 19, 2022

5.D. Capital Projects Update

5.E. Athletics & Activities Update

5.F. Board of Education Meeting Dates for the 2022-2023 School Year

**6. Freedom of Information Act (FOIA)**

6.A. Smartprocure - requested information on the last 4 months purchases

6.B. Samantha Cook - Requested information related to the See Saw Daycare Lease

**7. Executive Session**

7.A. Adjourn to Closed Session to hear information regarding:

*The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)]. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2(c)(6)]*

7.B. Open Session

7.C. Action Items from Closed Session

7.D. Approve the Personnel Report

**8. Board Open Forum**

**9. Adjourn**

**Central Community Unit School District 301  
Board of Education Minutes**

Where: Central CUSD #301 District Office  
Date: April 18, 2022

Meeting: Regular  
Time: 6:00 p.m.

**Board Members Present**

Afeef, Junaid	Y
Falk, Marc	Y
Hemphill, Dornetia	Y
Nolan, Eric	Y
Penar, Mitch	N
Rabe, Laura	Y
Gorman, Jeff	Y

**Administrators Present**

Stirn, Todd	Y
Mongan, Esther	Y
Pflug, Daina	Y
Ahlstedt, Carrie	N
Barr, Christine	N
Birkmeier, Shayne	N
Britts-Axen, Cathy	N
Diversey, Steve	Y
Engle, Graydon	N
Farrington, Sarah	N
Haug, Matthew	N
Jurs, Rebecca	N
Lewis, Kim	N
McCastland, Kerri	N
Mills, Sofia	N
Mirenda, Pamela	N
Moretti, Megan	N
Paszt, Alex	N
Polowy, Dan	Y
Porto, Pam	N
Potsic, Mike	N
Schreiber, Jill	N
Sharp, Lindsey	N
Testone, Chris	N
Tobin, Brian	Y
Vaughn, Michelle	N
Walter, Carie	N

Roll Call                      Roll was called at 6:00 p.m.

Present:            Afeef, Falk, Hemphill, Nolan, Rabe, Gorman  
Absent:            Penar

Approve Agenda            Motion by Afeef, second by Falk, to amend the agenda to include student discipline in executive session and approve the agenda as presented.

Voting yes:        Afeef, Falk, Hemphill, Nolan, Rabe, Gorman  
Voting no:        None  
Absent:            Penar

- Consent Agenda      Motion by Afeef, second by Hemphill, to approve the consent agenda as presented.
- Voting yes:    Afeef, Falk, Hemphill, Nolan, Rabe, Gorman  
Voting no:        None  
Absent:            Penar
- HS Graduation Requirements      Motion by Nolan, second by Hemphill to approve the change in high school graduation requirements.
- Voting yes:    Afeef, Falk, Hemphill, Nolan, Rabe, Gorman  
Voting no:        None  
Absent:            Penar
- Affiliation Agreements      Motion by Falk, second by Afeef, to approve the affiliation agreements as presented.
- Voting yes:    Afeef, Falk, Hemphill, Nolan, Rabe, Gorman  
Voting no:        None  
Absent:            Penar
- FFA Trip      Motion by Nolan, second by Falk, to approve the Overnight Trip for the FFA group to attend their State Convention.
- Voting yes:    Afeef, Falk, Hemphill, Nolan, Rabe, Gorman  
Voting no:        None  
Absent:            Penar
- Girls Basketball Trip      Motion by Nolan, second by Afeef to attend the Overnight trip to Purdue Women's Basketball Camp
- Voting yes:    Afeef, Falk, Hemphill, Nolan, Rabe, Gorman  
Voting no:        None  
Absent:            Penar
- District Consolidation Plan      Motion by Falk, second by Nolan to approve the District Consolidation Plan
- Voting yes:    Afeef, Falk, Hemphill, Nolan, Rabe, Gorman  
Voting no:        None  
Absent:            Penar
- Executive Session      Motion by Afeef, second by Hemphill, to adjourn open session and move into executive session at 6:44 p.m.
- Voting yes:    Afeef, Falk, Hemphill, Nolan, Rabe, Gorman  
Voting no:        None  
Absent:            Penar

Open Session            Motion by Nolan, second by Hemphill to adjourn executive session and return to open session at 8:23 p.m.

Voting yes:    Afeef, Falk, Hemphill, Nolan, Rabe, Gorman  
Voting no:     None  
Absent:        Penar

Personnel Report      Motion by Afeef, second by Nolan, to approve the April 18, 2022, personnel report as presented.

Voting yes:    Afeef, Falk, Hemphill, Nolan, Rabe, Gorman  
Voting no:     None  
Absent:        Penar

Adjourn                Motion by Afeef, second by Hemphill, to adjourn at 8:24 p.m.

Voting yes:    Afeef, Falk, Hemphill, Nolan, Rabe, Gorman  
Voting no:     None  
Absent:        Penar

#### BOE Meeting

1. Roll Call
2. Pledge of Allegiance
3. Public Open Forum
  - 3.1 Public Comments – Dr. Stirn and President Gorman welcomed guests and thanked guests visiting remotely.
  - 3.2 Public Comments – Cheryl McClure from See Saw Day Care commented how unhappy she is with the district for ending their lease. Becky McClure from See Saw Day Care also commented on the fact that their lease was ending. Dawn Conklin commented on the proposed elementary boundary shift.
4. Action Items
  - 4.1 Consent Agenda– Business Manager Pflug presented the financials for April. Revenues are currently at 44.73% compared to 50.12% a year ago. Expenditures are at 55.78% compared to 55.82% a year ago. The district will receive approximately \$34,736.91 in EBF revenues due to a coding error at the State. The district received impact fees for 37 new home starts totaling \$291,910.58. Impact fees have surpassed the amount budgeted for this year. The bills payable is typical for April.
  - 4.2 Approve High School Graduation Credits – The graduation requirements will shift from 23.5 credits to 20.5 credits to allow students the opportunity to take 4 elective credits rather than 7 to include academic advisory. Students can choose to take all 7 electives if they wish to.
  - 4.3 Approve the Affiliation Agreements – Annually we must renew the affiliation agreements for the Northern Kane Region 110 student veterinary assistant clinical experiences. The agreements are as follows: Anderson Humane, Autumn Green Animal Hospital, Bartlett Animal Hospital, Companion Animal Specialty and Emergency, Critters Pet Shop, Elgin Animal Clinic, Lombard Veterinary Hospital, Loyal Companions Animal Hospital and Pet Resort, Pet Vet Animal Clinic and Mobile Practice, South Town Animal Hospital, Spring Hill Veterinary Clinic and, Tails Humane Society.

- 4.4 Approve the FFA Overnight Trip – Approval is required for the CHS FFA students to attend the State Convention.
  - 4.5 Approve the Girls Basketball Team Overnight Trip to Purdue Women's Basketball Camp – Approval is required for the girls' basketball team to attend the overnight trip to Purdue's Women's Basketball Camp. .
  - 4.6 Approve the District's Consolidation Plan – Annually the State Board of Education requires districts to submit information on all Federal Grants and how the money is used.
5. Information Items
- 5.1 Enrollment – the enrollment report was taken April 11, 2022. The district has increased 343 students from this point last year. A memo is included that lays out a boundary shift for 108 students from Howard B. Thomas to Prairie View to make room for the anticipated student growth that H.B.T. is facing in the next few years.
  - 5.2 Capital Projects – Director Polowy outlined the capital projects scheduled this summer. The construction on the lunchrooms at Prairie Knolls and Country Trails has started. A bid will go out for the Country Trails entryway. Director Polowy is working on plans to expand the Prairie View parking lot. Generators for the elementary schools will be purchased through the State Co-op. Director Polowy is working with the architects and construction manager on plans for the day care side of the building and a new O&M/Transportation hub.
  - 5.3 Athletics and Activities Update – Director Diversey reported that the girls softball team has only played three (3) conference games so far due to the weather. They won a tournament last weekend at Larkin. Baseball is currently 5 and 4 and 2 and 1 in conference. Track will receive plenty of accolades and there will be plenty of State qualifiers. At the Fox Valley Art Competition, we earned an honorable mention, and we hope to receive the WYSE results soon. In May, the fine arts department has many events: percussion ensemble, wind symphony, wind ensemble, jazz band, chorale and choir events and the first ever theater night. Prom is Friday and will be held at the Q Center due to the size of the event.
6. Freedom of Information Act (FOIA)
- 6.1 WLS Channel 7 requested information on any books in district libraries that have been challenged. One has been challenged, the title is Smokey.

Executive Session

- 6.1 Adjourn Executive Session
  - 6.2 Return to Open Session
  - 6.3 Action Items from Closed Session
  - 6.3.1 The personnel report for April 18 2022, was approved
8. Adjourn

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Jeff Gorman, President

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Marc Falk, Secretary

FD Description	April 2021-22 Beginning Balance	April 2021-22 Deposits	April 2021-22 Withdrawals	April 2021-22 Monthly Activity	Ending Balance
10 IMPREST-DISTRICT	1,963.46	2,000.00	1,808.01	191.99	2,155.45
10 IMPREST-CHS	871.49	3,138.00	2,413.00	725.00	1,596.49
10 CASH IN BANK-EDUCATION	3,757,975.25	3,513,963.17	3,690,241.40	-176,278.23	3,581,697.02
10 CASH IN BANK - PAYROLL	1,172.85	2,376,300.38	2,377,121.24	-820.86	351.99
10 PAYFLEX ACCOUNT	1,858.04	10,474.36	10,282.83	191.53	2,049.57
10 DEBIT CARD ACCOUNT		3,086.09	2,966.09	120.00	120.00
10 PETTY CASH	1,380.00				1,380.00
10 INVESTMENT- BUSINESS NOW/SWEEP	16,605,079.38	2,824.43	1,789,543.03	-1,786,718.60	14,818,360.78
10 CHS ACTIVITY CASH	151,207.45	37,280.89	56,943.34	-19,662.45	131,545.00
10 ELEM MS ACTIVITY CASH	25,001.55		2,171.55	-2,171.55	22,830.00
10 INTERGOVERNMENTAL A/R NK					
10	20,546,509.47	5,949,067.32	7,933,490.49	-1,984,423.17	18,562,086.30
=====					
20 IMPREST-DISTRICT					
20 CASH IN BANK-O&M	1,235,065.43	94,854.50	437,401.82	-342,547.32	892,518.11
20 CASH IN BANK - PAYROLL	1,030.07	160,794.80	161,287.32	-492.52	537.55
20 INVESTMENT-BUSINESS NOW/SWEEP	5,852,008.90	76,107.77		76,107.77	5,928,116.67
20	7,088,104.40	331,757.07	598,689.14	-266,932.07	6,821,172.33
=====					
30 CASH IN BANK-DEBT SERVICE	96,257.31	591,372.00	141,372.00	450,000.00	546,257.31
30 INVESTMENT-BUSINESS NOW/SWEEP	1,154,739.52	196.42	450,000.00	-449,803.58	704,935.94
30	1,250,996.83	591,568.42	591,372.00	196.42	1,251,193.25
=====					
40 IMPREST-DISTRICT					
40 IMPREST-CHS					
40 CASH IN BANK-TRANSPORTATION	135,438.83	747,682.84	286,611.09	461,071.75	596,510.58
40 CASH IN BANK - PAYROLL	745.08	179,976.16	180,428.30	-452.14	292.94
40 INVESTMENT-BUSINESS NOW/SWEEP	4,959,506.24	843.59		843.59	4,960,349.83
40	5,095,690.15	928,502.59	467,039.39	461,463.20	5,557,153.35
=====					
50 CASH IN BANK-IMRF	218,398.54	202,310.23	242,351.43	-40,041.20	178,357.34
50 CASH IN BANK-PAYROLL		101,258.08	101,258.08		
50 INVESTMENT-BUSINESS NOW/SWEEP	1,717,790.84	292.19	100,000.00	-99,707.81	1,618,083.03
50 INTERGOVERNMENTAL A/R NK					
50	1,936,189.38	303,860.50	443,609.51	-139,749.01	1,796,440.37
=====					
60 CASH IN BANK-CAPITAL PROJECT	1,739,706.94	291,910.58		291,910.58	2,031,617.52
60 INVESTMENTS-BUSINESS NOW/SWEEP	1,761,780.37	299.67		299.67	1,762,080.04
60	3,501,487.31	292,210.25		292,210.25	3,793,697.56
=====					
70 CASH IN BANK-WORKING CASH	443.66				443.66
70 INVESTMENT-BUSINESS NOW/SWEEP	2,544,234.09	432.76		432.76	2,544,666.85
70	2,544,677.75	432.76		432.76	2,545,110.51
=====					
80 CASH IN BANK-TORT	49,999.00	254.96	29,808.29	-29,553.33	20,445.67
80 INVESTMENT- BUSINESS NOW/SWEEP	821,427.82	139.72		139.72	821,567.54
80	871,426.82	394.68	29,808.29	-29,413.61	842,013.21
=====					
Grand Asset Totals	42,835,082.11	8,397,793.59	10,064,008.82	-1,666,215.23	41,168,866.88

Number of Accounts: 32

**Central Community Unit School Dist. 301**  
**Revenue Summary Report**  
**April 2022**

	2021-22 Original Budget	% of Fund	April MTD	2021-22 FYTD	Remaining Budget	FYTD Percent
<b><u>10-Education Fund</u></b>						
Total Local Revenue	37,012,960.00	56.13%	307,584.71	19,238,966.57	17,773,993.43	51.98%
Total State Revenue	26,291,111.00	39.87%	810,583.73	5,111,748.33	21,179,362.67	19.44%
Total Federal Revenue	2,635,783.00	4.00%	598,965.50	3,257,082.87	(621,299.87)	123.57%
<b>Total Education Fund</b>	<b>65,939,854.00</b>	<b>100.00%</b>	<b>1,717,133.94</b>	<b>27,607,797.77</b>	<b>38,332,056.23</b>	<b>41.87%</b>
<b><u>20-O&amp;M Fund</u></b>						
Total Local Revenue	5,576,000.00	54.19%	99,960.27	2,883,135.26	2,692,864.74	51.71%
Total State Revenue	1,369,335.00	13.31%	-	1,753,835.00	(384,500.00)	128.08%
Total Federal Revenue	3,344,212.00	32.50%	65,534.00	1,604,768.73	1,739,443.27	47.99%
<b>Total O&amp;M Fund</b>	<b>10,289,547.00</b>	<b>100.00%</b>	<b>165,494.27</b>	<b>6,241,738.99</b>	<b>4,047,808.01</b>	<b>60.66%</b>
<b><u>30-Debt Service Fund</u></b>						
Total Local Revenue	8,566,600.00	100.00%	196.42	4,404,993.60	4,161,606.40	51.42%
<b>Total Debt Service Fund</b>	<b>8,566,600.00</b>	<b>100.00%</b>	<b>196.42</b>	<b>4,404,993.60</b>	<b>4,161,606.40</b>	<b>51.42%</b>
<b><u>40-Transportation Fund</u></b>						
Total Local Revenue	2,638,990.00	52.14%	4,780.37	1,268,022.11	1,370,967.89	48.05%
Total State Revenue	2,422,400.00	47.86%	743,189.97	2,843,182.79	(420,782.79)	117.37%
<b>Total Transportation Fund</b>	<b>5,061,390.00</b>	<b>100.00%</b>	<b>747,970.34</b>	<b>4,111,204.90</b>	<b>950,185.10</b>	<b>81.23%</b>
<b><u>50-IMRF/SS Fund</u></b>						
Total Local Revenue	2,156,280.00	100.00%	292.19	1,069,984.59	1,086,295.41	49.62%
<b>Total IMRF/SS Fund</b>	<b>2,156,280.00</b>	<b>100.00%</b>	<b>292.19</b>	<b>1,069,984.59</b>	<b>1,086,295.41</b>	<b>49.62%</b>
<b><u>60-Capital Projects Fund</u></b>						
Total Local Revenue	479,800.00	100.00%	292,210.25	748,960.46	(269,160.46)	156.10%
<b>Total Capital Projects Fund</b>	<b>479,800.00</b>	<b>100.00%</b>	<b>292,210.25</b>	<b>748,960.46</b>	<b>(269,160.46)</b>	<b>156.10%</b>
<b><u>70-Working Cash Fund</u></b>						
Total Local Revenue	87,385.00	100.00%	432.76	44,699.69	42,685.31	51.15%
<b>Total Working Cash Fund</b>	<b>87,385.00</b>	<b>100.00%</b>	<b>432.76</b>	<b>44,699.69</b>	<b>42,685.31</b>	<b>51.15%</b>
<b><u>80-Tort Fund</u></b>						
Total Local Revenue	891,410.00	100.00%	139.72	513,058.92	378,351.08	57.56%
<b>Total Tort Fund</b>	<b>891,410.00</b>	<b>100.00%</b>	<b>139.72</b>	<b>513,058.92</b>	<b>378,351.08</b>	<b>57.56%</b>
<b>Revenue-All Funds</b>						
1000 Total Local Revenue	57,409,425.00	61.42%	705,596.69	30,171,821.20	27,237,603.80	52.56%
3000 Total State Revenue	30,082,846.00	32.18%	1,553,773.70	9,708,766.12	20,374,079.88	32.27%
4000 Total Federal Revenue	5,979,995.00	6.40%	664,499.50	4,861,851.60	1,118,143.40	81.30%
<b>Total Revenue-All Funds</b>	<b>93,472,266.00</b>	<b>100.00%</b>	<b>2,923,869.89</b>	<b>44,742,438.92</b>	<b>48,729,827.08</b>	<b>47.87%</b>

**Central Community Unit School Dist. 301**  
**Revenue Detail Report**  
**April 2022**

Account Number	Description	2021-22 Original Budget	April MTD	2021-22 FYTD	Remaining Budget	FYTD Percent
10R000 1110 0000	TAXES	28,964,385.00	-	14,150,205.84	14,814,179.16	48.85%
10R000 1140 0000	SPECIAL ED TAXES	5,923,425.00	-	2,834,869.96	3,088,555.04	47.86%
10R001 1510 0000	INTEREST	19,500.00	2,824.43	8,532.55	10,967.45	43.76%
10R002 1611 0000	LUNCH, STUDENTS	272,000.00	29,990.95	431,314.89	(159,314.89)	158.57%
10R002 1620 0000	LUNCH, ADULTS	4,050.00	-	3,163.15	886.85	78.10%
10R000 1711 0000	ATHLETIC ADMISSION	17,000.00	70.00	33,733.00	(16,733.00)	198.43%
10R000 1720 0000	ATHLETIC PART FEE	76,000.00	7,955.00	131,070.00	(55,070.00)	172.46%
10R002 1720 0000	OTHER FEES	172,100.00	7,292.84	201,669.49	(29,569.49)	117.18%
10R000 1790 0000	ACTIVITY ACCOUNTS REVENUE	440,000.00	37,280.89	258,436.82	181,563.18	58.74%
10R000 1811 0000	TEXTBOOK INCOME	450,000.00	142,879.58	549,038.10	(99,038.10)	122.01%
10R000 1830 0000	TECHNOLOGY FEES	250,000.00	78,495.00	313,396.48	(63,396.48)	125.36%
10R000 1930 0000	TRANSITION FEES	140,000.00	-	54,320.14	85,679.86	38.80%
10R000 1950 0000	REFUND OF PRIOR YEAR EXPEND	20,000.00	-	114,785.73	(94,785.73)	573.93%
10R000 1970 0000	DRIVERS ED B-T-W	45,000.00	660.00	31,145.67	13,854.33	69.21%
10R002 1991 0000	CAREER PATHWAYS	189,500.00	-	99,000.00	90,500.00	52.24%
10R000 1999 0000	OTHER LOCAL REVENUES	30,000.00	136.02	24,284.75	5,715.25	80.95%
<b>Total Local Revenue</b>		<b>37,012,960.00</b>	<b>307,584.71</b>	<b>19,238,966.57</b>	<b>17,773,993.43</b>	<b>51.98%</b>
10R000 3001 0000	EVIDENCE-BASE FUNDING	6,177,595.00	681,534.00	4,429,965.00	1,747,630.00	71.71%
10R001 3001 0000	EVIDENCE-BASE FUNDING-MV COOP	208,540.00	-	131,150.96	77,389.04	62.89%
10R002 3001 0000	EVIDENCE BASED FUNDING-ALOP	-	6,256.91	43,798.18	(43,798.18)	0.00%
10R000 3100 0000	SPECIAL ED - PRIVATE FACILITY	200,000.00	111,274.55	408,897.54	(208,897.54)	204.45%
10R000 3120 0000	SPECIAL ED - ORPHANAGE	2,000.00	-	-	2,000.00	0.00%
10R000 3220 0000	CAREER & TECHNICAL EDUCATION	26,502.00	193.44	22,065.10	4,436.90	83.26%
10R000 3235 0000	CTE AGRICULTURE EDUCATION	4,700.00	-	2,392.00	2,308.00	50.89%
10R002 3235 0000	CTE FFA 3 CIRCLES GRANT	21,574.00	-	12,920.00	8,654.00	59.89%
10R000 3360 0000	STATE FREE LUNCH & BREAKFAST	2,000.00	1,772.48	12,258.22	(10,258.22)	612.91%
10R000 3370 0000	DRIVER ED	35,000.00	9,552.35	47,719.88	(12,719.88)	136.34%
10R000 3998 0000	TRS-ON BEHALF PAYMENTS	19,600,000.00	-	-	19,600,000.00	0.00%
10R000 3999 0000	OTHER STATE REVENUE	10,000.00	-	-	10,000.00	0.00%
10R001 3999 0000	LIBRARY GRANT	3,200.00	-	581.45	2,618.55	18.17%
<b>Total State Revenue</b>		<b>26,291,111.00</b>	<b>810,583.73</b>	<b>5,111,748.33</b>	<b>21,179,362.67</b>	<b>19.44%</b>
10R000 4210 0000	NAT'L SCHOOL LUNCH PROGRAM	5,000.00	266,841.66	1,390,845.88	(1,385,845.88)	0.00%
10R000 4225 0000	SUMMER FOOD SERVICE PROGRAM	750,000.00	-	-	750,000.00	0.00%
10R000 4300 0000	TITLE I LOW INCOME	285,650.00	32,648.00	392,971.00	(107,321.00)	137.57%
10R000 4400 0000	TITLE IV-A SSAE GRANT	25,800.00	-	-	25,800.00	0.00%
10R000 4600 0000	IDEA PRESCHOOL	7,181.00	1,587.00	4,746.00	2,435.00	66.09%
10R000 4620 0000	IDEA FLOW THROUGH	790,619.00	211,231.00	752,505.00	38,114.00	95.18%
10R000 4625 0000	IDEA FLOW THROUGH ROOM & BOARD	100,000.00	12,447.82	102,362.21	(2,362.21)	102.36%
10R000 4745 0000	CARL PERKINS	20,744.00	4,896.10	24,022.64	(3,278.64)	115.81%
10R000 4905 0000	TITLE III IEP GRANT	1,200.00	-	1,200.00	-	100.00%
10R000 4909 0000	TITLE III ELL-TBE/TPI LIPLEPS	35,235.00	-	32,238.00	2,997.00	91.49%
10R001 4909 0000	TITLE III EL BILINGUAL ED PD	4,000.00	-	3,818.00	182.00	95.45%
10R000 4932 0000	TITLE II-TEACHER QUALITY	55,814.00	-	16,474.00	39,340.00	29.52%
10R000 4991 0000	MEDICAID MATCHING-ADMIN OUTREACH	90,000.00	-	64,476.27	25,523.73	71.64%
10R000 4992 0000	MEDICAID MATCHING-FEE FOR SVC	55,000.00	2,963.92	73,148.60	(18,148.60)	133.00%
10R000 4998 0000	ESSER GRANT (CARES ACT)	107,760.00	-	101,580.00	6,180.00	94.27%
10R002 4998 0000	ESSER II GRANT (CRRSA)	158,315.00	-	-	158,315.00	0.00%
10R003 4998 0000	ESSER III GRANT (ARP)	143,465.00	66,350.00	296,695.27	(153,230.27)	206.81%
<b>Total Federal Revenue</b>		<b>2,635,783.00</b>	<b>598,965.50</b>	<b>3,257,082.87</b>	<b>(621,299.87)</b>	<b>123.57%</b>
<b>Total Education Fund</b>		<b>65,939,854.00</b>	<b>1,717,133.94</b>	<b>27,607,797.77</b>	<b>38,332,056.23</b>	<b>41.87%</b>
20R000 1111 0000	TAXES	5,262,350.00	-	2,507,764.56	2,754,585.44	47.65%
20R000 1230 0000	CORP PERSONAL PROPERTY TAX	151,000.00	74,350.31	243,348.82	(92,348.82)	161.16%
20R001 1510 0000	INTEREST	6,150.00	1,757.46	3,900.98	2,249.02	63.43%
20R001 1720 0000	PARKING FEES	29,000.00	50.00	31,875.00	(2,875.00)	109.91%
20R000 1910 0000	RENTALS	82,500.00	23,802.50	74,134.00	8,366.00	89.86%
20R000 1950 0000	REFUND OF PRIOR YEAR EXPENDITURES	15,000.00	-	-	15,000.00	0.00%
20R000 1999 0000	OTHER REVENUE	30,000.00	-	22,111.90	7,888.10	73.71%
<b>Total Local Revenue</b>		<b>5,576,000.00</b>	<b>99,960.27</b>	<b>2,883,135.26</b>	<b>2,692,864.74</b>	<b>51.71%</b>
20R000 3001 0000	EVIDENCE-BASE FUNDING	1,319,335.00	-	1,703,835.00	(384,500.00)	129.14%
20R000 3925 0000	SCHOOL MAINTENANCE GRANT	50,000.00	-	50,000.00	-	0.00%

**Central Community Unit School Dist. 301**  
**Revenue Detail Report**  
**April 2022**

Account Number Description	2021-22 Original Budget	April MTD	2021-22 FYTD	Remaining Budget	FYTD Percent
<b>Total State Revenue</b>	<b>1,369,335.00</b>	<b>-</b>	<b>1,753,835.00</b>	<b>(384,500.00)</b>	<b>128.08%</b>
20R000 4998 0000 ESSER GRANT (CARES ACT)	15,312.00	-	13,584.00	1,728.00	88.71%
20R002 4998 0000 ESSER II GRANT (CRRSA)	884,155.00	-	929,710.00	(45,555.00)	105.15%
20R003 4998 0000 ESSER III GRANT (ARP)	2,444,745.00	65,534.00	661,474.73	1,783,270.27	27.06%
<b>Total Federal Revenue</b>	<b>3,344,212.00</b>	<b>65,534.00</b>	<b>1,604,768.73</b>	<b>1,739,443.27</b>	<b>47.99%</b>
<b>Total O&amp;M Fund</b>	<b>10,289,547.00</b>	<b>165,494.27</b>	<b>6,241,738.99</b>	<b>4,047,808.01</b>	<b>60.66%</b>
30R000 1112 0000 TAXES	8,041,400.00	-	3,880,526.66	4,160,873.34	48.26%
30R001 1510 0000 INTEREST	3,200.00	196.42	1,191.94	2,008.06	37.25%
30R000 1930 0000 IMPACT FEES	522,000.00	-	523,275.00	(1,275.00)	100.24%
<b>Total Local Revenue</b>	<b>8,566,600.00</b>	<b>196.42</b>	<b>4,404,993.60</b>	<b>4,161,606.40</b>	<b>51.42%</b>
<b>Total Debt Service Fund</b>	<b>8,566,600.00</b>	<b>196.42</b>	<b>4,404,993.60</b>	<b>4,161,606.40</b>	<b>51.42%</b>
40R000 1113 0000 TAXES	2,632,390.00	-	1,255,096.02	1,377,293.98	47.68%
40R000 1415 0000 FIELD TRIP FEES	500.00	-	-	500.00	0.00%
40R001 1510 0000 INTEREST	4,100.00	843.59	2,078.58	2,021.42	50.70%
40R000 1999 0000 OTHER REVENUE	2,000.00	3,936.78	10,847.51	(8,847.51)	542.38%
<b>Total Local Revenue</b>	<b>2,638,990.00</b>	<b>4,780.37</b>	<b>1,268,022.11</b>	<b>1,370,967.89</b>	<b>48.05%</b>
40R000 3500 0000 STATE AID, REGULAR	1,492,000.00	456,029.70	1,772,141.28	(280,141.28)	118.78%
40R000 3510 0000 STATE AID, SPECIAL ED	930,400.00	287,160.27	1,071,041.51	(140,641.51)	115.12%
<b>Total State Revenue</b>	<b>2,422,400.00</b>	<b>743,189.97</b>	<b>2,843,182.79</b>	<b>(420,782.79)</b>	<b>117.37%</b>
<b>Total Transportation Fund</b>	<b>5,061,390.00</b>	<b>747,970.34</b>	<b>4,111,204.90</b>	<b>950,185.10</b>	<b>81.23%</b>
50R000 1114 0000 IMRF TAXES	1,046,590.00	-	503,969.94	542,620.06	48.15%
50R000 1151 0000 SOC SEC/MEDICARE TAXES	1,046,590.00	-	503,969.94	542,620.06	48.15%
50R000 1230 0000 CORP PERSONAL PROPERTY TAX	60,000.00	-	60,725.53	(725.53)	101.21%
50R001 1510 0000 INTEREST	3,100.00	292.19	1,319.18	1,780.82	42.55%
<b>Total Local Revenue</b>	<b>2,156,280.00</b>	<b>292.19</b>	<b>1,069,984.59</b>	<b>1,086,295.41</b>	<b>49.62%</b>
<b>Total IMRF/SS Fund</b>	<b>2,156,280.00</b>	<b>292.19</b>	<b>1,069,984.59</b>	<b>1,086,295.41</b>	<b>49.62%</b>
60R001 1510 0000 INTEREST	1,800.00	299.67	752.93	1,047.07	41.83%
60R000 1930 0000 IMPACT FEES	478,000.00	291,910.58	748,207.53	(270,207.53)	156.53%
<b>Total Local Revenue</b>	<b>479,800.00</b>	<b>292,210.25</b>	<b>748,960.46</b>	<b>(269,160.46)</b>	<b>156.10%</b>
<b>Total Capital Projects Fund</b>	<b>479,800.00</b>	<b>292,210.25</b>	<b>748,960.46</b>	<b>(269,160.46)</b>	<b>156.10%</b>
70R000 1115 0000 TAXES	85,365.00	-	43,615.78	41,749.22	51.09%
70R001 1510 0000 INTEREST	2,020.00	432.76	1,083.91	936.09	53.66%
<b>Total Local Revenue</b>	<b>87,385.00</b>	<b>432.76</b>	<b>44,699.69</b>	<b>42,685.31</b>	<b>51.15%</b>
<b>Total Working Cash Fund</b>	<b>87,385.00</b>	<b>432.76</b>	<b>44,699.69</b>	<b>42,685.31</b>	<b>51.15%</b>
80R000 1120 0000 TAXES	880,710.00	-	421,593.24	459,116.76	47.87%
80R001 1510 0000 INTEREST	700.00	139.72	335.68	364.32	47.95%
80R000 1999 0000 REFUND PRIOR YEAR EXPENDITURES	10,000.00	-	91,130.00	(81,130.00)	0.00%
<b>Total Local Revenue</b>	<b>891,410.00</b>	<b>139.72</b>	<b>513,058.92</b>	<b>378,351.08</b>	<b>57.56%</b>
<b>Total Tort Fund</b>	<b>891,410.00</b>	<b>139.72</b>	<b>513,058.92</b>	<b>378,351.08</b>	<b>57.56%</b>
<b>Revenue-All Funds</b>					
1000 Total Local Revenue	57,409,425.00	705,596.69	30,171,821.20	27,237,603.80	52.56%
3000 Total State Revenue	30,082,846.00	1,553,773.70	9,708,766.12	20,374,079.88	32.27%
4000 Total Federal Revenue	5,979,995.00	664,499.50	4,861,851.60	1,118,143.40	81.30%
<b>Total Revenue-All Funds</b>	<b>93,472,266.00</b>	<b>2,923,869.89</b>	<b>44,742,438.92</b>	<b>48,729,827.08</b>	<b>47.87%</b>

**Central Community Unit School Dist. 301**  
**Expenditure Summary by Fund Report**  
**April 2022**

	2021-22 Original Budget	% of Fund	April MTD	2021-22 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
<b>10-Education</b>							
1000 Salaries	28,500,721.00	41.92%	2,352,832.19	23,288,363.91	-	5,212,357.09	81.71%
2000 Benefits	8,351,150.00	12.28%	635,459.74	6,897,761.58	-	1,453,388.42	82.60%
3000 Purchased Services	3,549,332.00	5.22%	83,084.76	1,881,902.33	223,688.12	1,443,741.55	59.32%
4000 Supplies	3,435,557.00	5.05%	400,914.28	1,545,265.03	1,165,203.46	725,088.51	78.89%
5000 Capital Outlay	248,200.00	0.37%	-	26,002.10	-	222,197.90	10.48%
6000 Other/Dues/Fees	23,377,600.00	34.39%	173,847.39	2,127,619.27	52,375.61	21,197,605.12	9.33%
7000 Non-Capital Equipment	522,898.00	0.77%	58,792.32	128,257.07	26,937.18	367,703.75	29.68%
<b>Total Education Fund</b>	<b>67,985,458.00</b>	<b>100.00%</b>	<b>3,704,930.68</b>	<b>35,895,171.29</b>	<b>1,468,204.37</b>	<b>30,622,082.34</b>	<b>54.96%</b>
<b>20-O&amp;M</b>							
1000 Salaries	2,283,220.00	21.02%	161,125.04	1,612,054.55	-	671,165.45	70.60%
2000 Benefits	592,100.00	5.45%	40,371.82	429,584.20	-	162,515.80	72.55%
3000 Purchased Services	1,100,000.00	10.13%	74,404.58	740,951.52	23,860.77	335,187.71	69.53%
4000 Supplies	1,504,312.00	13.85%	132,948.02	1,105,319.37	32,512.78	366,479.85	75.64%
5000 Capital Outlay	5,103,900.00	46.99%	16,181.51	2,244,724.04	194,882.82	2,664,293.14	47.80%
6000 Other/Dues/Fees	102,000.00	0.94%	-	60.00	-	101,940.00	0.06%
7000 Non-Capital Equipment	175,000.00	1.61%	4,851.67	82,945.70	4,934.16	87,120.14	50.22%
<b>Total O&amp;M</b>	<b>10,860,532.00</b>	<b>100.00%</b>	<b>429,882.64</b>	<b>6,215,639.38</b>	<b>256,190.53</b>	<b>4,388,702.09</b>	<b>59.59%</b>
<b>30-Debt Service</b>							
3000 Purchased Services	4,000.00	0.05%	-	1,375.00	-	2,625.00	34.38%
6000 Other/Bonds	8,382,376.00	99.95%	-	7,889,000.00	-	493,376.00	94.11%
<b>Total Debt Service</b>	<b>8,386,376.00</b>	<b>100.00%</b>	<b>-</b>	<b>7,890,375.00</b>	<b>-</b>	<b>496,001.00</b>	<b>94.09%</b>
<b>40-Transportation</b>							
1000 Salaries	2,323,940.00	49.80%	179,538.03	1,889,504.49	-	434,435.51	81.31%
2000 Benefits	138,355.00	2.97%	11,771.28	118,250.79	-	20,104.21	85.47%
3000 Purchased Services	1,539,610.00	33.00%	44,633.89	1,553,788.11	5,332.05	(19,510.16)	101.27%
4000 Supplies	414,200.00	8.88%	49,738.72	358,586.07	34,753.66	20,860.27	94.96%
6000 Other/Dues/Fees	220,000.00	4.71%	-	8,491.00	842.00	210,667.00	4.24%
7000 Non-Capital Equipment	30,000.00	0.64%	-	530.34	-	29,469.66	1.77%
<b>Total Transportation</b>	<b>4,666,105.00</b>	<b>100.00%</b>	<b>285,681.92</b>	<b>3,929,150.80</b>	<b>40,927.71</b>	<b>696,026.49</b>	<b>85.08%</b>
<b>50-IMRF/SS</b>							
2000 Benefits	1,829,431.00	100.00%	140,041.20	1,479,403.58	-	350,027.42	80.87%
<b>Total IMRF/SS</b>	<b>1,829,431.00</b>	<b>100.00%</b>	<b>140,041.20</b>	<b>1,479,403.58</b>	<b>-</b>	<b>350,027.42</b>	<b>80.87%</b>
<b>60-Capital Projects</b>							
5000 Capital Outlay	450,000.00	100.00%	-	9,453.00	-	440,547.00	2.10%
<b>Total Capital Projects</b>	<b>450,000.00</b>	<b>100.00%</b>	<b>-</b>	<b>9,453.00</b>	<b>-</b>	<b>440,547.00</b>	<b>2.10%</b>
<b>70-Working Cash</b>							
6000 Transfers	-	-	-	-	-	-	0.00%
<b>Total Working Cash</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>80-Tort</b>							
3000 Purchased Services	875,000.00	100.00%	29,553.33	240,597.30	-	634,402.70	27.50%
<b>Total Tort</b>	<b>875,000.00</b>	<b>100.00%</b>	<b>29,553.33</b>	<b>240,597.30</b>	<b>-</b>	<b>634,402.70</b>	<b>27.50%</b>
<b>Total Expenditures</b>	<b>95,052,902.00</b>		<b>4,590,089.77</b>	<b>55,659,790.35</b>	<b>1,765,322.61</b>	<b>37,627,789.04</b>	<b>60.41%</b>
<b>Expenditures Across All Funds</b>							
1000 Salaries	33,107,881.00	34.83%	2,693,495.26	26,789,922.95	-	6,317,958.05	80.92%
2000 Benefits	10,911,036.00	11.48%	827,644.04	8,925,000.15	-	1,986,035.85	81.80%
3000 Purchased Services	7,067,942.00	7.44%	231,676.56	4,418,614.26	252,880.94	2,396,446.80	66.09%
4000 Supplies	5,354,069.00	5.63%	583,601.02	3,009,170.47	1,232,469.90	1,112,428.63	79.22%
5000 Capital Outlay	5,802,100.00	6.10%	16,181.51	2,280,179.14	194,882.82	3,327,038.04	42.66%
6000 Other/Dues/Fees/Bonds	32,081,976.00	33.75%	173,847.39	10,025,170.27	53,217.61	22,003,588.12	31.41%
7000 Non-Capital Equipment	727,898.00	0.77%	63,643.99	211,733.11	31,871.34	484,293.55	33.47%
<b>Total Expenditures Across all Funds</b>	<b>95,052,902.00</b>	<b>100.00%</b>	<b>4,590,089.77</b>	<b>55,659,790.35</b>	<b>1,765,322.61</b>	<b>37,627,789.04</b>	<b>60.41%</b>

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
A & M PRODUCTS	June FY22	CHS IHSA Music Plaques	10E002 1500 4900 00 000000 0000	157.50
		Totals for A & M PRODUCTS		157.50
A DISCOUNT T	20224163	Shirts	10E011 2410 4900 00 000000 0000	386.00
A DISCOUNT T	20224170	Ambassador shirts	10E011 2410 4900 00 000000 0000	285.00
		Totals for A DISCOUNT T		671.00
A TO Z RENTALS	22616	Rental of Tables and Chairs for SAT Testing CHS	20E002 2540 3250 00 000000 0000	3,242.00
		Totals for A TO Z RENTALS		3,242.00
ACCURATE PIANO & SAL May 4		Piano tuning	10E002 1130 3190 00 000000 0000	145.00
		Totals for ACCURATE PIANO & SALES		145.00
ADVANCE AUTO PARTS	2454-465875	Oil Filter	40E001 2550 4100 00 000000 0000	25.08
ADVANCE AUTO PARTS	2454-465874	Weatherstripping	40E001 2550 4100 00 000000 0000	25.74
ADVANCE AUTO PARTS	2454-466081	Code Reader, Disc Brake Master Set	40E001 2550 4100 00 000000 0000	150.88
ADVANCE AUTO PARTS	2454-466085	Pressure Washer Hose	40E001 2550 4100 00 000000 0000	593.96
ADVANCE AUTO PARTS	2454-465009	Penzoil Oil, Return	40E001 2550 4120 00 000000 0000	-110.28
ADVANCE AUTO PARTS	2454-464405	Dual Tire Gauge	40E001 2550 4100 00 000000 0000	28.79
ADVANCE AUTO PARTS	2454-465012	Penzoil Platinum Oil, Credit	40E001 2550 4120 00 000000 0000	-38.40
ADVANCE AUTO PARTS	2454-464957	XBO Suspension, Credit	40E001 2550 4100 00 000000 0000	-58.00
ADVANCE AUTO PARTS	2454-464947	XBO Suspension	40E001 2550 4100 00 000000 0000	58.00
ADVANCE AUTO PARTS	2454-464933	Hydraulic Lube	40E001 2550 4100 00 000000 0000	92.28
ADVANCE AUTO PARTS	2454-464931	Platinum Oil	40E001 2550 4120 00 000000 0000	220.56
ADVANCE AUTO PARTS	2454-463650	Bit Holder	40E001 2550 4100 00 000000 0000	24.18
ADVANCE AUTO PARTS	2454-466399	Xtraclear Solution	40E001 2550 4100 00 000000 0000	12.38
ADVANCE AUTO PARTS	2454-463644	ExtraClear	40E001 2550 4100 00 000000 0000	371.40
ADVANCE AUTO PARTS	2454-465133	Hydraulic Fitting	40E001 2550 4100 00 000000 0000	63.95
ADVANCE AUTO PARTS	2454-465135	Hose Fittings, Return	40E001 2550 4100 00 000000 0000	-9.75
ADVANCE AUTO PARTS	2454-464435	Dual Tire Gauge	40E001 2550 4100 00 000000 0000	23.99
ADVANCE AUTO PARTS	2454-464433	Bayonet Gauge	40E001 2550 4100 00 000000 0000	49.99
ADVANCE AUTO PARTS	2454-464434	Tire Gauge, Return	40E001 2550 4110 00 000000 0000	-28.79
ADVANCE AUTO PARTS	2454-464277	Bayonet Gauge	40E001 2550 4100 00 000000 0000	65.24
ADVANCE AUTO PARTS	2454-464432	Bayonet Gauge	40E001 2550 4100 00 000000 0000	-65.24
ADVANCE AUTO PARTS	2454-465500	Air Filters, Oil Filters, ExtraClear	40E001 2550 4100 00 000000 0000	90.27
ADVANCE AUTO PARTS	2454-466543	5W20 Oil & Xtraclear	40E001 2550 4100 00 000000 0000	62.94
ADVANCE AUTO PARTS	2454-466562	5W20 Oil	40E001 2550 4100 00 000000 0000	10.04
		Totals for ADVANCE AUTO PARTS		1,659.21
ADVOCATE SHERMAN OCC 821244		Bus Driver Physical	40E001 2550 3190 00 000000 0000	105.00
ADVOCATE SHERMAN OCC 821329		Fit For Duty	40E001 2550 3190 00 000000 0000	47.67
ADVOCATE SHERMAN OCC 823549		Driver Randoms	40E001 2550 3190 00 000000 0000	138.00
ADVOCATE SHERMAN OCC 821089		Bus Driver Physicals	40E001 2550 3190 00 000000 0000	435.00
ADVOCATE SHERMAN OCC 821089		Bus Driver Physicals	80E001 2362 3820 00 000000 0000	66.00
		Totals for ADVOCATE SHERMAN OCCUPATIONAL		791.67
AGUINAGA, JACOB	Apr 2022	Reimb for Mileage Apr 2022	10E001 2660 3320 00 000000 0000	30.19
		Totals for AGUINAGA, JACOB		30.19
AHW LLC	11346678	Grounds Supplies	20E001 2540 4120 00 000000 0000	231.23
		Totals for AHW LLC		231.23
ALEXANDER LEIGH CENT 3746		Monthly tuition Apr 2022	10E001 1912 6700 00 000000 0000	29,922.72

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for ALEXANDER LEIGH CENTER FOR AU	29,922.72
ALEXIAN BROTHERS BEH	118853885	Tutoring Services, Med Rec #8089385	10E001 1200 3140 00 462000 0000	224.00
			Totals for ALEXIAN BROTHERS BEHAVIORAL H	224.00
ALPHA BAKING COMPANY	220267088010	Bread	10E002 2560 4100 00 000000 0000	43.02
ALPHA BAKING COMPANY	220267094017	Bread	10E005 2560 4100 00 000000 0000	26.07
ALPHA BAKING COMPANY	220267094014	Bread	10E011 2560 4100 00 000000 0000	70.68
ALPHA BAKING COMPANY	220267098013	Bread	10E011 2560 4100 00 000000 0000	165.60
ALPHA BAKING COMPANY	220267094016	Bread	10E010 2560 4100 00 000000 0000	108.46
ALPHA BAKING COMPANY	220267095012	Bread	10E004 2560 4100 00 000000 0000	90.38
ALPHA BAKING COMPANY	220267095010	Bread	10E002 2560 4100 00 000000 0000	268.90
ALPHA BAKING COMPANY	220267101014	Bread	10E010 2560 4100 00 000000 0000	73.55
ALPHA BAKING COMPANY	220267094015	Bread	10E008 2560 4100 00 000000 0000	67.48
ALPHA BAKING COMPANY	220267101013	Bread	10E008 2560 4100 00 000000 0000	75.61
ALPHA BAKING COMPANY	220267108011	Bread	10E008 2560 4100 00 000000 0000	42.80
ALPHA BAKING COMPANY	220267102013	Bread	10E004 2560 4100 00 000000 0000	92.70
ALPHA BAKING COMPANY	220267102011	Bread	10E002 2560 4100 00 000000 0000	215.15
ALPHA BAKING COMPANY	220267101015	Bread	10E005 2560 4100 00 000000 0000	86.73
ALPHA BAKING COMPANY	220267097016	Bread	10E008 2560 4100 00 000000 0000	34.24
ALPHA BAKING COMPANY	220267102012	Bread	10E003 2560 4100 00 000000 0000	79.87
ALPHA BAKING COMPANY	220267108012	Bread	10E010 2560 4100 00 000000 0000	49.50
ALPHA BAKING COMPANY	220267109011	Bread	10E002 2560 4100 00 000000 0000	82.50
ALPHA BAKING COMPANY	220267109012	Bread	10E003 2560 4100 00 000000 0000	59.77
ALPHA BAKING COMPANY	220267095011	Bread	10E003 2560 4100 00 000000 0000	50.63
ALPHA BAKING COMPANY	220267112013	Bread	10E011 2560 4100 00 000000 0000	80.53
ALPHA BAKING COMPANY	220267115009	Bread	10E008 2560 4100 00 000000 0000	29.55
ALPHA BAKING COMPANY	220267116013	Bread	10E004 2560 4100 00 000000 0000	73.00
ALPHA BAKING COMPANY	220267119010	Bread	10E005 2560 4100 00 000000 0000	113.93
ALPHA BAKING COMPANY	220267116012	Bread	10E002 2560 4100 00 000000 0000	248.37
ALPHA BAKING COMPANY	220267122012	Bread	10E008 2560 4100 00 000000 0000	115.76
ALPHA BAKING COMPANY	220267122011	Bread	10E011 2560 4100 00 000000 0000	200.22
ALPHA BAKING COMPANY	220267123011	Bread	10E002 2560 4100 00 000000 0000	165.12
ALPHA BAKING COMPANY	220267122013	Bread	10E010 2560 4100 00 000000 0000	117.55
			Totals for ALPHA BAKING COMPANY	2,927.67
AMAZON.COM	599976556735	Office Supplies	10E003 2410 4100 00 000000 0000	-12.05
AMAZON.COM	939754474597	Books for Proteges	10E001 2210 4100 00 493200 0000	945.00
AMAZON.COM	443397865874	Ag Supplies	10E002 1130 4100 00 323500 0000	417.00
AMAZON.COM	865979768454	Ag Supplies	10E002 1130 4100 00 323500 0000	29.99
AMAZON.COM	598639335334	Ag Supplies	10E002 1130 4100 00 323500 0000	255.26
AMAZON.COM	453995588686	Ag Supplies	10E002 1130 4100 00 323500 0000	204.89
AMAZON.COM	574957889533	Items for SparkBox, iCoaches, Breakout Boxes	10E002 2212 4100 00 000000 0000	44.97
AMAZON.COM	735439835339	Items for SparkBox, iCoaches, Breakout Boxes	10E002 2212 4100 00 000000 0000	19.99
AMAZON.COM	756365877496	Items for SparkBox, iCoaches, Breakout Boxes	10E002 2212 4100 00 000000 0000	19.27
AMAZON.COM	458839936388	Items for SparkBox, iCoaches, Breakout Boxes	10E002 2212 4100 00 000000 0000	398.16
AMAZON.COM	697894836596	Items for SparkBox, iCoaches, Breakout Boxes	10E002 2212 4100 00 000000 0000	417.98
AMAZON.COM	477488589963	Items for SparkBox, iCoaches, Breakout Boxes	10E002 2212 4100 00 000000 0000	22.52
AMAZON.COM	485887774464	Supplies for M/P celebration	10E001 2212 4100 00 000000 0000	17.35

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON.COM	768396353783	Supplies for M/P celebration	10E001 2212 4100 00 000000 0000	50.47
AMAZON.COM	633898566796	Office Supplies	10E001 2212 4100 00 000000 0000	42.44
AMAZON.COM	433677957848	Classroom Supplies	10E010 1110 4100 00 000000 0000	66.94
AMAZON.COM	853859464499	Art Supplies	10E010 1110 4100 00 000000 0000	13.99
AMAZON.COM	446963868347	Kick Balls	10E008 1110 4100 00 000000 0000	39.75
AMAZON.COM	746745495357	Early Childhood Paint Pads	10E008 1225 4100 00 000000 0000	25.18
AMAZON.COM	439775448474	Emergency Sickness Bags	10E008 1110 4250 00 000000 0000	107.97
AMAZON.COM	843873897654	Planting Materials for 1st grade	10E008 1110 4100 00 000000 0000	53.34
AMAZON.COM	463979665457	Library Books	10E008 2220 4300 00 000000 0000	20.00
AMAZON.COM	546553898938	Library Books	10E008 2220 4300 00 000000 0000	103.53
AMAZON.COM	869779456967	Library Books	10E008 2220 4300 00 000000 0000	19.95
AMAZON.COM	648549658754	Supplies	10E011 1120 4110 00 000000 0000	143.00
AMAZON.COM	654678579365	Supplies	10E011 1120 4250 00 000000 0000	54.01
AMAZON.COM	449736456496	Supplies	10E011 1120 4110 00 000000 0000	54.50
AMAZON.COM	473796766955	Supplies	10E011 1120 4110 00 000000 0000	66.60
AMAZON.COM	763596945893	Supplies	10E011 1120 4110 00 000000 0000	12.95
AMAZON.COM	833887859795	Supplies	10E011 1120 4110 00 000000 0000	320.85
AMAZON.COM	748393966637	Supplies	10E011 1120 4110 00 000000 0000	12.95
AMAZON.COM	787596938899	Supplies	10E011 1120 4110 00 000000 0000	5.32
AMAZON.COM	649675376878	Supplies	10E011 1120 4110 00 000000 0000	86.35
AMAZON.COM	663668738796	Supplies	10E011 1120 4110 00 000000 0000	7.79
AMAZON.COM	789784483578	Supplies	10E011 2140 4100 00 000000 0000	11.49
AMAZON.COM	455536494369	Supplies	10E011 1120 4110 00 000000 0000	162.84
AMAZON.COM	565364569998	Supplies	10E011 1120 4110 00 000000 0000	119.60
AMAZON.COM	436875495735	Supplies	10E011 1120 4110 00 000000 0000	5.49
AMAZON.COM	793783834899	Supplies	10E011 1120 4110 00 000000 0000	25.90
AMAZON.COM	855444433798	Supplies	10E011 2140 4100 00 000000 0000	13.10
AMAZON.COM	886554443758	Supplies	10E011 1120 4110 00 000000 0000	12.75
AMAZON.COM	684694797768	Supplies	10E011 1120 4110 00 000000 0000	29.94
AMAZON.COM	684839676538	Supplies	10E011 1120 4110 00 000000 0000	7.95
AMAZON.COM	643495566868	Supplies	10E011 2140 4100 00 000000 0000	62.37
AMAZON.COM	643566487863	Supplies	10E011 1120 4110 00 000000 0000	92.00
AMAZON.COM	557449697959	Supplies	10E011 1120 4110 00 000000 0000	182.26
AMAZON.COM	459359454534	Supplies	10E011 1120 4110 00 000000 0000	22.93
AMAZON.COM	449488478467	Supplies	10E011 1120 4110 00 000000 0000	11.83
AMAZON.COM	456654379974	Supplies	10E011 1120 4110 00 000000 0000	219.50
AMAZON.COM	448438459386	Supplies	10E011 1120 4110 00 000000 0000	28.75
AMAZON.COM	434453539747	Supplies	10E011 1120 4110 00 000000 0000	384.65
AMAZON.COM	457558483653	Supplies	10E011 2410 4100 00 000000 0000	66.83
AMAZON.COM	483987673778	Supplies	10E011 2410 4100 00 000000 0000	128.28
AMAZON.COM	576736853985	Supplies	10E011 1120 4110 00 000000 0000	125.38
AMAZON.COM	785486548983	Art Supplies for classroom	10E005 1110 4100 00 000000 0000	43.68
AMAZON.COM	446787756564	Art Supplies for classroom	10E005 1110 4100 00 000000 0000	270.66
AMAZON.COM	899699935749	Art Supplies for classroom	10E005 1110 4100 00 000000 0000	79.66
AMAZON.COM	756985984473	Chalk for Classrooms	10E005 1110 4100 00 000000 0000	64.87
AMAZON.COM	477399898876	Library Books	10E005 2220 4300 00 000000 0000	35.90
AMAZON.COM	795897549655	Classroom supplies	10E004 1110 4100 00 000000 0000	86.58
AMAZON.COM	984938879884	Nurse's office supplies	10E004 1110 4250 00 000000 0000	14.99
AMAZON.COM	439586844987	Nurse's office supplies	10E004 1110 4250 00 000000 0000	231.64
AMAZON.COM	456769378335	Nurse's office supplies	10E004 1110 4250 00 000000 0000	14.98
AMAZON.COM	584894566499	Supplies	10E001 2660 4100 00 000000 0000	27.68
AMAZON.COM	444485759679	Supplies	10E001 2660 4100 00 000000 0000	43.98
AMAZON.COM	535365634553	Supplies	10E001 2660 4100 00 000000 0000	69.99
AMAZON.COM	556858378656	Supplies	10E001 2660 4100 00 000000 0000	35.99
AMAZON.COM	448745799949	Supplies	10E001 2660 4100 00 000000 0000	21.98
AMAZON.COM	449956549486	Supplies	10E001 2660 4100 00 000000 0000	139.98

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON.COM	847776839839	File Boxes	10E001 1800 4100 00 000000 0000	38.40
AMAZON.COM	737487953539	Testing snacks	10E002 2120 4100 00 000000 0000	332.64
AMAZON.COM	544336638756	Guidance supplies	10E002 2120 4100 00 000000 0000	288.99
AMAZON.COM	464496847846	Guidance supplies	10E002 2120 4100 00 000000 0000	23.11
AMAZON.COM	437853739888	Guidance supplies	10E002 2120 4100 00 000000 0000	92.86
AMAZON.COM	888878345938	Testing supplies	10E002 2120 4100 00 000000 0000	619.29
AMAZON.COM	438695849894	Ag supplies	10E002 1400 4100 00 000000 0000	1,128.51
AMAZON.COM	437438778844	Guidance supplies	10E002 2120 4100 00 000000 0000	123.06
AMAZON.COM	443788346498	Ag supplies	10E002 1400 4100 00 000000 0000	114.09
AMAZON.COM	473594556935	English supplies	10E002 1130 4100 00 000000 0000	26.99
AMAZON.COM	598944535564	English supplies	10E002 1130 4100 00 000000 0000	55.17
AMAZON.COM	966675576455	English supplies	10E002 1130 4100 00 000000 0000	22.49
AMAZON.COM	464377473854	Ag supplies	10E002 1400 4100 00 000000 0000	405.60
AMAZON.COM	767983854794	English supplies	10E002 1130 4100 00 000000 0000	25.65
AMAZON.COM	439448759883	English supplies	10E002 1130 4100 00 000000 0000	269.35
AMAZON.COM	458435377873	Guidance supplies	10E002 2120 4100 00 000000 0000	269.99
AMAZON.COM	739989579684	Speech supplies	10E002 2150 4100 00 000000 0000	145.53
AMAZON.COM	446543473939	Nurse's Supplies	10E003 1120 4250 00 000000 0000	31.97
AMAZON.COM	474734487749	Nurse's Supplies	10E003 1120 4250 00 000000 0000	366.32
AMAZON.COM	443579673888	ELA Supplies	10E003 1120 4100 00 000000 0000	304.73
AMAZON.COM	574956555783	Math Supplies	10E003 1120 4100 00 000000 0000	239.67
AMAZON.COM	454484438989	Math Supplies	10E003 1120 4100 00 000000 0000	15.96
AMAZON.COM	443659544683	Math Supplies	10E003 1120 4100 00 000000 0000	34.95
AMAZON.COM	453748393875	Math Department	10E003 1120 4100 00 000000 0000	18.99
AMAZON.COM	898974875774	Math Department	10E003 1120 4100 00 000000 0000	9.99
AMAZON.COM	683377656373	Math Department	10E003 1120 4100 00 000000 0000	36.95
AMAZON.COM	636553677868	Math Department	10E003 1120 4100 00 000000 0000	89.95
AMAZON.COM	834745483499	Math Supplies	10E003 1120 4100 00 000000 0000	61.26
AMAZON.COM	965397636983	Math Supplies	10E003 1120 4100 00 000000 0000	36.95
AMAZON.COM	543847985375	Math Supplies	10E003 1120 4100 00 000000 0000	42.00
AMAZON.COM	436487943466	Science Supplies	10E003 1120 4100 00 000000 0000	402.77
AMAZON.COM	466339988838	Science Supplies	10E003 1120 4100 00 000000 0000	98.43
AMAZON.COM	444439689973	Science Supplies	10E003 1120 4100 00 000000 0000	98.90
AMAZON.COM	436467337844	German Supplies	10E003 1120 4100 00 000000 0000	53.03
AMAZON.COM	657738583338	German Supplies	10E003 1120 4100 00 000000 0000	17.06
AMAZON.COM	793355445844	German Supplies	10E003 1120 4100 00 000000 0000	78.70
AMAZON.COM	949979486478	Science Supplies	10E003 1120 4100 00 000000 0000	36.97
AMAZON.COM	454565443795	ELA Supplies	10E003 1120 4100 00 000000 0000	13.95
AMAZON.COM	637867968965	ELA Supplies	10E003 1120 4100 00 000000 0000	62.27
AMAZON.COM	437735677336	ELA Supplies	10E003 1120 4100 00 000000 0000	49.99
AMAZON.COM	663468747989	Spanish Supplies	10E003 1120 4100 00 000000 0000	82.89
AMAZON.COM	437468673567	Spanish Supplies	10E003 1120 4100 00 000000 0000	35.95
AMAZON.COM	887575635435	Team Supplies	10E003 1120 4100 00 000000 0000	188.31
AMAZON.COM	943968545956	CTE Supplies	10E003 1120 4100 00 000000 0000	70.00
AMAZON.COM	437384846456	CTE Supplies	10E003 1120 4100 00 000000 0000	103.91
AMAZON.COM	787695466347	LMC Supplies	10E003 2220 4100 00 000000 0000	354.20
AMAZON.COM	499645447764	Order for EC Student	10E001 1110 4100 00 460000 0000	14.99
AMAZON.COM	574949343374	Order for EC Student	10E001 1110 4100 00 460000 0000	228.65
AMAZON.COM	634398768677	Order for EC Student	10E001 1110 4100 00 460000 0000	69.60
AMAZON.COM	639486696737	Order for EC Student	10E001 1110 4100 00 460000 0000	6.30
AMAZON.COM	934559666438	Order for Student	10E001 1200 4100 00 462000 0000	53.67
AMAZON.COM	955735979649	Headphones for student	10E001 1200 4100 00 462000 0000	64.00
AMAZON.COM	459445363837	Student order for SPED	10E001 1200 4100 00 462000 0000	75.42
			Totals for AMAZON.COM	14,515.98
AMERICAN RED CROSS H 22416399		Red Cross CPR & First Aid	10E002 1500 3190 00 000000 0000	10.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Training for Coaches		
			Totals for AMERICAN RED CROSS HEALTH & S	10.00
AMITA GLENOAKS SCHOO	TDS-W 3683	Tuition March 2022	10E001 1912 6700 00 000000 0000	3,944.88
			Totals for AMITA GLENOAKS SCHOOL	3,944.88
AMITA HEALTH MERCY M	2603	Tutoring Services	10E001 1200 3140 00 462000 0000	448.00
			Totals for AMITA HEALTH MERCY MEDICAL CE	448.00
AMSTERDAM PRINTING A	7065321	Calendars for Staff	10E005 2410 4100 00 000000 0000	293.53
			Totals for AMSTERDAM PRINTING AND LITHO	293.53
APPLIED PRACTICE	1710540	English supplies	10E002 1130 4100 00 000000 0000	50.00
			Totals for APPLIED PRACTICE	50.00
AVI SYSTEMS, INC	88797096	Display Monitors	10E001 2660 7100 00 000000 0000	8,308.03
			Totals for AVI SYSTEMS, INC	8,308.03
BEAN'S FARM LANDSCAP	2801	Mulch For Playground LL	20E001 2540 4120 00 000000 0000	120.00
			Totals for BEAN'S FARM LANDSCAPE SUPPLY	120.00
BLICK ART MATERIALS	8312300	Photo supplies	10E002 1130 4100 00 000000 0000	628.88
BLICK ART MATERIALS	8423569	Photo supplies	10E002 1130 4100 00 000000 0000	499.25
			Totals for BLICK ART MATERIALS	1,128.13
BLUE CROSS BLUE SHIE	Dental 04-22	Dental Claims	10E002 1130 2230 00 000000 0000	4,664.87
BLUE CROSS BLUE SHIE	Dental 04-22	Dental Claims	20E001 2540 2230 00 000000 0000	-978.65
BLUE CROSS BLUE SHIE	Dental 04-22	Dental Claims	40E001 2550 2230 00 000000 0000	-354.56
			Totals for BLUE CROSS BLUE SHIELD	3,331.66
BOB JASS CHEVROLET I	269299	Replace Tires, Rotation, Balance	40E001 2550 4130 00 000000 0000	565.19
			Totals for BOB JASS CHEVROLET INC	565.19
BOOKMAN, DANIEL	Mar 3	CDL Reimbursement	40E001 2550 6400 00 000000 0000	30.00
			Totals for BOOKMAN, DANIEL	30.00
BRITTS-AXEN, CATHERI	DM5108997	CMS Reimb for Promotion Key Chains	10E003 2410 4100 00 000000 0000	911.63
			Totals for BRITTS-AXEN, CATHERINE	911.63
BROOKES PUBLISHING	1225779	ASQ Digital Order for EC Screenings	10E001 2230 3190 00 462000 0000	349.95
			Totals for BROOKES PUBLISHING	349.95
BSN SPORTS, INC	916906517	Supplies	10E011 1500 4100 00 000000 0000	433.19
BSN SPORTS, INC	916976319	2021-2022 Staff Uniform Order	20E002 2540 4110 00 000000 0000	1,560.13
BSN SPORTS, INC	915698987	Supplies	10E011 1500 4100 00 000000 0000	1,085.34
			Totals for BSN SPORTS, INC	3,078.66
BW TEAM GEAR & ATHLE	2193	Athletics Track & Cross Country Uniforms CMS	10E003 1500 4110 00 000000 0000	1,629.94
BW TEAM GEAR & ATHLE	2195	Boys Track Jerseys and Shorts Uniforms	10E011 1500 4110 00 000000 0000	579.00
			Totals for BW TEAM GEAR & ATHLETIC EQUIP	2,208.94
CAIN, DURWARD	Apr 21	Reimb for Supplies 4/21/22	40E001 2550 4900 00 000000 0000	94.43

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Training Day		
			Totals for CAIN, DURWARD	94.43
CALO, KAREN	Apr 4	Psych Evals	10E001 2140 3140 00 000000 0000	1,200.00
			Totals for CALO, KAREN	1,200.00
CARDMEMBER SERVICE	7577 05-22	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	899.98
CARDMEMBER SERVICE	7577 05-22	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	0.55
CARDMEMBER SERVICE	7577 05-22	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	271.00
CARDMEMBER SERVICE	7577 05-22	B. Tobin Technology Expenses	10E001 2660 4100 00 000000 0000	20.36
CARDMEMBER SERVICE	7577 05-22	B. Tobin Technology Expenses	10E001 2660 4100 00 000000 0000	229.60
CARDMEMBER SERVICE	7577 05-22	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	1,796.40
CARDMEMBER SERVICE	7577 05-22	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	312.68
CARDMEMBER SERVICE	7577 05-22a	T. Stirn Administrative Expenses	10E001 2320 4100 00 000000 0000	39.17
CARDMEMBER SERVICE	7577 05-22a	T. Stirn Administrative Expenses	10E001 2520 3100 00 000000 0000	27.72
CARDMEMBER SERVICE	7577 05-22a	T. Stirn Administrative Expenses	10E001 2320 4100 00 000000 0000	39.17
CARDMEMBER SERVICE	7577 05-22a	T. Stirn Administrative Expenses	10E001 2310 4100 00 000000 0000	84.35
CARDMEMBER SERVICE	7577 05-22a	T. Stirn Administrative Expenses	10E001 2320 4100 00 000000 0000	285.99
CARDMEMBER SERVICE	7577 05-22a	T. Stirn Administrative Expenses	10E001 2310 4100 00 000000 0000	79.18
CARDMEMBER SERVICE	7577 05-22a	T. Stirn Administrative Expenses	40E001 2550 6400 00 000000 0000	500.00
CARDMEMBER SERVICE	7577 05-22a	T. Stirn Administrative Expenses	10E001 2310 4100 00 000000 0000	104.94
CARDMEMBER SERVICE	7577 05-22a	T. Stirn Administrative Expenses	10E001 2310 4100 00 000000 0000	173.35
CARDMEMBER SERVICE	7577 05-22a	T. Stirn Administrative Expenses	10E001 2520 3100 00 000000 0000	27.72
CARDMEMBER SERVICE	7577 05-22a	T. Stirn Administrative Expenses	10E001 2320 6400 00 000000 0000	24.35
CARDMEMBER SERVICE	7577 05-22a	T. Stirn Administrative Expenses	10E001 2310 4100 00 000000 0000	93.08
CARDMEMBER SERVICE	7577 05-22b	E. Mongan Curriculum Expenses	10E001 2320 6400 00 000000 0000	-97.00
CARDMEMBER SERVICE	7577 05-22b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	514.49
CARDMEMBER SERVICE	7577 05-22b	E. Mongan Curriculum Expenses	10E002 2212 4100 00 000000 0000	78.10
CARDMEMBER SERVICE	7577 05-22b	E. Mongan Curriculum Expenses	10E002 2212 4100 00 000000 0000	60.96
CARDMEMBER SERVICE	7577 05-22b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	503.50
CARDMEMBER SERVICE	7577 05-22b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	156.86
CARDMEMBER SERVICE	7577 05-22b	E. Mongan Curriculum Expenses	10E001 3000 3100 00 490900 0000	200.00
CARDMEMBER SERVICE	7577 05-22b	E. Mongan Curriculum Expenses	10E001 2210 6400 00 490900 0000	129.00
			Totals for CARDMEMBER SERVICE	6,555.50
CHAPMAN, DAVID	Apr 10	CMS Reimb for Social Studies Supplies	10E003 1120 4100 00 000000 0000	31.48
			Totals for CHAPMAN, DAVID	31.48
CINTAS CORPORATION #	4116720542	Service Mats	40E001 2550 4100 00 000000 0000	75.44
CINTAS CORPORATION #	4118137212	Service Mats	40E001 2550 4100 00 000000 0000	75.44
			Totals for CINTAS CORPORATION #355	150.88
CITY OF ELGIN	330845-39520 03/	Water Service PK	20E001 2540 3700 00 000000 0000	1,716.21
CITY OF ELGIN	330845-42337 03/	Water Service CT	20E001 2540 3700 00 000000 0000	1,264.16
			Totals for CITY OF ELGIN	2,980.37
COEO SOLUTIONS LLC	1068865	Phones	20E001 2540 3400 00 000000 0000	4,175.53
			Totals for COEO SOLUTIONS LLC	4,175.53
CONSERV FS	6414791	Grounds Supplies Turface	20E001 2540 4120 00 000000 0000	4,145.00
			Totals for CONSERV FS	4,145.00
CONSTRUCTION TESTING 18042		Soil Borings and ESHWT Report, New B&G Maintenance Facility	20E001 2540 3100 00 000000 0000	2,590.00
			Totals for CONSTRUCTION TESTING SERVICES	2,590.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CONTINENTAL RESOURCE	91120215	3 year Contract 3/1/22-2/28/25, High End Phones, Red Sky Deploy	10E001 2660 3160 00 000000 0000	73,830.00
CONTINENTAL RESOURCE	91120215	3 year Contract 3/1/22-2/28/25, High End Phones, Red Sky Deploy	10E001 2660 4100 00 000000 0000	15,612.79
			Totals for CONTINENTAL RESOURCES, INC	89,442.79
COOK, HEATHER	Mar 10	Reimb for Illinois Reading Conference 3/10/22	10E005 2210 6400 00 000000 0000	201.00
			Totals for COOK, HEATHER	201.00
CORE ACADEMY	SESINV-020515	Monthly Tuition Apr 2022	10E001 1912 6700 00 000000 0000	2,980.72
			Totals for CORE ACADEMY	2,980.72
CROSSTEC CORPORATION	INV220050	Annual CrossCare Maintenance 7/1/22-7/1/23	10E001 2660 3160 00 000000 0000	1,460.00
			Totals for CROSSTEC CORPORATION	1,460.00
CULLUM, KATHARINE	Apr 2022	Reimb for Mileage Apr 2022	10E003 1120 3320 00 000000 0000	29.83
CULLUM, KATHARINE	Apr 2022	Reimb for Mileage Apr 2022	10E005 1110 3320 00 000000 0000	29.84
			Totals for CULLUM, KATHARINE	59.67
DEERE & COMPANY	117307454	Grounds Two-Stage Snow Blower	20E001 2540 7100 00 000000 0000	4,934.16
			Totals for DEERE & COMPANY	4,934.16
DELL MARKETING LP	10580903993	Monitors	10E001 2660 4100 00 000000 0000	34,200.00
			Totals for DELL MARKETING LP	34,200.00
DEMCO	7115013	Library Supplies	10E008 2220 4100 00 000000 0000	83.25
DEMCO	7118835	Classroom Supplies	10E010 1110 4100 00 000000 0000	44.42
			Totals for DEMCO	127.67
DILLON, LAURA	Apr 25	2nd Semester Parking Refund	20R001 1720 0000 00 000000 0000	50.00
			Totals for DILLON, LAURA	50.00
DIRECT ENERGY BUSINE	HS22971722	Gas Service All Buildings	20E001 2540 4650 00 000000 0000	505.71
DIRECT ENERGY BUSINE	HS22971722	Gas Service All Buildings	20E002 2540 4650 00 000000 0000	4,291.81
DIRECT ENERGY BUSINE	HS22971722	Gas Service All Buildings	20E003 2540 4650 00 000000 0000	1,982.30
DIRECT ENERGY BUSINE	HS22971722	Gas Service All Buildings	20E004 2540 4650 00 000000 0000	1,501.29
DIRECT ENERGY BUSINE	HS22971722	Gas Service All Buildings	20E005 2540 4650 00 000000 0000	794.44
DIRECT ENERGY BUSINE	HS22971722	Gas Service All Buildings	20E008 2540 4650 00 000000 0000	2,012.59
DIRECT ENERGY BUSINE	HS22971722	Gas Service All Buildings	20E010 2540 4650 00 000000 0000	2,094.41
DIRECT ENERGY BUSINE	HS22971722	Gas Service All Buildings	20E011 2540 4650 00 000000 0000	3,333.39
			Totals for DIRECT ENERGY BUSINESS	16,515.94
DISRUPTIONEDU	Apr 2022	CHS Department Chairs Workshop 4/21/22	10E001 2210 3190 00 493200 0000	2,500.00
			Totals for DISRUPTIONEDU	2,500.00
DIVERSEY, STEVEN	Mar-Apr 2022	Reimb for Mileage Mar-Apr 2022	10E002 1500 3320 00 000000 0000	221.25
			Totals for DIVERSEY, STEVEN	221.25
DUPAGE FEDERATION ON	7757	Translation Services	10E001 1800 3190 00 000000 0000	774.98
			Totals for DUPAGE FEDERATION ON HUMAN	774.98
DYNEGY ENERGY SERVIC	395546622041	Electric Service All Buildings	20E001 2540 4660 00 000000 0000	993.38

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
DYNEGY ENERGY SERVIC	395546622041	Electric Service All Buildings	20E002 2540 4660 00 000000 0000	20,454.31
DYNEGY ENERGY SERVIC	395546622041	Electric Service All Buildings	20E003 2540 4660 00 000000 0000	4,481.37
DYNEGY ENERGY SERVIC	395546622041	Electric Service All Buildings	20E004 2540 4660 00 000000 0000	5,878.12
DYNEGY ENERGY SERVIC	395546622041	Electric Service All Buildings	20E005 2540 4660 00 000000 0000	2,265.52
DYNEGY ENERGY SERVIC	395546622041	Electric Service All Buildings	20E008 2540 4660 00 000000 0000	5,967.89
DYNEGY ENERGY SERVIC	395546622041	Electric Service All Buildings	20E010 2540 4660 00 000000 0000	6,383.06
DYNEGY ENERGY SERVIC	395546622041	Electric Service All Buildings	20E011 2540 4660 00 000000 0000	10,588.76
		Totals for DYNEGY ENERGY SERVICES		57,012.41
ECC FACILITIES RENTA	102811	ECC Facilities Rental & Catering for Academic Banquet	10E002 1500 3900 00 000000 0000	1,602.00
		Totals for ECC FACILITIES RENTAL & CATER		1,602.00
ECOWATER/DEKALB BOTT	10025 03-22	Water for Athletics Office	10E002 1500 4900 00 000000 0000	63.94
ECOWATER/DEKALB BOTT	10025 04-22	Water for Athletic Office	10E002 1500 4900 00 000000 0000	36.18
		Totals for ECOWATER/DEKALB BOTTLED WATER		100.12
ELGIN KEY & LOCK CO	220714	Maintenance Supplies	20E001 2540 4110 00 000000 0000	170.80
		Totals for ELGIN KEY & LOCK CO INC		170.80
ERIC ARMIN INC	INV1161611	Supplies	10E011 1120 4110 00 000000 0000	216.68
		Totals for ERIC ARMIN INC		216.68
ERNST, JASON	Apr 7	CMS Reimb for Social Studies Supplies	10E003 1120 4100 00 000000 0000	87.96
		Totals for ERNST, JASON		87.96
FEECE OIL COMPANY	3872320	Fuel	40E001 2550 4640 00 000000 0000	1,592.18
FEECE OIL COMPANY	3871888	Fuel	40E001 2550 4640 00 000000 0000	1,732.47
FEECE OIL COMPANY	3871887	Fuel	40E001 2550 4640 00 000000 0000	8,293.19
FEECE OIL COMPANY	3872863	Fuel	40E001 2550 4640 00 000000 0000	2,430.44
FEECE OIL COMPANY	3872862	Fuel	40E001 2550 4640 00 000000 0000	6,342.24
FEECE OIL COMPANY	3872772	DEF Fuel Additive	40E001 2550 4640 00 000000 0000	492.20
FEECE OIL COMPANY	3874202	Fuel	40E001 2550 4640 00 000000 0000	2,526.25
FEECE OIL COMPANY	3874201	Fuel	40E001 2550 4640 00 000000 0000	5,691.55
		Totals for FEECE OIL COMPANY		29,100.52
FIRST SECURITY SYSTE	3400507	Fire Alarm for Mobile Classrooms LL	20E003 2540 5400 00 499800 0000	1,670.00
FIRST SECURITY SYSTE	3400509	Fire Alarm for Mobile Classrooms CT	20E003 2540 5400 00 499800 0000	1,913.00
FIRST SECURITY SYSTE	3400508	Fire Alarm for Mobile Classrooms HBT	20E003 2540 5400 00 499800 0000	6,507.00
		Totals for FIRST SECURITY SYSTEMS, INC		10,090.00
FOLLETT CONTENT SOLU	442342A	Library Books	10E010 2220 4300 00 000000 0000	234.49
FOLLETT CONTENT SOLU	442342	Library Books	10E010 2220 4300 00 000000 0000	310.14
FOLLETT CONTENT SOLU	438937	Library Books	10E004 2220 4300 00 000000 0000	197.20
FOLLETT CONTENT SOLU	464436F	Books	10E011 2220 4300 00 000000 0000	92.41
FOLLETT CONTENT SOLU	464436	Books	10E011 2220 4300 00 000000 0000	109.49
FOLLETT CONTENT SOLU	431923F	Supplies	10E011 2220 4300 00 000000 0000	144.03
FOLLETT CONTENT SOLU	431923B	Supplies	10E011 2220 4300 00 000000 0000	523.68
		Totals for FOLLETT CONTENT SOLUTIONS, LL		1,611.44
FOX VALLEY FIRE & SA	IN00511745	Annual BluePoint Monitoring HBT	20E001 2540 3100 00 000000 0000	400.00
FOX VALLEY FIRE & SA	IN00511746	Annual BluePoint Monitoring LL	20E001 2540 3100 00 000000 0000	400.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FOX VALLEY FIRE & SA	IN00511747	Annual BluePoint Monitoring CMS	20E001 2540 3100 00 000000 0000	400.00
FOX VALLEY FIRE & SA	IN00511749	Annual BluePoint Monitoring CT	20E001 2540 3100 00 000000 0000	400.00
FOX VALLEY FIRE & SA	IN00511748	Annual BluePoint Monitoring PV	20E001 2540 3100 00 000000 0000	400.00
FOX VALLEY FIRE & SA	IN00513312	Fire Alarm Panel Ground Fault Repair CHS	20E001 2540 3230 00 000000 0000	784.50
FOX VALLEY FIRE & SA	IN00513920	Fire Alarm Service CHS	20E001 2540 3230 00 000000 0000	741.00
Totals for FOX VALLEY FIRE & SAFETY CO				3,525.50
FRANK COONEY CO INC	76352	Staff Lounge Furniture	10E008 2410 7100 00 000000 0000	5,708.00
Totals for FRANK COONEY CO INC				5,708.00
FRANKLIN'S FRAMES &	Apr 8	Class composite picture PV	10E008 2410 4100 00 000000 0000	60.00
Totals for FRANKLIN'S FRAMES & ART				60.00
FREDRICK, KEVIN	Mar 2022	Reimb for Mileage Mar 2022	10E011 1120 3320 00 000000 0000	72.65
Totals for FREDRICK, KEVIN				72.65
GALLERY COLLECTION,	INV001039862	Supplies	10E011 2410 4900 00 000000 0000	135.52
Totals for GALLERY COLLECTION, THE				135.52
GARCIA, NANCY	Mar 2022	CDL Renewal	40E001 2550 6400 00 000000 0000	30.00
Totals for GARCIA, NANCY				30.00
GET FRESH PRODUCE IN	4023628	Produce	10E004 2560 4100 00 000000 0000	131.16
GET FRESH PRODUCE IN	4024606	Produce	10E008 2560 4100 00 000000 0000	296.35
GET FRESH PRODUCE IN	4025487	Produce	10E011 2560 4100 00 000000 0000	120.63
GET FRESH PRODUCE IN	4035858	Produce	10E004 2560 4100 00 000000 0000	113.75
GET FRESH PRODUCE IN	4037242	Produce	10E008 2560 4100 00 000000 0000	45.50
GET FRESH PRODUCE IN	4030417	Produce	10E008 2560 4100 00 000000 0000	58.64
GET FRESH PRODUCE IN	4043309	Produce	10E010 2560 4100 00 000000 0000	311.84
GET FRESH PRODUCE IN	4042635	Produce	10E004 2560 4100 00 000000 0000	137.50
GET FRESH PRODUCE IN	4044830	Produce	10E011 2560 4100 00 000000 0000	10.70
GET FRESH PRODUCE IN	4040935	Produce	10E008 2560 4100 00 000000 0000	208.04
Totals for GET FRESH PRODUCE INC				1,434.11
GORDON FOOD SERVICE	217894426	Food, Supplies	10E005 2560 4100 00 000000 0000	1,360.70
GORDON FOOD SERVICE	217894426	Food, Supplies	10E005 2560 4900 00 000000 0000	36.75
GORDON FOOD SERVICE	217910430	Food, Supplies	10E004 2560 4100 00 000000 0000	1,894.11
GORDON FOOD SERVICE	217910430	Food, Supplies	10E004 2560 4900 00 000000 0000	39.87
GORDON FOOD SERVICE	217910435	Food	10E004 2560 4100 00 000000 0000	26.69
GORDON FOOD SERVICE	217878683	Food	10E011 2560 4100 00 000000 0000	552.97
GORDON FOOD SERVICE	217878685	Food	10E011 2560 4100 00 000000 0000	1,185.69
GORDON FOOD SERVICE	217878676	Supplies	10E011 2560 4900 00 000000 0000	137.13
GORDON FOOD SERVICE	217878675	Food	10E010 2560 4100 00 000000 0000	1,478.61
GORDON FOOD SERVICE	218056851	Supplies	10E011 2560 4900 00 000000 0000	326.60
GORDON FOOD SERVICE	218056852	Supplies	10E011 2560 4900 00 000000 0000	285.52
GORDON FOOD SERVICE	218056847	Food	10E010 2560 4100 00 000000 0000	966.40
GORDON FOOD SERVICE	218056836	Supplies	10E010 2560 4900 00 000000 0000	85.00
GORDON FOOD SERVICE	218090646	Food, Supplies	10E004 2560 4100 00 000000 0000	1,621.55
GORDON FOOD SERVICE	218090646	Food, Supplies	10E004 2560 4900 00 000000 0000	414.10
GORDON FOOD SERVICE	218072330	Food, Supplies	10E005 2560 4100 00 000000 0000	1,780.61
GORDON FOOD SERVICE	218072330	Food, Supplies	10E005 2560 4900 00 000000 0000	305.65
GORDON FOOD SERVICE	218042750	Food	10E002 2560 4100 00 000000 0000	5,418.59
GORDON FOOD SERVICE	218042752	Supplies	10E002 2560 4900 00 000000 0000	246.67
GORDON FOOD SERVICE	218056838	Food	10E011 2560 4100 00 000000 0000	1,999.48
GORDON FOOD SERVICE	218225558	Food	10E011 2560 4100 00 000000 0000	563.31

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
GORDON FOOD SERVICE	218213052	Supplies	10E002 2560 4900 00 000000 0000	539.30
GORDON FOOD SERVICE	16393628	Food	10E002 2560 4100 00 000000 0000	-19.50
GORDON FOOD SERVICE	218213054	Food	10E002 2560 4100 00 000000 0000	5,904.89
GORDON FOOD SERVICE	218225551	Supplies	10E011 2560 4900 00 000000 0000	149.36
GORDON FOOD SERVICE	217865929	Food	10E002 2560 4100 00 000000 0000	8,174.16
GORDON FOOD SERVICE	16316350	Food	10E002 2560 4100 00 000000 0000	-40.04
GORDON FOOD SERVICE	217865937	Supplies	10E002 2560 4900 00 000000 0000	840.05
GORDON FOOD SERVICE	217878684	Food	10E008 2560 4100 00 000000 0000	2,431.10
GORDON FOOD SERVICE	217395014	Food, Supplies	10E005 2560 4100 00 000000 0000	1,266.30
GORDON FOOD SERVICE	217395014	Food, Supplies	10E005 2560 4900 00 000000 0000	87.35
GORDON FOOD SERVICE	218240537	Food	10E005 2560 4100 00 000000 0000	839.47
GORDON FOOD SERVICE	218256978	Food	10E004 2560 4100 00 000000 0000	2,073.48
GORDON FOOD SERVICE	218256978	Food	10E004 2560 4900 00 000000 0000	247.11
GORDON FOOD SERVICE	16405896	Food	10E004 2560 4100 00 000000 0000	-38.43
GORDON FOOD SERVICE	218213043	Food	10E003 2560 4100 00 000000 0000	1,864.39
GORDON FOOD SERVICE	218256984	Food	10E003 2560 4100 00 000000 0000	574.55
GORDON FOOD SERVICE	218380652	Food	10E003 2560 4100 00 000000 0000	420.21
GORDON FOOD SERVICE	218380653	Supplies	10E003 2560 4900 00 000000 0000	138.42
GORDON FOOD SERVICE	217910438	Food	10E003 2560 4100 00 000000 0000	749.28
GORDON FOOD SERVICE	218042742	Food	10E003 2560 4100 00 000000 0000	884.43
GORDON FOOD SERVICE	218042749	Supplies	10E003 2560 4900 00 000000 0000	246.75
GORDON FOOD SERVICE	217865930	Food	10E003 2560 4100 00 000000 0000	1,545.84
GORDON FOOD SERVICE	218225555	Food, Supplies	10E008 2560 4100 00 000000 0000	2,469.00
GORDON FOOD SERVICE	218225555	Food, Supplies	10E008 2560 4900 00 000000 0000	217.94
GORDON FOOD SERVICE	218225550	Food	10E008 2560 4100 00 000000 0000	14.34
GORDON FOOD SERVICE	218395225	Food	10E011 2560 4100 00 000000 0000	1,621.28
GORDON FOOD SERVICE	218395227	Food	10E011 2560 4100 00 000000 0000	187.11
GORDON FOOD SERVICE	218395218	Supplies	10E011 2560 4900 00 000000 0000	203.45
GORDON FOOD SERVICE	218225556	Supplies	10E010 2560 4900 00 000000 0000	268.80
GORDON FOOD SERVICE	218225549	Food	10E010 2560 4100 00 000000 0000	664.86
GORDON FOOD SERVICE	218056840	Food, Supplies	10E008 2560 4100 00 000000 0000	1,707.29
GORDON FOOD SERVICE	218056840	Food, Supplies	10E008 2560 4900 00 000000 0000	89.37
GORDON FOOD SERVICE	218380651	Food	10E002 2560 4100 00 000000 0000	5,772.84
GORDON FOOD SERVICE	218380656	Supplies	10E002 2560 4900 00 000000 0000	477.25
GORDON FOOD SERVICE	218410298	Food	10E005 2560 4100 00 000000 0000	1,609.47
GORDON FOOD SERVICE	218395229	Food	10E010 2560 4100 00 000000 0000	1,277.96
GORDON FOOD SERVICE	218395230	Supplies	10E010 2560 4900 00 000000 0000	125.81
GORDON FOOD SERVICE	218425992	Food	10E004 2560 4100 00 000000 0000	1,264.86
GORDON FOOD SERVICE	218569382	Food	10E011 2560 4100 00 000000 0000	2,441.05
GORDON FOOD SERVICE	16448034	Food	10E011 2560 4100 00 000000 0000	-36.85
GORDON FOOD SERVICE	218569371	Food	10E011 2560 4100 00 000000 0000	141.76
GORDON FOOD SERVICE	218555464	Food	10E002 2560 4100 00 000000 0000	653.20
GORDON FOOD SERVICE	218555453	Food	10E002 2560 4100 00 000000 0000	5,164.43
GORDON FOOD SERVICE	218555470	Supplies	10E002 2560 4900 00 000000 0000	451.15
GORDON FOOD SERVICE	218569368	Food	10E010 2560 4100 00 000000 0000	863.15
			Totals for GORDON FOOD SERVICE INC	77,253.99
GRAINGER	9269826237	Maintenance Supplies, Shelving Cabinet	20E001 2540 4110 00 000000 0000	857.69
GRAINGER	9291570886	Maintenance Supplies	20E001 2540 4110 00 000000 0000	110.74
			Totals for GRAINGER	968.43
GROMMES, TARA	Jan, May 2022	Reimb for Mileage Jan 26, May 2	10E001 1800 3320 00 000000 0000	39.78
GROMMES, TARA	Jan, May 2022	Reimb for Mileage Jan 26, May 2	10E001 2520 3320 00 000000 0000	34.52
			Totals for GROMMES, TARA	74.30

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
GROOT INC	8775563T107	April Refuse and Recycle All Buildings	20E001 2540 3210 00 000000 0000	2,729.87
		Totals for GROOT INC		2,729.87
GUERRIERI, SANDRA	Apr 10	CMS Reimb for Supplies	10E003 1120 4100 00 000000 0000	39.99
		Totals for GUERRIERI, SANDRA		39.99
HAMILTON ACADEMY	Apr 2022	Monthly Tuition Apr 2022	10E001 1912 6700 00 000000 0000	5,889.60
		Totals for HAMILTON ACADEMY		5,889.60
HAMPSHIRE AUTO PARTS	621910	Grounds Supplies	20E001 2540 4120 00 000000 0000	15.68
HAMPSHIRE AUTO PARTS	616359	Grounds Supplies	20E001 2540 4120 00 000000 0000	150.96
		Totals for HAMPSHIRE AUTO PARTS		166.64
HARNESS, SUSAN	Apr 2022	Reimb for Mileage Apr 2022	10E001 2130 3320 00 000000 0000	25.51
		Totals for HARNESS, SUSAN		25.51
HAYES, EVA	Feb 2022	Reimb for Mileage Feb 2022	10E001 2560 3320 00 000000 0000	3.90
		Totals for HAYES, EVA		3.90
HEARTLAND SCHOOL SOL	3110082	Mosaic Training	10E001 2560 6400 00 000000 0000	250.00
		Totals for HEARTLAND SCHOOL SOLUTIONS		250.00
HEINEMANN	7427060	Benchmarking system, 2nd grade	10E004 1110 4200 00 000000 0000	495.00
		Totals for HEINEMANN		495.00
HENRY SCHEIN, INC	16858297	Athletic Trainer Supplies	10E002 1500 4100 00 000000 0000	342.23
		Totals for HENRY SCHEIN, INC		342.23
HERFF JONES, INC	2788476	Caps and Gowns	10E002 1130 4900 00 000000 0000	0.00
HERFF JONES, INC	2784573	Caps and Gowns	10E002 1130 4900 00 000000 0000	12,780.00
HERFF JONES, INC	2800342	Senior Awards supplies	10E002 2410 4100 00 000000 0000	2,068.49
		Totals for HERFF JONES, INC		14,848.49
HEROLD, LEAH	Feb 2022	Reimb for Mileage Feb 2022	10E001 2212 3320 00 000000 0000	110.92
HEROLD, LEAH	Mar 2022	Reimb for Mileage Mar 2022	10E001 2212 3320 00 000000 0000	79.12
		Totals for HEROLD, LEAH		190.04
HINCKLEY SPRING WATE	2448865 043022	Water Filtration System	40E001 2550 3700 00 000000 0000	70.03
		Totals for HINCKLEY SPRING WATER COMPANY		70.03
HOME DEPOT PRO	677579435	First Aid Cabinet	40E001 2550 4110 00 000000 0000	-140.74
HOME DEPOT PRO	678403957	Custodial Supplies	20E001 2540 4100 00 000000 0000	619.72
HOME DEPOT PRO	678675919	Custodial Supplies	20E001 2540 4100 00 000000 0000	80.76
HOME DEPOT PRO	678935198	Custodial Supplies	20E001 2540 4100 00 000000 0000	156.99
HOME DEPOT PRO	679215806	Custodial Supplies	20E001 2540 4100 00 000000 0000	724.30
HOME DEPOT PRO	678675901	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,675.40
HOME DEPOT PRO	680021615	Custodial Supplies	20E001 2540 4100 00 000000 0000	7.46
HOME DEPOT PRO	679748418	Custodial Supplies	20E001 2540 4100 00 000000 0000	9.16
HOME DEPOT PRO	680021607	Custodial Supplies	20E001 2540 4100 00 000000 0000	162.48
HOME DEPOT PRO	679748400	Custodial Supplies	20E001 2540 4100 00 000000 0000	165.80
HOME DEPOT PRO	679479030	Custodial Supplies-2 Vaccuums	20E001 2540 7100 00 000000 0000	1,134.30
HOME DEPOT PRO	679215798	First Aid Cabinet	40E001 2550 4100 00 000000 0000	140.74
HOME DEPOT PRO	680253879	Custodial Supplies-I-Mop Battery	20E001 2540 7100 00 000000 0000	877.40
HOME DEPOT PRO	680253861	Custodial Supplies	20E001 2540 4100 00 000000 0000	257.06
HOME DEPOT PRO	680503208	Custodial Supplies	20E001 2540 4100 00 000000 0000	731.52

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
HOME DEPOT PRO	680503216	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,164.72
HOME DEPOT PRO	681278057	Custodial Supplies	20E001 2540 4100 00 000000 0000	290.00
HOME DEPOT PRO	681278073	Custodial Supplies	20E001 2540 4100 00 000000 0000	290.00
HOME DEPOT PRO	681278040	Custodial Supplies	20E001 2540 4100 00 000000 0000	518.74
HOME DEPOT PRO	681278065	Custodial Supplies	20E001 2540 4100 00 000000 0000	604.26
HOME DEPOT PRO	681278032	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,144.78
HOME DEPOT PRO	681278024	Custodial Supplies	20E001 2540 4100 00 000000 0000	4,455.69
HOME DEPOT PRO	681522595	Custodial Supplies	20E001 2540 4100 00 000000 0000	3,275.84
HOME DEPOT PRO	681522587	Custodial Supplies	20E001 2540 4100 00 000000 0000	3,371.88
			Totals for HOME DEPOT PRO	21,718.26
HOUGHTON MIFFLIN COM	955534202	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E008 1100 4200 00 000000 0000	168.36
HOUGHTON MIFFLIN COM	955532707	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E008 1100 4200 00 000000 0000	60,392.34
HOUGHTON MIFFLIN COM	955530230	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E008 1100 4200 00 000000 0000	48,384.00
HOUGHTON MIFFLIN COM	955534205	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E008 1100 4200 00 000000 0000	165.08
HOUGHTON MIFFLIN COM	955532711	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E008 1100 4200 00 000000 0000	4,845.79
HOUGHTON MIFFLIN COM	955532706	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E004 1100 4200 00 000000 0000	70,843.30
HOUGHTON MIFFLIN COM	955530229	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E004 1100 4200 00 000000 0000	56,592.00
HOUGHTON MIFFLIN COM	955532710	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E004 1100 4200 00 000000 0000	5,922.16
HOUGHTON MIFFLIN COM	955534204	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E004 1100 4200 00 000000 0000	165.06
HOUGHTON MIFFLIN COM	955532708	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E005 1100 4200 00 000000 0000	35,322.87
HOUGHTON MIFFLIN COM	955530232	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E005 1100 4200 00 000000 0000	24,624.00
HOUGHTON MIFFLIN COM	955532712	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E005 1100 4200 00 000000 0000	1,873.75
HOUGHTON MIFFLIN COM	955534203	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E005 1100 4200 00 000000 0000	124.89
HOUGHTON MIFFLIN COM	955534206	HMH Into Reading Digital & Print 6-Year Subscription 2023-2029	10E005 1100 4200 00 000000 0000	81.72
HOUGHTON MIFFLIN COM	955543325	Tabletop Minilessons ELD	10E001 1100 4100 00 430000 0000	2,055.30
			Totals for HOUGHTON MIFFLIN COMPANY	311,560.62
HUBENER, MARIA	Lunch RefundA	Food Service Refund CHS J. Hubener	10R002 1611 0000 00 000000 0000	28.80
			Totals for HUBENER, MARIA	28.80
HUNTLEY HIGH SCHOOL	Jan 9	CHS Dance Competition Invite 1/9/22	10E002 1500 6400 00 000000 0000	350.00
			Totals for HUNTLEY HIGH SCHOOL	350.00
IESA	2196 FY23	CMS Membership dues 2022-2023	10E003 1500 6400 00 000000 0000	300.00
IESA	2196 FY23a	CMS Activity fees 2022-2023	10E003 1500 6400 00 000000 0000	405.00
			Totals for IESA	705.00
ILLINOIS ASBO	32406	IASBO Membership D. Polowy	20E001 2540 6400 00 000000 0000	1,170.00
			Totals for ILLINOIS ASBO	1,170.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ILLINOIS PRINCIPALS	382131	Workshop The School Leader Paradigm AA#3717, J. Schreiber	10E008 2410 6400 00 000000 0000	199.00
ILLINOIS PRINCIPALS	384782	Admin Academy- The Principled Principal AA#1554, G. Engle	10E010 2410 6400 00 000000 0000	199.00
		Totals for ILLINOIS PRINCIPALS ASSOCIATI		398.00
ILLINOIS SCHOOL SERV	EECENT22	Graduation supplies	10E002 2410 4100 00 000000 0000	1,875.00
		Totals for ILLINOIS SCHOOL SERVICES		1,875.00
IMPACT APPLICATIONS	20220675	CHS Impact Online software	10E002 1500 3190 00 000000 0000	125.00
		Totals for IMPACT APPLICATIONS INC		125.00
INSECT LORE PRODUCTS	INV1547228	Cup of Caterpillars, Kindergarten	10E005 1110 4100 00 000000 0000	97.92
		Totals for INSECT LORE PRODUCTS		97.92
JACOBS HIGH SCHOOL	May 3	FVC Leadership Conference May 3, 2022	10E002 1500 6400 00 000000 0000	48.84
		Totals for JACOBS HIGH SCHOOL		48.84
JENSEN, DAWN	Uniform FY22a	Uniform Reimbursement 2021-2022	10E004 2560 4110 00 000000 0000	56.25
		Totals for JENSEN, DAWN		56.25
KAMP, SUSAN	Feb 2022	Reimb for Mileage Feb 2022	10E001 2560 3320 00 000000 0000	3.90
		Totals for KAMP, SUSAN		3.90
KANE COUNTY TREASURE	04-10-151-006	06 Kane County Tax DO	10E001 2310 6900 00 000000 0000	7,288.42
KANE COUNTY TREASURE	05-15-100-001	06 Kane County Tax Meyer Farm	10E001 2310 6900 00 000000 0000	1,419.01
KANE COUNTY TREASURE	05-15-300-001	06 Kane County Tax Meyer Farm	10E001 2310 6900 00 000000 0000	134.58
KANE COUNTY TREASURE	05-16-200-004	06 Kane County Tax Meyer Farm	10E001 2310 6900 00 000000 0000	5,198.25
		Totals for KANE COUNTY TREASURER		14,040.26
KING, NICHOLAS	Apr 2022	Reimb for Mileage Apr 2022	10E001 2660 3320 00 000000 0000	9.74
		Totals for KING, NICHOLAS		9.74
KLEIN'S QUALITY PROD	15272	Assorted Herbs for M/P end of year celebration	10E002 2212 4100 00 000000 0000	270.00
		Totals for KLEIN'S QUALITY PRODUCE LLC		270.00
KOLKEBECK, THERESA	Mar 22	Reimb for Testing Supplies	10E010 1110 4100 00 000000 0000	127.17
		Totals for KOLKEBECK, THERESA		127.17
LAESCH, KELLY	41-041-22	Bilingual Speech Eval	10E001 2150 3100 00 462000 0000	1,060.00
		Totals for LAESCH, KELLY		1,060.00
LAKESHORE LEARNING M	840716042622	Classroom Supplies	10E010 1205 4100 00 000000 0000	110.37
		Totals for LAKESHORE LEARNING MATERIALS		110.37
LANGUAGE DYNAMICS GR	36617	Story Champs 2.0 English	10E001 1200 4100 00 462000 0000	316.86
		Totals for LANGUAGE DYNAMICS GROUP, LLC		316.86
LARSON & DARBY GROUP	42279	Professional Services New District Maintenance Facility	20E001 2540 3100 00 000000 0000	5,868.24
LARSON & DARBY GROUP	42278	Professional Services for Cafeteria Expansion PKMS & CT	20E003 2540 5400 00 499800 0000	7,677.00
		Totals for LARSON & DARBY GROUP		13,545.24

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
LAUREATE DAY SCHOOL	LDS 66573	Monthly tuition Mar 2022	10E001 1912 6700 00 000000 0000	6,106.79
		Totals for LAUREATE DAY SCHOOL		6,106.79
LEWIS, KIMBERLY	Mar 29	Reimb for The School Leader Paradigm 3/29/22 academy	10E004 2410 6400 00 000000 0000	199.00
		Totals for LEWIS, KIMBERLY		199.00
LUTZ, DANIEL	Uniform FY22	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	253.79
		Totals for LUTZ, DANIEL		253.79
MAHER, LAUREN	Lunch Refund	Food Service Refund HBT	10R004 1611 0000 00 000000 0000	30.00
		Totals for MAHER, LAUREN		30.00
MALCOR ROOFING OF IL 3744		Roof Repairs LL	20E001 2540 3230 00 000000 0000	3,529.00
		Totals for MALCOR ROOFING OF ILLINOIS IN		3,529.00
MALLARY, EILLEN	155	CHS Dance Choreographer 5/24, 5/31	10E002 1500 3900 00 000000 0000	750.00
		Totals for MALLARY, EILLEN		750.00
MARENGO AUTO BODY AN 29881		Windshield Chip	40E001 2550 3230 00 000000 0000	85.00
		Totals for MARENGO AUTO BODY AND GLASS		85.00
MENARDS, ELGIN	33006	Maintenance Supplies	20E001 2540 4110 00 000000 0000	51.84
MENARDS, ELGIN	33503	Misc Parts	40E001 2550 4100 00 000000 0000	76.95
MENARDS, ELGIN	33777	Misc Hardware, Bus Rodeo	40E001 2550 4100 00 000000 0000	11.23
MENARDS, ELGIN	34072	Maintenance Supplies	20E001 2540 4110 00 000000 0000	286.65
MENARDS, ELGIN	34343	Maintenance Supplies	20E001 2540 4110 00 000000 0000	229.71
		Totals for MENARDS, ELGIN		656.38
METRO PREP	MPG 66523	Monthly Tuition Mar 2022	10E001 1912 6700 00 000000 0000	4,645.12
		Totals for METRO PREP		4,645.12
MHS INC	SIP00183826	Online Assessment	10E001 2230 3190 00 462000 0000	95.00
		Totals for MHS INC		95.00
MIDWEST TRANSIT EQUI X106035486:01		Leaking axle, hubcap repair	40E001 2550 3230 00 000000 0000	73.36
		Totals for MIDWEST TRANSIT EQUIPMENT, IN		73.36
MILLENNIUM INVESTIGA 10680		Surveillance	10E001 2310 3100 00 000000 0000	875.00
MILLENNIUM INVESTIGA 10678		Surveillance	10E001 2310 3100 00 000000 0000	687.50
MILLENNIUM INVESTIGA 10679		Surveillance	10E001 2310 3100 00 000000 0000	750.00
MILLENNIUM INVESTIGA 10677		Surveillance	10E001 2310 3100 00 000000 0000	1,862.50
		Totals for MILLENNIUM INVESTIGATIONS		4,175.00
MUSIC & ARTS CENTER, INV030680010		Band	10E003 1120 3230 00 000000 0000	7.00
MUSIC & ARTS CENTER, INV031166482		Band	10E003 1120 3230 00 000000 0000	72.00
MUSIC & ARTS CENTER, INV031422478		Repairs	10E011 1120 3230 00 000000 0000	614.00
		Totals for MUSIC & ARTS CENTER, INC		693.00
MWI VETERINARY SUPPL 40354312		Ag supplies	10E002 1400 4100 00 000000 0000	61.74
		Totals for MWI VETERINARY SUPPLY CO		61.74
NATIONAL STUDENT CLE HS2206016		Student Tracker 6/1/22-5/31/23	10E001 2520 3160 00 000000 0000	595.00
		Totals for NATIONAL STUDENT CLEARINGHOUS		595.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NICOR GAS	01-61-78-10005 0	Gas Service Transportation	40E001 2550 4650 00 000000 0000	313.34
			Totals for NICOR GAS	313.34
NIHIP	May 2022 Final	Medical Claims	10E002 1130 2210 00 000000 0000	-6.08
NIHIP	May 2022 Final	Medical Claims	10E002 1130 2220 00 000000 0000	-79.39
NIHIP	May 2022 Final	Medical Claims	20E001 2540 2210 00 000000 0000	-1.52
			Totals for NIHIP	-86.99
NOLAN, SARAH	Jan-Mar2022	Reimb for Mileage Jan-March 2022	10E001 2140 3320 00 000000 0000	79.09
			Totals for NOLAN, SARAH	79.09
NOMELLINI, LAURIE	Uniform FY22	2021-2022 Uniform Reimbursement	10E011 2560 4110 00 000000 0000	175.00
			Totals for NOMELLINI, LAURIE	175.00
NORTHERN ILLINOIS UN	May 19	Graduation Venue	10E002 2410 3100 00 000000 0000	9,000.00
NORTHERN ILLINOIS UN	May 19a	Graduation Media Streaming	10E002 2410 3100 00 000000 0000	2,200.00
			Totals for NORTHERN ILLINOIS UNIVERSITY	11,200.00
NORTHWESTERN ILLINOI	220260	FY22 Contractual Services	10E001 4120 3190 00 000000 0000	126,190.37
NORTHWESTERN ILLINOI	220298	NIA Dear/HH Tuition FY22 Q4	10E001 4220 6700 00 462000 0000	38,728.50
			Totals for NORTHWESTERN ILLINOIS ASSOCIA	164,918.87
OFFICE CHAIRS USA	95469	Chairs for Conference Room	10E008 2410 4100 00 000000 0000	1,005.00
			Totals for OFFICE CHAIRS USA	1,005.00
OFFICE DEPOT	234211946001	Office Supplies	10E010 2410 4100 00 000000 0000	47.99
OFFICE DEPOT	235055390001	Classroom supplies	10E004 1110 4100 00 000000 0000	109.72
OFFICE DEPOT	237104100001	Office Chair	10E004 2410 4100 00 000000 0000	94.86
			Totals for OFFICE DEPOT	252.57
OFFICE PRODUCTS PROF 4		Lunch Table Repair LL	20E001 2540 3230 00 000000 0000	1,426.16
			Totals for OFFICE PRODUCTS PROFESSIONALS	1,426.16
PACE ANALYTICAL SERV	I9508789	Water Sample Testing CMS	20E001 2540 3100 00 000000 0000	184.55
			Totals for PACE ANALYTICAL SERVICES, LLC	184.55
PADDOCK PUBLICATIONS	213805	Legal Ad	10E001 2310 3180 00 000000 0000	37.95
PADDOCK PUBLICATIONS	214249	Legal Ad Copy Paper Bid	10E001 2310 3180 00 000000 0000	54.05
			Totals for PADDOCK PUBLICATIONS, INC	92.00
PARRA, ROBERTO	Apr 2022	Reimb for Mileage Apr 2022	10E001 2660 3320 00 000000 0000	44.87
			Totals for PARRA, ROBERTO	44.87
PEERBOOM, JASON	Uniform FY22b	2021-2022 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	49.18
			Totals for PEERBOOM, JASON	49.18
PEPSI COLA GEN BOT I	87215506	Pop	10E011 2560 4100 00 000000 0000	524.96
PEPSI COLA GEN BOT I	99774658	Pepsi products	10E011 2410 4900 00 000000 0000	62.84
PEPSI COLA GEN BOT I	81574759	CHS Pepsi products	10E002 1500 4900 00 000000 0000	247.28
PEPSI COLA GEN BOT I	34992059	Pop	10E002 2560 4100 00 000000 0000	890.32
PEPSI COLA GEN BOT I	81574757	Pop	10E002 2560 4100 00 000000 0000	33.32
PEPSI COLA GEN BOT I	87144157	Pop	10E002 2560 4100 00 000000 0000	1,012.20
PEPSI COLA GEN BOT I	81574758	Pop	10E002 2560 4100 00 000000 0000	834.12
PEPSI COLA GEN BOT I	89359058	Pop	10E002 2560 4100 00 000000 0000	1,784.96
PEPSI COLA GEN BOT I	36309906	Pop	10E011 2560 4100 00 000000 0000	477.98

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
PEPSI COLA GEN BOT I	80441558	Pepsi products	10E002 1500 4900 00 000000 0000	474.28
PEPSI COLA GEN BOT I	80441557	Pop	10E002 2560 4100 00 000000 0000	973.02
		Totals for PEPSI COLA GEN BOT INC		7,315.28
PIONEER MANUFACTURIN	INV833848	Grounds Supplies Acct No CE5575	20E001 2540 7100 00 000000 0000	605.00
		Totals for PIONEER MANUFACTURING CO/ATHL		605.00
PIT STOP	PS445726	Rental	10E011 1500 3190 00 000000 0000	238.28
		Totals for PIT STOP		238.28
PITNEY BOWES INC	Postage 04-22	April postage added to meter	10E002 2410 3410 00 000000 0000	50.00
		Totals for PITNEY BOWES INC		50.00
PORTO, PAMELA	Apr 19	Reimb for Training Day Supplies 4/21/22	40E001 2550 4900 00 000000 0000	225.00
PORTO, PAMELA	Apr 20	Reimb Refreshments Training Day 4/21/22	40E001 2550 4900 00 000000 0000	36.72
		Totals for PORTO, PAMELA		261.72
POTSIC, MICHAEL	Apr 2022	Reimb for Mileage Apr 2022	10E001 2330 3320 00 000000 0000	25.74
		Totals for POTSIC, MICHAEL		25.74
POWERS, MICHAEL	22085	Track, Cross Country Assignor	10E002 1500 3190 00 000000 0000	156.00
		Totals for POWERS, MICHAEL		156.00
PRIME CONSTRUCTION,	P22-132	Excavation Stoning and Cold Patching CT	20E001 2540 7100 00 000000 0000	2,270.00
		Totals for PRIME CONSTRUCTION, INC		2,270.00
PRINT TRANSFORMATION	20808-1	Shipping charges	10E004 2410 4100 00 000000 0000	179.95
		Totals for PRINT TRANSFORMATIONS		179.95
RALPH HELM INC	358638	Grounds Supplies	20E001 2540 4120 00 000000 0000	122.29
		Totals for RALPH HELM INC		122.29
REALLY GOOD STUFF	7914699	Classroom Supplies	10E010 1110 4100 00 000000 0000	58.34
REALLY GOOD STUFF	7914698	Classroom Supplies	10E010 1110 4100 00 000000 0000	87.22
REALLY GOOD STUFF	7914700	Classroom Supplies	10E010 1110 4100 00 000000 0000	140.52
REALLY GOOD STUFF	7914696	Classroom Supplies	10E010 1110 4100 00 000000 0000	30.32
		Totals for REALLY GOOD STUFF		316.40
REVTRAK	Fees 04-22	April credit card fees	10E001 2520 3100 00 000000 0000	9,242.29
		Totals for REVTRAK		9,242.29
RHODES, RACHEL	Apr 2022	Reimb for Mileage Apr 2022	10E008 1205 3320 00 000000 0000	22.07
RHODES, RACHEL	Apr 2022	Reimb for Mileage Apr 2022	10E010 1205 3320 00 000000 0000	22.06
		Totals for RHODES, RACHEL		44.13
RIDDELL ALL AMERICAN	60445274	Athletics reconditioning of football helmets and pads	10E003 1500 3230 00 000000 0000	4,215.84
		Totals for RIDDELL ALL AMERICAN SPORTS C		4,215.84
RIEKE OFFICE INTERIO	50388	Labor charges for repair of chairs	10E002 1130 3230 00 000000 0000	1,360.00
		Totals for RIEKE OFFICE INTERIORS		1,360.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
RINDHAGE, RICHARD	Mar 2022	CDL reimbursement	40E001 2550 6400 00 000000 0000	30.00
			Totals for RINDHAGE, RICHARD	30.00
RIVER CITY RACE MANA 2022-8		CHS Fat Timing Track Meet 4/12/22	10E002 1500 3190 00 000000 0000	900.00
RIVER CITY RACE MANA 2022-13		Track Fat Timing 4/25/22	10E002 1500 3190 00 000000 0000	900.00
RIVER CITY RACE MANA 2022-12		Track Fat Timing 04/23/22	10E002 1500 3900 00 000000 0000	900.00
			Totals for RIVER CITY RACE MANAGEMENT LL	2,700.00
ROADWAY TOWING & SER 18862		Safety Lane	40E001 2550 6400 00 000000 0000	94.00
			Totals for ROADWAY TOWING & SERVICE, INC	94.00
ROUTE 47 TRANSPORTAT Apr 2022		Private Transportation April 2022	40E001 2550 3310 00 000000 0000	1,440.00
ROUTE 47 TRANSPORTAT Apr 2022a		Private Transportation Apr 2022	40E001 2550 3310 00 000000 0000	5,220.00
ROUTE 47 TRANSPORTAT Apr 2022b		Private Transportation April 2022	40E001 2550 3310 00 000000 0000	6,500.00
			Totals for ROUTE 47 TRANSPORTATION SERVI	13,160.00
rSCHOOL TODAY	66341	CHS RSchool Training	10E002 1500 3190 00 000000 0000	240.00
			Totals for rSCHOOL TODAY	240.00
SCHOLASTIC CLASSROOM M7255571 7		Classroom Magazines	10E005 1110 4200 00 000000 0000	2,588.25
			Totals for SCHOLASTIC CLASSROOM MAGAZINE	2,588.25
SCHOOL SPECIALTY LLC 208129802404		Student Sorts	10E010 1110 4100 00 000000 0000	100.40
SCHOOL SPECIALTY LLC 208129835015		Supplies	10E011 1120 4100 00 000000 0000	873.55
SCHOOL SPECIALTY LLC 308103965527		Classroom supplies	10E004 1110 4100 00 000000 0000	1,548.99
SCHOOL SPECIALTY LLC 208129837686		Calculator classroom sets	10E002 1130 4100 00 000000 0000	965.30
SCHOOL SPECIALTY LLC 208129845013		Classroom Supplies	10E010 1110 4100 00 000000 0000	28.20
SCHOOL SPECIALTY LLC 208129852562		Classroom Supplies	10E010 1110 4100 00 000000 0000	22.36
			Totals for SCHOOL SPECIALTY LLC	3,538.80
SCHOOLBELLS LTD	1233	Private Transportation April 2022	40E001 2550 3310 00 000000 0000	3,686.00
			Totals for SCHOOLBELLS LTD	3,686.00
SCHREUR, LAMBERTUS	Apr 2022	Reimb for Mileage Apr 2022	10E001 2660 3320 00 000000 0000	27.14
			Totals for SCHREUR, LAMBERTUS	27.14
SCHURING & SCHURING	Apr 2022 CT	Dairy	10E010 2560 4100 00 000000 0000	1,756.13
SCHURING & SCHURING	Apr 2022 CHS	Dairy	10E002 2560 4100 00 000000 0000	1,698.41
SCHURING & SCHURING	Apr 2022 HBT	Dairy	10E004 2560 4100 00 000000 0000	1,916.37
SCHURING & SCHURING	Apr 2022 LL	Dairy	10E005 2560 4100 00 000000 0000	883.15
SCHURING & SCHURING	Apr 2022 PKMS	Dairy	10E011 2560 4100 00 000000 0000	1,504.07
SCHURING & SCHURING	Apr 2022 PV	Dairy	10E008 2560 4100 00 000000 0000	1,952.52
SCHURING & SCHURING	Apr 2022 CMS	Dairy	10E003 2560 4100 00 000000 0000	527.67
			Totals for SCHURING & SCHURING	10,238.32
SCOLIERE, NICHOLAS	Mar 22	Science Supplies	10E002 1130 4100 00 000000 0000	38.22
			Totals for SCOLIERE, NICHOLAS	38.22
SEAL OF ILLINOIS	10771	Monthly Tuition Apr 2022	10E001 1912 6700 00 000000 0000	26,460.46
SEAL OF ILLINOIS	10770	Monthly Tuition Apr 2022	10E001 1912 6700 00 000000 0000	6,866.64
			Totals for SEAL OF ILLINOIS	33,327.10
SECURITYSTUDIO INC	S2-11046	Subscriptions	10E001 2660 3160 00 000000 0000	8,400.00
			Totals for SECURITYSTUDIO INC	8,400.00
SERVICE CONCEPTS, IN 29115		Repair freezer LL	10E005 2560 3230 00 000000 0000	138.05

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
SERVICE CONCEPTS, IN	29171	Maintenance Supplies	20E001 2540 4110 00 000000 0000	0.00
SERVICE CONCEPTS, IN	29170	Maintenance Supplies-Motor	20E001 2540 7100 00 000000 0000	734.97
SERVICE CONCEPTS, IN	29239	Plumbing Contract	20E001 2540 3100 00 000000 0000	2,560.00
SERVICE CONCEPTS, IN	29238	Preventative Maintenance Contract	20E001 2540 3100 00 000000 0000	12,800.00
SERVICE CONCEPTS, IN	29229	Maintenance Garage	20E001 2540 4110 00 000000 0000	100.00
SERVICE CONCEPTS, IN	29236	Maintenance Supplies	20E001 2540 4110 00 000000 0000	181.98
SERVICE CONCEPTS, IN	29235	Maintenance Supplies	20E001 2540 4110 00 000000 0000	448.59
SERVICE CONCEPTS, IN	29228	Maintenance Supplies Ebra Pump	20E001 2540 7100 00 000000 0000	5,068.38
SERVICE CONCEPTS, IN	29230	Maintenance Supplies	20E001 2540 3100 00 000000 0000	0.00
		Totals for SERVICE CONCEPTS, INC		22,031.97
SERVICE SANITATION I	8376328	Delivery of Handicap Port-O-Let CHS	20E001 2540 3100 00 000000 0000	84.45
SERVICE SANITATION I	8383459	Athletic Fields Restroom Service	20E001 2540 3100 00 000000 0000	230.02
SERVICE SANITATION I	8383460	Athletic Fields Restroom Service	20E001 2540 3100 00 000000 0000	601.80
SERVICE SANITATION I	8383463	Mobile Classroom LL	20E001 2540 3100 00 000000 0000	652.70
SERVICE SANITATION I	8383458	Mobile Classroom Transportation and Athletic Fields Restroom Service	20E001 2540 3100 00 000000 0000	652.70
SERVICE SANITATION I	8383462	Mobile Classroom HBT	20E001 2540 3100 00 000000 0000	1,305.40
SERVICE SANITATION I	8383461	Mobile Classroom CT	20E001 2540 3100 00 000000 0000	1,305.40
		Totals for SERVICE SANITATION INC		4,832.47
SHARE BERGERON, MICH	Apr 5	CMS Reimb for supplies	10E003 1120 4100 00 000000 0000	41.79
		Totals for SHARE BERGERON, MICHELLE		41.79
SHRM-SOCIETY FOR HR	SO1606200	Membership renewal E. Mongan 5/1/22-4/30/23	10E001 2320 6400 00 000000 0000	229.00
		Totals for SHRM-SOCIETY FOR HR MGMT		229.00
SKYWARD ACCOUNTING D	217578	Crystal Reports Maintenance Renewal 7/1/22-6/30/23	10E001 2520 3160 00 000000 0000	119.00
SKYWARD ACCOUNTING D	218131	Software License Renewal 7/1/22-6/30/23	10E001 2520 3160 00 000000 0000	84,557.22
		Totals for SKYWARD ACCOUNTING DEPT		84,676.22
SODEXO CAMPUS SERVIC	May 19	NIU Catering Graduation	10E002 2410 3100 00 000000 0000	3,617.08
		Totals for SODEXO CAMPUS SERVICES		3,617.08
SOFT WATER CITY, INC	SC04857	Softener Parts and Repairs PV	20E001 2540 3230 00 000000 0000	677.00
		Totals for SOFT WATER CITY, INC		677.00
SONITROL CHICAGOLAND	250009	Security Services and Intrusion Services for DO	20E001 2540 3100 00 000000 0000	552.00
SONITROL CHICAGOLAND	250010	Security Services and Intrusion Services for HBT	20E001 2540 3100 00 000000 0000	642.00
SONITROL CHICAGOLAND	250011	Security Services and Intrusion Services for PV	20E001 2540 3100 00 000000 0000	1,044.00
SONITROL CHICAGOLAND	250012	Security Services and Intrusion Services for CT	20E001 2540 3100 00 000000 0000	1,311.00
SONITROL CHICAGOLAND	20886	Service Call for Repair CMS	20E001 2540 3230 00 000000 0000	258.00
		Totals for SONITROL CHICAGOLAND WEST		3,807.00
SOURCEWELL TECHNOLOG	SF00000976	SpringMath License Fee Services 7/1/22-6/30/25	10E001 2212 3190 00 000000 0000	46,045.00
		Totals for SOURCEWELL TECHNOLOGY		46,045.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SPECIAL EDUCATION SY	SYSINV-009232	Private Transportation Arpil 2022	40E001 2550 3310 00 000000 0000	1,221.89
		Totals for SPECIAL EDUCATION SYSTEMS, IN		1,221.89
STAN'S OFFICE TECHNO	366743	Athletic Office Printer Staples	10E002 1500 4100 00 000000 0000	42.09
STAN'S OFFICE TECHNO	366872	Type V Staples for Workroom Copier	10E008 1110 4170 00 000000 0000	36.83
STAN'S OFFICE TECHNO	366919	Supplies Type V Staples	10E011 1120 4170 00 000000 0000	106.92
STAN'S OFFICE TECHNO	367274	Black and Color pages	10E001 2410 3250 00 000000 0000	13,054.22
		Totals for STAN'S OFFICE TECHNOLOGIES		13,240.06
STARK SANITARY SERVI	29008	Pumping Lift Station HBT	20E001 2540 3100 00 000000 0000	350.00
		Totals for STARK SANITARY SERVICE		350.00
STREAMWOOD BEHAVIORA	15560	Tutoring	10E001 1200 3140 00 462000 0000	416.00
		Totals for STREAMWOOD BEHAVIORAL HEALTH		416.00
SUMMIT SCHOOL, INC	34735	Tuition for ODS Students	10E001 1912 6700 00 000000 0000	17,845.56
		Totals for SUMMIT SCHOOL, INC		17,845.56
SUNBELT STAFF, LLC	20367682	Contracted School Psychologists	10E001 2140 3140 00 000000 0000	522.00
SUNBELT STAFF, LLC	20376550	Contracted School Psychologists	10E001 2140 3140 00 000000 0000	1,392.00
SUNBELT STAFF, LLC	20382087	Contracted School Psychologist	10E001 2140 3140 00 000000 0000	1,392.00
		Totals for SUNBELT STAFF, LLC		3,306.00
SWEETWATER SOUND, IN	31878244	Speakers	10E010 2410 4100 00 000000 0000	1,353.99
		Totals for SWEETWATER SOUND, INC.		1,353.99
SYBRANT, ELLEN	5214857a	Reimb for CE Registry Fee	10E001 2150 6400 00 000000 0000	28.00
		Totals for SYBRANT, ELLEN		28.00
SYCAMORE MIDDLE SCHO	May 2022	CMS NCJC Band Student Meals	10E003 1120 3900 00 000000 0000	194.04
		Totals for SYCAMORE MIDDLE SCHOOL		194.04
TESTONE, CHRISTOPHER	May 5	Reimb for Incubator Investor lunch	10E002 2410 4100 00 000000 0000	76.98
		Totals for TESTONE, CHRISTOPHER		76.98
TEXTHELP	56484	App purchase	10E001 1200 3140 00 462000 0000	100.00
		Totals for TEXTHELP		100.00
THE COURIER NEWS	33950368 03-22	Subscription Renewal	10E001 2520 3100 00 000000 0000	53.10
		Totals for THE COURIER NEWS		53.10
THE SENSORY PATH, IN	8345	Sensory path	10E004 1110 4900 00 000000 0000	1,500.00
		Totals for THE SENSORY PATH, INC		1,500.00
THREE RIVERS MAIL OR	1876	Frog Kits 3rd grade	10E010 1110 4200 00 000000 0000	199.80
		Totals for THREE RIVERS MAIL ORDER		199.80
ULTIMATESLP	042222	UltimateSLP Renewal	10E008 2150 4100 00 000000 0000	139.92
		Totals for ULTIMATESLP		139.92
UNCHARTED LEARNING N	2223004	Program renewal fee, MobileMakersedu 2022-2023	10E002 1400 3100 00 000000 0000	5,900.00
		Totals for UNCHARTED LEARNING NFP		5,900.00

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
UNITY SCHOOL BUS PAR	517545-IN	Misc Parts	40E001 2550 4100 00 000000 0000	159.22
UNITY SCHOOL BUS PAR	518459-IN	Besi Large Vests	40E001 2550 4100 00 000000 0000	379.90
UNITY SCHOOL BUS PAR	518942-IN	Wireless Swivel	40E001 2550 4100 00 000000 0000	99.09
		Totals for UNITY SCHOOL BUS PARTS		638.21
US BANK EQUIPMENT FI	470502816	Copiers	10E001 2410 3250 00 000000 0000	563.85
US BANK EQUIPMENT FI	470503012	Copiers	10E001 2410 3250 00 000000 0000	7,114.65
		Totals for US BANK EQUIPMENT FINANCE, IN		7,678.50
VARSITY SPIRIT LLC	55901158	CHS Dance Uniforms	10E002 1500 4110 00 000000 0000	1,981.00
		Totals for VARSITY SPIRIT LLC		1,981.00
VAUGHN, MICHELLE	Apr 2022	Reimb for Mileage Apr 2022	10E001 2330 3320 00 000000 0000	45.75
		Totals for VAUGHN, MICHELLE		45.75
VERIZON WIRELESS SER	9904283275	B & G Cell Phone MiFi Emergency Phones	20E001 2540 3400 00 000000 0000	996.27
		Totals for VERIZON WIRELESS SERVICES LLC		996.27
VERNIER SOFTWARE & T	5426237	Supplies	10E011 1120 4110 00 000000 0000	289.53
		Totals for VERNIER SOFTWARE & TECHNOLOGY		289.53
VEX ROBOTICS, INC	572685	CTE Supplies	10E003 1120 4100 00 000000 0000	1,057.98
		Totals for VEX ROBOTICS, INC		1,057.98
VILLAGE OF BURLINGTO	119 05-22	Water Service DO	20E001 2540 3700 00 000000 0000	48.50
		Totals for VILLAGE OF BURLINGTON		48.50
VOCK, ANDREW	Apr 23	CHS Hospitality for Boys Track	10E002 1500 4900 00 000000 0000	94.99
		Totals for VOCK, ANDREW		94.99
WAREHOUSE DIRECT	5155046-1	Supplies	10E001 2520 4100 00 000000 0000	45.41
WAREHOUSE DIRECT	5198648-1	Office Supplies	10E001 2520 4100 00 000000 0000	45.41
WAREHOUSE DIRECT	5201992-0	Portable Drives for game footage in Hudl	10E002 1500 4100 00 000000 0000	169.82
WAREHOUSE DIRECT	5217075-0	Office Supplies	10E001 2520 4100 00 000000 0000	187.75
WAREHOUSE DIRECT	5225850-0	Office Supplies	10E001 2520 4100 00 000000 0000	48.65
		Totals for WAREHOUSE DIRECT		497.04
WASHBURN, JANET	Uniform FY22	2021-2022 Uniform Reimbursement	10E002 2560 4110 00 000000 0000	134.99
		Totals for WASHBURN, JANET		134.99
WEST MUSIC COMPANY	SI2131473	Music supplies	10E004 1110 4100 00 000000 0000	339.98
		Totals for WEST MUSIC COMPANY		339.98
WESTERN PSYCHOLOGICA	WPS-429077	Protocols for staff	10E001 2230 3190 00 462000 0000	357.50
		Totals for WESTERN PSYCHOLOGICAL SERVICE		357.50
WESTMINSTER CHRISTIA	May 2022	Reimb for Chromebooks	10E001 3700 4100 00 499800 0000	7,907.00
		Totals for WESTMINSTER CHRISTIAN HIGH SC		7,907.00
WILLIAMS SCOTSMAN	9013571023	Grounds Storage Container Rental	20E001 2540 3100 00 000000 0000	138.00
WILLIAMS SCOTSMAN	9013699432	Rental of ALS Mobile	20E001 2540 3100 00 000000 0000	828.43
		Totals for WILLIAMS SCOTSMAN		966.43

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
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			Totals for checks	1,377,600.21
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FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	58.80	1,132,011.24	1,132,070.04
20	OPERATIONS AND MAINTENANCE	0.00	50.00	193,191.10	193,241.10
40	TRANSPORTATION FUND	0.00	0.00	52,223.07	52,223.07
80	TORT FUND	0.00	0.00	66.00	66.00
***	Fund Summary Totals ***	0.00	108.80	1,377,491.41	1,377,600.21

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

Approved by the Board of Education

\_\_\_\_\_  
Jeff Gorman – President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marc Falk – Secretary

\_\_\_\_\_  
Date

<u>VENDOR</u>	<u>INVOICE #</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
DOMINGUEZ, JUAN	Apr 12	CHS Soccer Official 4/12/22	10E002 1500 3190 00 000000 0000	65.00
DOMINGUEZ, JUAN	Apr 19	CHS Soccer Official 4/19/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for DOMINGUEZ, JUAN		130.00
DOMINGUEZ, LORENZO	Apr 16	CHS Girls Soccer Official 4/16/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for DOMINGUEZ, LORENZO		65.00
EHLERT, PADRAIG	Apr 12	CHS Baseball Official 4/12/22	10E002 1500 3190 00 000000 0000	62.00
		Totals for EHLERT, PADRAIG		62.00
FIELD, JODY	Apr 11	CHS Track Official 4/11/22	10E002 1500 3190 00 000000 0000	150.00
		Totals for FIELD, JODY		150.00
FRANKLIN, JAMES	Apr 12	CHS Soccer Official 4/12/22	10E002 1500 3190 00 000000 0000	65.00
FRANKLIN, JAMES	Apr 19	CHS Soccer Official 4/19/22	10E002 1500 3190 00 000000 0000	55.00
		Totals for FRANKLIN, JAMES		120.00
GASCA, ANTHONY	Apr 16	CHS Girls Soccer Official 4/16/22	10E002 1500 3190 00 000000 0000	65.00
GASCA, ANTHONY	Apr 12	CHS Soccer Official 4/12/22	10E002 1500 3190 00 000000 0000	55.00
		Totals for GASCA, ANTHONY		120.00
HAAS, NICHOLAS	Apr 16	CHS Baseball Official, 2 games 4/16/22	10E002 1500 3190 00 000000 0000	124.00
		Totals for HAAS, NICHOLAS		124.00
HOMMOWUN, CHRISTOPHE	Mar 21	CHS Baseball Official 03/21/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for HOMMOWUN, CHRISTOPHER		65.00
JOHNSON, ERIK	Apr 14	CHS Softball Official 4/14/22	10E002 1500 3190 00 000000 0000	62.00
		Totals for JOHNSON, ERIK		62.00
KORUS, DONALD	Apr 19	CHS Soccer Official 4/19/22	10E002 1500 3190 00 000000 0000	55.00
		Totals for KORUS, DONALD		55.00
KRASZEWSKI, ERIK	Mar 28	CHS Baseball Official 3/28/22	10E002 1500 3190 00 000000 0000	124.00
KRASZEWSKI, ERIK	Apr 14	CHS Baseball Official 4/14/22	10E002 1500 3190 00 000000 0000	62.00
		Totals for KRASZEWSKI, ERIK		186.00
LEE, DEREK	Apr 11	CHS V Baseball Official 4/11/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for LEE, DEREK		65.00
LUPO, MICHAEL	Apr 16	CHS Baseball Official, 2 games 4/16/22	10E002 1500 3190 00 000000 0000	124.00
		Totals for LUPO, MICHAEL		124.00
MILLER, JERRY	Apr 19	CHS Softball Official 4/19/22	10E002 1500 3190 00 000000 0000	62.00
		Totals for MILLER, JERRY		62.00
MITCHELL, CAYLI	Mar 28	CHS Baseball Official 3/28/22	10E002 1500 3190 00 000000 0000	124.00
		Totals for MITCHELL, CAYLI		124.00
MOORE, KEVIN	Mar 21	CHS Baseball Official	10E002 1500 3190 00 000000 0000	65.00

<u>VENDOR</u>	<u>INVOICE #</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
		03/21/22		
MOORE, KEVIN	Apr 13	CHS Baseball Official 4/13/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for MOORE, KEVIN		130.00
PINA, CELSO	Apr 16	CHS Girls Soccer Official 4/16/22	10E002 1500 3190 00 000000 0000	65.00
PINA, CELSO	Apr 12	CHS Soccer Official 4/12/22	10E002 1500 3190 00 000000 0000	55.00
		Totals for PINA, CELSO		120.00
QUATHAMER, RICHARD	Apr 19	CHS Soccer Official 4/19/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for QUATHAMER, RICHARD		65.00
RADTKE, LEONARD	Apr 14	CHS Baseball Official 4/14/22	10E002 1500 3190 00 000000 0000	62.00
		Totals for RADTKE, LEONARD		62.00
SCHENCK, PATRICK	Apr 13	CHS Baseball Official 4/13/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for SCHENCK, PATRICK		65.00
SIWEK, THEODORE	Apr 11	CHS V Baseball Official 4/11/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for SIWEK, THEODORE		65.00
SMIGIEL, ALLAN	Apr 11	CHS JV Softball Official 4/11/22	10E002 1500 3190 00 000000 0000	62.00
		Totals for SMIGIEL, ALLAN		62.00
WEBB, BRIAN	Apr 12	CHS Softball Official 4/12/22	10E002 1500 3190 00 000000 0000	62.00
		Totals for WEBB, BRIAN		62.00
WHITE, LOUIS	Nov 20a	CHS Girls Basketball Official for 3 Games 11/20/21-reissue ck	10E002 1500 3900 00 000000 0000	138.00
		Totals for WHITE, LOUIS		138.00
WROBLESKI, JOSEPH	Apr 19	CHS Soccer Official 4/19/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for WROBLESKI, JOSEPH		65.00
ZAWISLAK, RICHARD	Apr 12	CHS Soccer Official 4/12/22	10E002 1500 3190 00 000000 0000	65.00
		Totals for ZAWISLAK, RICHARD		65.00
		Totals for checks		2,413.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	0.00	2,413.00	2,413.00
*** Fund Summary Totals ***		0.00	0.00	2,413.00	2,413.00

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

Approved by the Board of Education

\_\_\_\_\_  
 Jeff Gorman – President

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Marc Falk – Secretary

\_\_\_\_\_  
 Date

<u>VENDOR</u>	<u>INVOICE #</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
MCALISTER'S DELI	Apr 27	Food Service Employee Appreciation Lunches	10E001 2560 4100 00 000000 0000	667.01
			Totals for MCALISTER'S DELI	667.01
MOZZAFIATO LLC	May 2	Teacher Appreciation	10E001 2310 4100 00 000000 0000	1,141.00
			Totals for MOZZAFIATO LLC	1,141.00
			Totals for checks	1,808.01

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATIONAL FUND	0.00	0.00	1,808.01	1,808.01
*** Fund Summary Totals ***		0.00	0.00	1,808.01	1,808.01

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

Approved by the Board of Education

\_\_\_\_\_  
Jeff Gorman – President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marc Falk – Secretary

\_\_\_\_\_  
Date

<u>FD Description</u>	<u>April 2021-22 Beginning Balance</u>	<u>April 2021-22 Deposits</u>	<u>April 2021-22 Withdrawals</u>	<u>April 2021-22 Monthly Activity</u>	<u>Ending Balance</u>
97 NKCRVS CASH	1,323,507.31		295,658.89	-295,658.89	1,027,848.42
97	1,323,507.31		295,658.89	-295,658.89	1,027,848.42
	=====		=====	=====	=====
Grand Asset Totals	1,323,507.31		295,658.89	-295,658.89	1,027,848.42

Number of Accounts: 1

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

**Northern Kane County Regional Vocational System  
Revenues and Expenditures Report  
April 2022**

**Revenues**

Source	Description	2021-22 Original Budget	% of Fund	April MTD	2021-22 FYTD	Budget Remaining	FYTD Percent
	1950-00 Prior Year Revenue	450.00	0.02%	-	450.00	-	100.00%
<b>Total Local Revenues</b>		<b>450.00</b>	<b>0.02%</b>	<b>-</b>	<b>450.00</b>	<b>-</b>	<b>100.00%</b>
	3220-00 Career & Technical Education	1,151,201.00	61.60%	-	1,151,201.00	-	100.00%
	3220-01 CTE Career Exploration	-	0.00%	-	-	-	0.00%
	3220-02 CTE Educator Pathway	137,069.00	7.33%	-	137,069.00	-	100.00%
<b>Total State Revenues</b>		<b>1,288,270.00</b>	<b>68.93%</b>	<b>-</b>	<b>1,288,270.00</b>	<b>-</b>	<b>100.00%</b>
	4745-00 Perkins V Grant	580,205.00	31.04%	-	388,520.00	191,685.00	66.96%
<b>Total Federal Revenues</b>		<b>580,205.00</b>	<b>31.04%</b>	<b>-</b>	<b>388,520.00</b>	<b>191,685.00</b>	<b>66.96%</b>
<b>Total Revenues</b>		<b>1,868,925.00</b>	<b>100.00%</b>	<b>-</b>	<b>1,677,240.00</b>	<b>191,685.00</b>	<b>89.74%</b>

**Expenditures**

Object	Description	2021-22 Original Budget	% of Fund	April MTD	2021-22 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
1000	Salaries	381,881.00	15.74%	13,630.05	276,091.62	-	105,789.38	72.30%
2000	Benefits	108,006.00	4.45%	3,827.32	79,560.49	-	28,445.51	73.66%
3000	Purchased Services	195,674.00	8.07%	1,703.14	32,059.63	-	163,614.37	16.38%
4000	Supplies	8,867.00	0.37%	-	55,637.65	-	(46,770.65)	627.47%
5000	Capital Outlay	20,000.00	0.82%	-	1,538.33	(12,610.00)	31,071.67	-55.36%
6000	Other/Dues/Fees	1,701,648.00	70.14%	276,498.38	1,482,936.37	(74,156.66)	292,868.29	82.79%
7000	Non-Capital Equipment	10,000.00	0.41%	-	56,586.54	(3,883.34)	(42,703.20)	527.03%
<b>Total Expenditures</b>		<b>2,426,076.00</b>	<b>100.00%</b>	<b>295,658.89</b>	<b>1,984,410.63</b>	<b>(90,650.00)</b>	<b>532,315.37</b>	<b>78.06%</b>

<u>VENDOR</u>	<u>INVOICE #</u>	<u>INVOICE DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
CASTILLO, ISAUL	Apr 2022	Mileage reimb April 2022	97E110 2120 3100 00 322000	129.99
		Totals for CASTILLO, ISAUL		129.99
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2330 1100 00 322000	2,422.95
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2120 1100 00 322000	6,401.46
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2620 1100 00 322000	1,041.68
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2120 1100 00 474500	5,046.10
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2330 1100 00 474500	-2,953.50
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2620 1100 00 474500	1,041.68
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2120 1100 02 322000	-2,812.50
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2120 2100 00 322000	1,866.36
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2120 2100 02 322000	-83.01
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2210 1100 00 322000	6,005.00
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2210 1100 02 322000	-4,125.00
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2210 2100 00 322000	1,372.68
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2210 2100 02 322000	-121.74
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2330 2100 00 322000	148.95
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2620 2100 00 322000	238.13
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2120 2100 00 474500	1,559.25
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2210 1100 00 474500	3,753.13
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2210 2100 00 474500	857.93
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2330 2100 00 474500	-1,309.58
CENTRAL COMMUNITY USD 301	April 2022	NK reimb payroll and benefits-April 2022	97E110 2620 2100 00 474500	238.13
		Totals for CENTRAL COMMUNITY USD 301		20,588.10
STROH, TERRY	Apr 20	Reimb for Skills USA conference Apr 20-21	97E110 2210 3100 00 322000	244.64
		Totals for STROH, TERRY		244.64
		Totals for checks		20,962.73

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
97	NORTHERN KANE REG VOC SYSTEM	0.00	0.00	20,962.73	20,962.73
***	Fund Summary Totals ***	0.00	0.00	20,962.73	20,962.73

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

Approved by the Board of Education

\_\_\_\_\_  
Jeff Gorman – President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marc Falk – Secretary

\_\_\_\_\_  
Date





## MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education  
FROM: Pam Porto, Director of Transportation  
DATE: May 16, 2022  
RE: Recommendation for Acceptance of Fuel Bid

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Fuel bid specifications were sent to twelve companies for the 2022-2023 school year. Four companies, Feece Oil Company, PetroChoice, Al Warren Oil Company, and ConservFS submitted formal bids. Bid prices came in competitively and Al Warren Oil Company came in with the lowest responsible bid. Al Warren Oil Company was our fuel supplier during the 2020-2021 school year. We are recommending that we accept this bid.

A bid recap with results is included in the board packet.

**Central Community Unit School District 301**  
**Fuel Bid Summary Recap**  
**May 10, 2022**  
**11:00 AM**

Company	Gallons	80,000	80,000	70,000	Projected Total
		#1 Diesel	#2 Diesel	Reformulated	
<b>Feece Oil Co.</b>	Bid price bid gallon	0.1210	0.1210	0.1210	
Total Bid		\$407,208	\$377,520	\$271,880	\$1,056,608
<b>PetroChoice</b>	Bid price bid gallon	0.1500	0.1500	0.1500	
Total Bid		\$413,976	\$385,640	\$280,777	\$1,080,393
<b>Al Warren Oil Co. Inc</b>	Bid price bid gallon	0.1200	0.1200	0.1200	
Total Bid		\$406,728	\$377,040	\$271,460	\$1,055,228
<b>ConservFs</b>	Bid price bid gallon	0.1250	0.1250	0.1250	
Total Bid		\$407,440	\$377,840	\$272,160	\$1,057,440

**No Bids:**

Petroleum Traders  
PetroLiance  
Reldyne  
Blake Oil  
Black Dog  
WFS Corp  
AB Petro Service  
Glaieux Energy

**Central Community Unit School District 301**

**Fuel Bid Detail Recap**

**May 10, 2022**

**11:00 AM**

**Gallons                      80,000                      80,000                      70,000**

<b>Company</b>		<b>#1 Diesel</b>	<b>#2 Diesel</b>	<b>Reformulated</b>
<b>Feece Oil Co.</b> Bid Price	Wholesale Price Per gallon	4.4911	4.12	3.36
	Bid price bid gallon	0.1210	0.1210	0.1210
	Motor fuel tax	0.4670	0.4670	0.3920
	LUST fund	0.0110	0.0110	0.0110
	Total	5.0901	4.7190	3.8840
	Low OPIS Bid Price	4.4911	4.1200	3.3600
	<b>Total Bid</b>		<b>\$407,208.00</b>	<b>\$377,520.00</b>
				<b>\$1,056,608.00</b>
<b>PetroChoice</b> Bid Price	Wholesale Price Per gallon	4.5446	4.1904	3.456
	Bid price bid gallon	0.1500	0.1500	0.1500
	Motor fuel tax	0.4691	0.4691	0.3941
	LUST fund	0.0110	0.0110	0.0110
	Total	5.1747	4.8205	4.0111
	Low OPIS Bid Price	4.4911	4.1200	3.3600
	<b>Total Bid</b>		<b>\$413,976.00</b>	<b>\$385,640.00</b>
				<b>\$1,080,393.00</b>
<b>Al Warren Oil Co. Inc</b> Bid Price	Wholesale Price Per gallon	4.4911	4.12	3.36
	Bid price bid gallon	0.1200	0.1200	0.1200
	Motor fuel tax	0.4620	0.4620	0.3870
	LUST fund	0.0110	0.0110	0.0110
	Total	5.0841	4.7130	3.8780
	Low OPIS Bid Price	4.4911	4.1200	3.3600
	<b>Total Bid</b>		<b>\$406,728.00</b>	<b>\$377,040.00</b>
				<b>\$1,055,228.00</b>
<b>ConservFS</b> Bid Price	Wholesale Price Per gallon	4.49	4.12	3.36
	Bid price bid gallon	0.1250	0.1250	0.1250
	Motor fuel tax	0.4670	0.4670	0.3920
	LUST fund	0.0110	0.0110	0.0110
	Total	5.0930	4.7230	3.8880
	Low OPIS Bid Price	4.4911	4.1200	3.3600
	<b>Total Bid</b>		<b>\$407,440.00</b>	<b>\$377,840.00</b>
				<b>\$1,057,440.00</b>

## MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: May 16, 2022

RE: Recommendation for Acceptance of Copy Paper Bid

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Copy paper bid specifications for the entire district were sent out to eight suppliers for the 2022-2023 school year. Three companies responded with bid terms and conditions regarding copy paper shortages and delays in deliveries. Contract Paper Group Inc. submitted the only complete bid for all our paper and came in with the lowest responsible bid totalling \$54,482.45. The terms and conditions with Contract Paper Group Inc. included no guaranteed delivery dates (8-12 weeks from order) and expected delays from paper mills worldwide.

Quill did not bid on white paper, only on pastel colored paper. Their prices are subject to change with a 30 day notice and no guarantee of delivery dates.

Midland Paper did not bid but supplied a letter stating they are not able to bid on future deliveries, large quantities or firm contracts for over three months. They offered an alternative to use the State of IL Master Paper Contract for one month supply per location through October 1, 2022. This State of IL Master Contract price is higher than Contract Paper Group's bid.

We are recommending that we accept Contract Paper Group's bid. A bid recap with results and the letters supplied from these bidders are included in the board packet.

**Copy Paper Bid Recap**  
**May 10, 2022**  
**10:00 am**

	Quantity	Contract Paper	Contract Paper Total	Quill	Quill Total	Midland State Paper	Midland State Total	FY22 Award	FY23 Increase Over FY22 Per Case
20# White 8 1/2 x 11	1130	\$41.60	\$47,008.00	No Bid		\$42.44	\$47,957.20	\$25.88	\$15.72
Blue	15	\$51.35	\$770.25	\$71.80	\$1,077.00	\$57.39	\$860.85	\$39.38	\$11.97
Buff	2	\$51.35	\$102.70	\$77.70	\$155.40	\$57.39	\$114.78	\$39.38	
Canary	10	\$51.35	\$513.50	\$71.80	\$718.00	\$57.39	\$573.90	\$39.38	
Orange	3	\$0.00	\$0.00	No Bid				\$39.38	
Green	13	\$51.35	\$667.55	\$71.80	\$933.40	\$57.39	\$746.07	\$39.38	
Orchid (Lilac)	4	\$51.35	\$205.40	\$91.20	\$364.80	\$57.39	\$229.56	\$39.38	
Pink	2	\$51.35	\$102.70	\$71.80	\$143.60	\$57.39	\$114.78	\$39.38	
Ivory	3	\$51.35	\$154.05	\$75.40	\$226.20			\$39.38	
Cherry	4	\$51.35	\$205.40	\$75.90	\$303.60			\$39.38	
Tan	2	\$0.00	\$0.00	\$72.00	\$144.00			\$39.38	
Gray	2	\$51.35	\$102.70	\$77.50	\$155.00			\$39.38	
Lime	5	\$95.00	\$475.00	\$86.20	\$431.00			\$59.50	\$35.50
Orange	4	\$95.00	\$380.00	\$87.80	\$351.20			\$59.50	
Blue	3	\$95.00	\$285.00	\$90.40	\$271.20			\$59.50	
Yellow	4	\$95.00	\$380.00	\$90.40	\$361.60			\$59.50	
Red	1	\$95.00	\$95.00	No Bid				\$59.50	
Bright Purple	1	\$95.00	\$95.00	No Bid				\$59.50	
8 1/2 X 14 White	9	\$59.10	\$531.90	\$67.20	\$604.80			\$37.18	\$21.92
11 X 17 White	23	\$48.10	\$1,106.30	\$49.80	\$1,145.40			\$29.16	\$18.94
67# Card Stock	21	\$62.00	\$1,302.00	\$77.60	\$1,629.60			\$39.72	\$22.28

**Total Bid**

**\$54,482.45**



CONTRACT PAPER GROUP, INC.  
1013 Portage Trail Unit 2  
Cuyahoga Falls, OH 44221  
(P)800-563-5739  
(F)330-896-6886  
[www.cpgbid.com](http://www.cpgbid.com)

## TERMS AND CONDITIONS

May 2, 2022

\*\*\* Now Offering Office Supplies!  
Construction Paper  
Paper Towels  
Envelopes  
And many more items.

### ADDITIONAL TERMS AND CONDITIONS

Due to the volatility of the current paper market, we must place terms and conditions on all our paper bids. Please note the following conditions apply to your bid.

- \*Delivery dates cannot be guaranteed at this time. Some deliveries may be 8-12 weeks from receipt of PO.**
- \*Pricing based on award of all items bid.**
- \* With the current market conditions, Contract Paper Group expects delays from paper mills worldwide and cannot be held responsible for delivery delays or product availability.**
- \*All pricing is subject to availability.**

We appreciate your business and hope that you understand our current limitations. Should you have any questions in regards to the market, please feel free to give me a call and I would be happy to discuss with you.

Sincerely,

*Jennifer Oshel*

Jennifer Oshel  
Account Representative

**Proposed Comments to**  
**Central Community Unit School District 301**  
**Copy Paper Products Bid**  
**Vendor: Quill LLC**  
**Quill Bid # 22-27814**

Term	Modification
Paper Price Changes	Due to the rapidly changing nature of products and economic pressures in the market, paper prices may be changed with a 30-day notice. Quill reserves the right to request price changes on any paper items that have been impacted by cost increases, increased Tariffs, and other unforeseen circumstances. If a paper item incurs a cost increase, Quill will contact the customer with a written proposal of the contract modifications. We will specifically detail the cause and/or reason for any changes including supportive documentation (manufacturer's letters, indexes, etc.). Any adjustments will require approval from the customer's organization within 30 days of receipt. Should the customer decline these modifications, Quill reserves the right to remove the impacted items from the contract for the remainder of the contract terms. Quill will continue to provide competitive prices throughout the entire bid terms.
Paper Inventory	Due to the volatility of the market & supply chain issues, Quill LLC cannot guarantee inventory at the time of purchase. We will be happy to fulfill when inventory becomes available.
Liftgate Delivery	Lift gates (cargo lift) can be requested for truck orders at no charge– you must note the PO.
Pallet Jack Delivery	All school districts must provide their own pallet jacks. Quill LLC is unable to provide them.



At this time, Midland is not able to bid on paper for future deliveries, large quantities, or firm contracts for more than 3 months. Please see below for an alternative we are offering and an explanation of what has happened in the paper industry. Also please keep us on your bid list for future opportunities.

What we can offer is the State of IL Master Paper Contract. All State agencies including schools can buy off this contract. With few exceptions we are limiting orders to a 1 month supply per location. The pricing on the State contract from May 1 – October 1 2022 will be \$42.44/case for 8.5x11 20# white virgin paper, pastel colors are \$57.39/case. Pricing on other items is available upon request. Pricing on this contract is not firm and can change once per 6 months based on a government index, price prevailing at time of shipment. The minimum order per location is 40 cases.

A breakdown of what is happening/has happened in the paper industry:

- When the covid pandemic first started, paper usage dropped substantially due to the shift in work place/school settings. Corrugated box demand skyrocketed due to the increase in shipping demand. Several large mills were converted from paper to corrugated boxes.
- As the economy started back up and built up inventory dwindled, the import freight rates skyrocketed and the European energy crisis started. The North American paper mills were overwhelmed with orders and could not meet demand. The backlog of orders quickly mounted with some products being over 6 months now. All vendors were put on allocation, meaning we can only order a certain percentage of our past usage on products.
- Due to the supply shortages, increasing raw material, labor, and freight costs, we have seen 50-65% of price increases. Even with these increases supply has not caught up with demand and is not expected to until 2023. We also expect more price increases later this year due to effects from the Russian invasion on overall costs.

Doug Damascus  
Doug.Damascus@midlandco.com  
Sales Representative  
4/11/2022

101 E. Palatine Rd.  
Wheeling, IL 60090  
Midlandpaper.com

## RESOLUTION

### HONORABLE DISMISSAL OF TEMPORARY EDUCATIONAL SUPPORT PERSONNEL EMPLOYEES

**WHEREAS**, the educational support personnel employee listed in this Resolution was employed by the Board of Education of Central Community Unit School District No. 301 on a temporary basis during the 2021-2022 school year; and

**WHEREAS**, the Board has determined that this temporary educational support personnel employee shall not be reemployed for the 2022-2023 school year;

**NOW, THEREFORE**, Be It Resolved by the Board of Education of Central Community Unit School District No. 301, Kane County, Illinois, that:

**Section 1:** The following named temporary educational support personnel employee shall not be reemployed for the 2022-2023 school year.

Lisa Almgren

**Section 2:** The President and Secretary of the Board are authorized and directed to give the educational support personnel employee a written Notice of Dismissal, together with the reason therefore, by first class mail. A copy of this Notice is attached as Exhibit A and incorporated by reference.

**Section 3:** The Superintendent or designee shall also deliver a copy of the Notice to the educational support personnel employee by certified mail, return receipt requested, and personally with a signature receipt. A copy of the receipt is attached as Exhibit B and incorporated by reference.

**Section 4:** This Resolution is in full force and effect upon its passage.

**ADOPTED** this 16th day of May, 2022, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

**EXHIBIT A**

May 17, 2022

**Via First Class Mail and  
Certified Mail, Return Receipt Requested and Personal Delivery**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RE: NOTICE OF HONORABLE DISMISSAL**

Dear \_\_\_\_\_:

As you know, you were employed on a temporary basis. This serves as official notice that your temporary employment will be concluding. At its meeting held on May 16, 2022, the Board of Education of Central Community Unit School District No. 301, Kane County Illinois, resolved to terminate your employment effective at the end of the May 20, 2022 work day. We truly appreciate your service to the school district during a very challenging time.

Sincerely,

Board of Education  
Central Community Unit School District No. 301  
Kane County, Illinois

ATTEST

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

**EXHIBIT B**

**RECEIPT CONFIRMATION**

I, \_\_\_\_\_, received the attached Notice of  
(name of employee)

Dismissal by personal delivery from \_\_\_\_\_, Principal, of  
(name of person delivering notice)

Central Community Unit School District No. 301, Kane County, on May 17, 2022.

\_\_\_\_\_  
(signature of employee)



**CENTRAL**  
UNIT SCHOOL DISTRICT 301

May 17, 2022

**Via First Class Mail and  
Certified Mail, Return Receipt Requested and Personal Delivery**

Lisa Almgren  
11N208 Capulet Circle  
Elgin, IL 60124

**RE: NOTICE OF HONORABLE DISMISSAL**

Dear Ms. Almgren:

As you know, you were employed on a temporary basis. This serves as official notice that your temporary employment will be concluding. At its meeting held on May 16, 2022, the Board of Education of Central Community Unit School District No. 301, Kane County Illinois, resolved to terminate your employment effective at the end of the May 20, 2022 work day. We truly appreciate your service to the school district during a very challenging time.

Sincerely,

Board of Education  
Central Community Unit School District No. 301  
Kane County, Illinois

ATTEST

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

## RECEIPT CONFIRMATION

I, Lisa Almgren, received the attached Notice of Dismissal by personal delivery from Kim Lewis, Principal, of Central Community Unit School District No. 301, Kane County, on May 17, 2022.

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(signature of employee)

## MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education  
FROM: Daina Pflug, Business Manager  
DATE: May 16, 2022  
RE: Approval of Audit Firm

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It is recommended that the Board renew its agreement with the auditing firm of Eder, Casella & Company for a three-year period of audit services for the years ending June 30, 2022, 2023 and 2024. The firm's services continue to be efficient, and the audit is always performed in a professional and timely manner. Below is the summary of total costs:

Central 301:

Year Ending 6/30/22	\$22,725
Year Ending 6/30/23	\$23,875
Year Ending 6/30/24	\$25,125

Northern Kane County EFE:

Year Ending 6/30/22	\$5,250
Year Ending 6/30/23	\$5,525
Year Ending 6/30/24	\$5,800

Copies of the renewal letters for both Central 301 and Northern Kane County Regional Vocational System are attached.



Eder, Casella & Co.  
815.344.1300  
www.edercasella.com

March 16, 2022

Ms. Daina Pflug, Business Manager  
Central Community Unit School District No. 301  
275 South Street  
Burlington, IL 60109

Dear Ms. Pflug:

We are pleased to confirm our understanding of the services we can provide Central Community Unit School District No. 301 for the years ending June 30, 2022, 2023, and 2024. This letter, and any other attachments incorporated herein, (collectively, "Agreement"), confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this Agreement.

You have requested we audit the basic financial statements of Central Community Unit School District No. 301 as of June 30, 2022, 2023, and 2024, and for the years then ended. We understand that the financial statements will be presented on the basis of revenue received and expenditures disbursed as prescribed in the Illinois Program Accounting Manual for Local Education Agencies, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In addition, we will audit the District's compliance over major federal award programs for the periods ending June 30, 2022, 2023, and 2024. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the District's major federal award programs.

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with the Illinois State Board of Education Guide to Auditing and Reporting for Illinois Public Local Education Agencies as updated July 2002, auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government Auditing Standards of the Comptroller General of the United States of America will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the District complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and the standards applicable to financial audits contained in Government Auditing Standards of the Comptroller General of the United States of America, if any, and perform procedures to address those requirements.

Also, the document we submit to you will include the following additional information that will be subjected to the auditing procedures applied in our audit of the individual fund financial statements:

eder,  
casella  
&  
co

1. Schedule of Changes in Assets and Liabilities – Activity Funds (if any)
2. Computation of Operating Expense Per Pupil and Per Capita Tuition Charge (except for the average daily attendance figure which will not be subject to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will disclaim an opinion)
3. Annual Debt Service Requirements for General Long-Term Debt
4. Schedule of Expenditures of Federal Awards

### **Schedule of Expenditures of Federal Awards**

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

### **Data Collection Form**

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

### **Audit of the Financial Statements**

We will conduct our audit in accordance with the Illinois State Board of Education Guide to Auditing and Reporting for Illinois Public Local Education Agencies as updated July 2002; auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance). As part of an audit in accordance with the Illinois State Board of Education Guide to Auditing and Reporting for Illinois Public Local Education Agencies as updated July 2002, GAAS, Government Auditing Standards, and the Uniform Guidance, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing

concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Central Community Unit School District No. 301's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected existed, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and Government Auditing Standards does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

### **Audit of Major Program Compliance**

Our audit of Central Community Unit School District No. 301's major federal award programs compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the District's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of the federal programs as a whole.

As part of compliance audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risk of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and, performing the applicable procedures described in the U.S. Office of Management and Budget OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the District's major programs, and performing such other procedures as we consider necessary in the circumstances. The purpose of those procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the District's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the District's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the District's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

### **Management Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with the regulatory modified cash basis of accounting.
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- c. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received.
- d. For maintaining records that adequately identify the source and application of funds for federally funded activities.
- e. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance.
- f. For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the District is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards.
- g. For identifying and ensuring that the District complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs.
- h. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award.
- i. For identifying and providing report copies of previous audits, attestation engagement, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented.
- j. For taking prompt action when instances of noncompliance are identified.
- k. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings.
- l. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings.
- m. For submitting the reporting package and data collection form to the appropriate parties.
- n. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance.
- o. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit;

- iii. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.
- p. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- q. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work.
- r. For maintaining adequate records, selecting, and applying accounting principles, and safeguarding assets.
- s. For informing us of any known or suspected fraud affecting the District involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance.
- t. For the accuracy and completeness of all information provided
- u. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information, and
- v. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the regulatory modified cash basis of accounting; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited basic financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

### **Nonattest Services**

With respect to any nonattest services we perform, which includes preparation of the financial statements, Schedule of Expenditures of Federal Awards, related notes, Annual Financial Report, Data Collection form, and workers' compensation payroll form; and any other nonattest services we will not assume management responsibilities on behalf of Central Community Unit School District No. 301. However, we will provide advice and recommendations to assist management of Central Community Unit School District No. 301 in performing its responsibilities.

Central Community Unit School District No. 301's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed, (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services noted above previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

## **Reporting**

We will issue a written report upon completion of our audit of Central Community Unit School District No. 301's basic financial statements. Our report will be addressed to the Board of Education of Central Community Unit School District No. 301. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of Government Auditing Standards, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

## **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printer's proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

During the course of the engagement, we may communicate with you or your personnel via fax, e-mail, or portal, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communication.

We estimate that our fees for the audit examinations, including preparation of the financial statements, Schedule of Expenditures of Federal Award, related notes, Annual Financial Report, Data Collection form, and workers' compensation payroll form; and 'In Relation To' opinion on the Consolidated Year-End Financial Report (CYEFR) required for the GATA audit package, will not exceed:

	<u>Audit</u>	<u>Single Audit</u>
Year Ending June 30, 2022	\$19,150.00	\$3,575.00
Year Ending June 30, 2023	20,125.00	3,750.00
Year Ending June 30, 2024	21,125.00	4,000.00

The actual fees may vary from the amounts shown due to variations in conditions or additional audit procedures requested by the State of Illinois or other agencies. Fees for such additional services would be billed at our usual hourly rates. We would inform you if we were experiencing any difficulty which would cause any increase in the base fee. We will progress bill for up to 75% of the contractual total upon completion of the fieldwork and the final bill will be issued at the time the draft reports are delivered. All services will be billed to you monthly, payable on receipt. Amounts unpaid after 60 days will be charged late fees at a rate of 1% per month in addition to costs of collection.

Whenever possible, we will attempt to use Central Community Unit School District No. 301's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or workpaper for a period of at least five year form the date of our report.

At the conclusion of our audit engagement, we will communicate to the Board the following significant findings from the audit:

- Our view about the qualitative aspect of the District's significant accounting practices.
- Significant difficulties, if any, encountered during the audit.
- Uncorrected misstatements, other than those we believe are trivial, if any.
- Disagreements with management, if any.
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process.
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.
- Representations we requested from management.
- Management's consultation with other accountants, if any. and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Eder, Casella & Co. and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulator's pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Eder, Casella & Co.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the agreement of our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Very truly yours,

*Eder, Casella & Co.*

EDER, CASELLA & CO.  
Certified Public Accountants

This letter correctly sets forth the understanding.

Central Community Unit School District No. 301

Acknowledged and agreed on behalf of Central Community Unit School District No. 301 by:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Eder, Casella & Co.  
815.344.1300  
www.edercasella.com

March 22, 2022

Ms. Daina Pflug  
Northern Kane County Regional Career  
and Technical Education System  
275 South St.  
Burlington, IL 60109

Dear Ms. Pflug:

We are pleased to confirm our understanding of the services we can provide Northern Kane County Regional Career and Technical Education System for the years ending June 30, 2022, 2023, and 2024. This letter, and any other attachments incorporated herein, (collectively, "Agreement"), confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this Agreement.

You have requested we audit the basic financial statements of Northern Kane County Regional Career and Technical Education System as of June 30, 2022, 2023, and 2024, and for the years then ended. We understand that the financial statements will be presented on the basis of revenue received and expenditures disbursed as prescribed in the Illinois Program Accounting Manual for Local Education Agencies, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with the Illinois State Board of Education Guide to Auditing and Reporting for Illinois Public Local Education Agencies as updated July 2002, auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government Auditing Standards of the Comptroller General of the United States of America will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

#### **Auditor Responsibilities**

We will conduct our audit in accordance with the Illinois State Board of Education Guide to Auditing and Reporting for Illinois Public Local Education Agencies as updated July 2002; auditing standards generally accepted in the United States of America; and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. As part to of audit in accordance with the Illinois State Board of Education Guide to Auditing and Reporting for Illinois Public Local Education Agencies as updated July 2002, GAAS, and Government Auditing Standards we exercise professional judgment and maintain professional skepticism throughout the audit, We also:

eder,  
casella  
&  
co

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the System's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Northern Kane County Regional Career and Technical Education System's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected existed, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and Government Auditing Standards does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

### ***Compliance with Laws and Regulations***

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of Northern Kane County Regional Career and Technical Education System's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### ***Management Responsibilities***

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with the regulatory modified cash basis of accounting.
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.
- c. To provide us with:

- i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit; an
  - iii. Unrestricted access to persons within the System from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the System's auditor.
  - e. For identifying and ensuring that the System complies with the laws and regulations applicable to its activities.
  - f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole.
  - g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work.
  - h. For maintaining adequate records, selecting, and applying accounting principles, and safeguarding assets.
  - i. For informing us of any known or suspected fraud affecting the System involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials, and
  - j. For the accuracy and completeness of all information provided

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the regulatory modified cash basis of accounting; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

### **Nonattest Services**

With respect to any nonattest services we perform, which includes preparation of the financial statements, related notes, and Annual Financial Report, and any other nonattest services we will not assume management responsibilities on behalf of Northern Kane County Regional Career and Technical Education System. However, we will provide advice and recommendations to assist management of Northern Kane County Regional Career and Technical Education System in performing its responsibilities.

Northern Kane County Regional Career and Technical Education System's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed, (d) evaluating and accepting responsibility for the results of the services

performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services noted above previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

## **Reporting**

We will issue a written report upon completion of our audit Northern Kane County Regional Career and Technical Education System's basic financial statements. Our report will be addressed to the Board of Education of Northern Kane County Regional Career and Technical Education System. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of Government Auditing Standards, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

## **Provisions of Engagement Administration, Timing and Fees**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we selected for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printer's proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

During the course of the engagement, we may communicate with you or your personnel via fax, e-mail, or portal, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communication.

We estimate that our fees for the audit examinations, including preparation of the financial statements, related notes, and Annual Financial Report; and 'In Relation To' opinion on the Consolidated Year-End Financial Report (CYEFR) required for the GATA audit package, will not exceed:

Year ending June 30, 2022	\$ 5,250.00
Year ending June 30, 2023	5,525.00
Year ending June 30, 2024	5,800.00

The actual fees may vary from the amounts shown due to variations in conditions or additional audit procedures requested by the State of Illinois or other agencies. Fees for such additional services would be billed at our usual hourly rates. We would inform you if we were experiencing any difficulty which would cause any increase in the base fee. We will progress bill for up to 75% of the contractual total upon completion of the fieldwork and the final bill will be issued at the time the draft reports are delivered. All services will be billed to you monthly, payable on receipt. Amounts unpaid after 60 days will be charged late fees at a rate of 1% per month in addition to costs of collection. In the event of an increase in CPI for any 12 month period of 6% or more, Eder, Casella & Co., at its option, may discuss a fee adjustment with Northern Kane County Regional Career and Technical Education System and a new estimate of fee will be issued and presented for approval and acceptance.

Whenever possible, we will attempt to use Northern Kane County Regional Career and Technical Education System's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or workpaper for a period of at least five year form the date of our report.

At the conclusion of our audit engagement, we will communicate to the Board the following significant findings from the audit:

- Our view about the qualitative aspect of the System's significant accounting practices.
- Significant difficulties, if any, encountered during the audit.
- Uncorrected misstatements, other than those we believe are trivial, if any.
- Disagreements with management, if any.
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process.
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.
- Representations we requested from management.
- Management's consultation with other accountants, if any. and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Eder, Casella & Co. and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulator's pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Eder, Casella & Co.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the agreement of our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Very truly yours,

*Eder, Casella & Co.*

EDER, CASELLA & CO.  
Certified Public Accountants

This letter correctly sets forth the understanding.

Northern Kane County Regional Career and Technical Education System

Acknowledged and agreed on behalf of Northern Kane County Regional Career and Technical Education System by

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education  
FROM: Pam Mirenda, Director of Food Service  
DATE: May 12, 2022  
RE: Lunch Prices for School Year 2022-2023

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I recommend the paid lunch prices for the school year 2022-2023 remain the same as the school years 2020-2021 and 2021-2022, as shown below:

High School	\$3.20
Middle Schools	\$3.10
Elementary Schools	\$3.00
Adult/Teacher Lunch	\$3.75

Reduced price lunches will remain the same: \$.40 per lunch.

Milk prices will remain the same: \$.40 per ½ pint.



## MEMORANDUM

FROM: Dr. Todd Stirn, Superintendent

TO: Central 301 Board of Education

DATE: May 16, 2022

RE: Mid-Valley Special Education Cooperative Classroom Use Agreement

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The Mid-Valley Special Education Cooperative (Classroom Use Agreement) is an annual resolution to allow the lease of classroom space at Central Middle School for the Educational and Life Skills Program and New Pathways Program at a rate of \$4,872.00 each and for a Central High School classroom for the New Pathways Program at a rate of \$7,494.00 for the 2022-2023 school year. Central along with Batavia, Geneva, Kaneland, and St. Charles school district form the Mid-Valley Special Education Cooperative and the partnership allows Central to meet the needs of certain special education student populations that would be cost prohibitive to meet in a standalone district program.



## *Mid-Valley Special Education Cooperative*

### CLASSROOM USE AGREEMENT

This Classroom Use Agreement (“Agreement”) is made and entered into this 1<sup>st</sup> day of July, 2022, by and between the Board of Education of School District No. 301 (“hereinafter referred to as the ‘District’”) and Mid-Valley Special Education Cooperative, a special education joint agreement (“hereinafter referred to as “Mid-Valley”).

**WHEREAS**, District has declared that the classroom(s) identified on Exhibit A are unnecessary for school purposes and will not be needed by the District during the proposed term of this Agreement; and

**WHEREAS**, the District has determined that the proposed use of the classroom(s) identified on Exhibit A serves the interest of the community and that it is the best interest of the District to enter into this Agreement; and

**WHEREAS**, Mid-Valley has a need for additional classroom space to serve the needs of the special education students educated through the Mid-Valley Special Education Cooperative;

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. **Authority.** This lease is being entered into pursuant to the provisions of the *School Code*. The District hereby represents and warrants that it has full authority to enter into this Agreement and be bound by its terms.
2. **Classroom Use.** For the period of July 1, 2022 through June 30, 2023, the District leases to Mid-Valley and Mid-Valley hereby leases from the District classrooms as per Exhibit A.
3. **Term.** This Agreement shall remain in full force and effect from July 1, 2022 through June 30, 2023.

4. **Responsibilities of the District.**

1. The District shall provide all services and utilities including custodial and maintenance services and supplies that may be necessary to maintain the classrooms identified on Exhibit A in normal, habitable condition for classroom instructional purposes and delivery of related services.
2. The District shall ensure that the MVSEC classrooms are furnished in a manner consistent with other classrooms in the school which may include desks and chairs for students and teachers, tables, book cases, file cabinets, storage cabinets, and window coverings.
3. The District shall ensure that the classrooms are provided in a manner consistent with other classrooms in the school, including customary audio visual equipment, computer hardware and software, internet access, copy machine facilities and telephone lines and usage to support the instructional activities and delivery of related services in the classrooms identified above.
4. The District shall provide administrative assistance in emergencies and guidance on general building policies and procedures necessary to support the instructional activities and delivery of related services in the classrooms identified above.
5. The District shall provide all other supports and services, set forth in the Principal's Guide for Hosting a Mid-Valley Program, attached hereto, and incorporated herein as Exhibit B.
6. The District shall keep in force at all times during the Agreement general liability broad form insurance, occurrence based insurance including property damage, bodily injury, personal injury, contractual liability and other usual broad form liability endorsements.

5. **Responsibilities of Mid-Valley**

1. Mid-Valley shall pay to the District the sum of \$17,238.00 per year in installments as follows: One half in January, 2023; One half in June, 2023.
2. Mid-Valley shall employ the certified staff, substitute staff, paraprofessionals and related services professionals necessary to provide the special education and related services to the students placed in the classrooms.
3. Mid-Valley shall assume the responsibilities set forth in the Principal's Guide for Hosting a Mid-Valley Program attached hereto and incorporated herein as Exhibit B.
4. Mid-Valley shall maintain Illinois Worker's Compensation and Occupational Disease Act coverage as well as Employer Liability Coverage for all Mid-Valley employees assigned to work in the classrooms identified above.

6. **Indemnification.** To the fullest extent permitted by law, Mid-Valley shall indemnify and hold harmless the District from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from Mid-Valley's negligent, reckless or willful misconduct. Mid-Valley's indemnification and hold harmless obligation shall survive the termination of this Agreement. To the fullest extent permitted by law, the District shall indemnify and hold harmless Mid-Valley from and against all claims, damages, losses and expenses for personal injury or property damage, including but not limited to attorney's fees (including the expenses of investigation, settlement and/or litigation) arising out of or resulting from the District's negligent, reckless or willful misconduct. The District's indemnification and hold harmless obligation shall survive the termination of this Agreement.

7. **Notice.** All notices and demands required hereunder shall be in writing and shall be deemed to have been given or made when delivered personally when mailed by registered or certified mail, postage prepaid, return receipt requested addressed as follows:

If to District:           Dr. Todd Stirn  
                                  Superintendent  
                                  Central CUSD 301  
                                  275 South St.  
                                  Burlington, IL 60109

If to Mid-Valley:       Lisa Palese  
                                  Executive Director  
                                  Mid-Valley Special Education Cooperative  
                                  1304 Ronzheimer Avenue  
                                  St. Charles, IL 60174

or such other address or addresses that shall be designated in writing from time to time by either party.

8. **Modification.** The terms of this Agreement may be modified only by written mutual agreement by the parties.

**IN WITNESS WHEREOF**, the parties hereinto have caused this Agreement to be executed by the duly authorized officials as of the date set forth above.

BOARD OF EDUCATION OF CENTRAL  
SCHOOL DISTRICT 301

THE ADVISORY BOARD OF THE  
MID-VALLEY SPECIAL EDUCATION  
COOPERATIVE

By: \_\_\_\_\_  
                  President

By: \_\_\_\_\_  
                  Chairperson

Approved: \_\_\_\_\_  
                  Secretary

Attest: \_\_\_\_\_  
                  Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**Mid-Valley Special Education Cooperative**

Central CUSD 301  
Classroom Use Agreement

<b>Mid-Valley Room Rental FY22-23</b>							
<b>Rent is paid at the rate of \$6.00 per square feet</b>							
<b>DISTRICT</b>	<b>SCHOOL/ROOM</b>	<b>PROGRAM</b>	<b>SQ. FT.</b>	<b>RENT</b>	<b>PAY TO DISTRICT</b>	<b>JAN 2023 PAY</b>	<b>JUNE 2023 PAY</b>
<b>Central D301</b>	Central High School	New Pathways	1,249	\$7,494.00	\$7,494.00	\$3,747.00	\$3,747.00
	Central Middle School	New Pathways	812	\$4,872.00	\$ 4,872.00	\$2,436.00	\$ 2,436.00
	Central Middle School	ELS	<b>812</b>	\$ 4,872.00	\$ 4,872.00	\$ 2,436.00	\$ 2,436.00
<b>TOTAL</b>				<b>\$17,238.00</b>	<b>\$17,238.00</b>	<b>\$ 8,619.00</b>	<b>\$ 8,619.00</b>

## MEMORANDUM

FROM: Kerri McCastland, Director of College & Career Readiness

TO: Board of Education & Dr. Todd Stirn, Superintendent

CC: Chris Testone, Amber Ballard, Ryan Robinson, Buddy Haas, Kelly Greene

DATE: May 16, 2022

RE: Veterinarian Affiliation Agreements

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As part of the National Association of Veterinary Technicians in America (NAVTA) program requirements for students to obtain their Veterinarian Assistant certificate students are required to complete 100 hours of externships. We are currently working with many different animal clinics to seek partnerships for these opportunities for our students. These agreements ensure that students receive practical experiences that meet educational standards, and ensure an appropriate learning environment away from the students' school that matches the career focus. I am seeking approval for the following sites:

Animal Eye Consultants

Hampshire Animal Hospital

# Standard Affiliation Agreement

Dear Animal Eye Consultants

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,  
Izzy Castillo  
Work Based Learning Specialist  
Phone: 224-990-7093  
[isaul.castillo@central301.net](mailto:isaul.castillo@central301.net)

Amber Ballard, CVT  
Program Coordinator  
Phone: 224-990-7208  
[amber.ballard@central301.net](mailto:amber.ballard@central301.net)

**AFFILIATION AGREEMENT  
BETWEEN  
Northern Kane County Region 110  
AND**

**Animal Eye Consultants  
for Student Veterinary Assistant Externship Experience**

**THIS AGREEMENT** (“**Agreement**”) is entered into this 1st Day, of August , 2022 by and between Animal Eye Consultants (“**Facility**”), the Board of Education of Central Community Unit School District No. 301 (“**District**”), and Northern Kane Region 100 (collectively the “**Parties**”).

**WHEREAS**, the District desires to utilize Animal Eye Consultants facility at 2475 Westfield Dr, Elgin, IL 60124 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

**WHEREAS**, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

**NOW, THEREFORE**, it is understood and agreed upon by the parties hereto as follows:

**A. SCHOOL RESPONSIBILITIES:**

**1. Provision of foundational curriculum to students.** The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District’s curriculum.

**2. Liability insurance.** The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq.*

**3. Designation of liaison to Facility; communications relating to clinical placements.** The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The

assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

**4. School notices to students.** The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

- (a) Follow the administrative policies, standards, and practices of the Facility.
- (b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- (c) Provide his/her own transportation.
- (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
- (e) Conform to the standards and practices established by the District while functioning at the Facility.
- (f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.
- (g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.
- (h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

## **B. FACILITY RESPONSIBILITIES:**

**1. Provision of facilities for supervised experiences.** Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

**2. Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations

of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

**3. Emergency treatment of students.** In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

**4. Designation of liaison to the District; communications relating to placements.** The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

**5. School Tour of Facility.** The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

**6. Provision of Relevant Facility policies.** The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

**7. Facility Transportation and Use of Mobile Units.** The Facility must obtain advance written permission from the District for transportation of students by the Facility or its staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

**8. FERPA Compliance.** The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

### **C. OTHER RESPONSIBILITIES:**

**1. Compliance with client/patient privacy laws.** The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

**2. Determination of instructional period.** The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on August 1<sup>st</sup>, 2022 with the last clinical on July 31<sup>st</sup>, 2023 .

**3. Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

**4. Evaluation of students' experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

## 5. Removal of students.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

## D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2022 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

## E. ADDITIONAL TERMS:

1. **Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening:** Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of

this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

**6. Employment Status.** No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience.

**7. Notice to Parties.** Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:

Animal Eye Consultants  
2475 Westfield Dr.  
Elgin, IL 60124

If to the District:

275 South Street  
Burlington IL, 60109  
Program in Career and Technical Education  
Attention: Career and Technical Education Department  
Facsimile: (847)464-6021

**8. Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

**9. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

**10. No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns,

executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

**11. Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

**12. Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

**IN WITNESS WHEREOF,** the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

**Veterinary Facility:**  
Animal Eye Consultants

**Board of Education,**  
Central Community Unit School District 301

Signature:  \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: christine covey

Printed Name: \_\_\_\_\_

Title: manager

Title: \_\_\_\_\_

Date: 4/11/2022

Date: \_\_\_\_\_

**Northern Kane Region 110**  
**By Its Administrative District**  
District \_\_CUSD 301\_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**  
**STUDENT EVALUATION FORM**

[TO BE ATTACHED]



# Standard Affiliation Agreement

Dear Hampshire Animal Hospital

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,  
Izzy Castillo  
Work Based Learning Specialist  
Phone: 224-990-7093  
[isaul.castillo@central301.net](mailto:isaul.castillo@central301.net)

Amber Ballard, CVT  
Program Coordinator  
Phone: 224-990-7208  
[amber.ballard@central301.net](mailto:amber.ballard@central301.net)

**AFFILIATION AGREEMENT  
BETWEEN  
Northern Kane County Region 110  
AND**

**Hampshire Animal Hospital  
for Student Veterinary Assistant Externship Experience**

**THIS AGREEMENT (“Agreement”)** is entered into this 1st Day, of August , 2022 by and between Hampshire Animal Hospital (“Facility”), the Board of Education of Central Community Unit School District No. 301 (“District”), and Northern Kane Region 100 (collectively the “Parties”).

**WHEREAS**, the District desires to utilize Hampshire Animal Hospital facility at 126 Park St, Hampshire, IL 60140 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

**WHEREAS**, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

**NOW, THEREFORE**, it is understood and agreed upon by the parties hereto as follows:

**A. SCHOOL RESPONSIBILITIES:**

**1. Provision of foundational curriculum to students.** The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District’s curriculum.

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**3. Designation of liaison to Facility; communications relating to clinical placements.** The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The

assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

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- (b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
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- (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
- (e) Conform to the standards and practices established by the District while functioning at the Facility.
- (f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.
- (g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.
- (h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

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**1. Provision of facilities for supervised experiences.** Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

**2. Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations

of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

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**6. Provision of Relevant Facility policies.** The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

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possession to the District or, at the District's request, directly to the student's home school district if other than the District.

### **C. OTHER RESPONSIBILITIES:**

**1. Compliance with client/patient privacy laws.** The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

**2. Determination of instructional period.** The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on August 1<sup>st</sup>, 2022 with the last clinical on July 31<sup>st</sup>, 2023 .

**3. Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

**4. Evaluation of students' experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

## **5. Removal of students.**

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

## **D. TERM OF AGREEMENT:**

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2022 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

## **E. ADDITIONAL TERMS:**

1. **Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening:** Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of

this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

**6. Employment Status.** No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience.

**7. Notice to Parties.** Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:

Hampshire Animal Hospital  
126 Park St  
Hampshire, IL 60140

If to the District:

275 South Street  
Burlington IL, 60109  
Program in Career and Technical Education  
Attention: Career and Technical Education Department  
Facsimile: (847)464-6021

**8. Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

**9. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

**10. No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns,

executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

**11. Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

**12. Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

**Veterinary Facility:**  
Hampshire Animal Hospital

**Signature:** *Diana Stoll*

Printed Name: Diana Stoll

Title: Practice Manager

Date: 4/17/2022

**Board of Education,**  
**Central Community Unit School District 301**

**Signature:** \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Northern Kane Region 110**  
**By Its Administrative District**  
District \_\_CUSD 301

**Signature:** \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**  
**STUDENT EVALUATION FORM**

[TO BE ATTACHED]



## MEMORANDUM

FROM: Matt Newquist, Assistant Principal

TO: District 301 Board of Education

DATE: May 16, 2022

RE: Approval of Middle School Handbook changes for 2022-2023

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I am requesting the approval of changes to the Middle School Student Handbook as outlined in the Middle School Handbook Changes for 2022-2023 document.

Major proposals include:

- Addition of Uniform Grievance Procedure (Board Policy 2:260) (pg 24)
- Addition of Title IX Sexual Harassment Grievance Procedure (Board Policy 2:265) (pg. 26)
- Addition of Administrative Procedure - Formal Title IX Sexual Harassment Complaint Grievance Process (Board Policy 2:265-AP2) (pg. 28)
- Addition of Exhibit - Title IX Sexual Harassment Glossary of Terms (Board Policy 2:265-E) (pg 33)
- Book Bags / Purses (pg 11)
  - Returning to 2019 - 2020 handbook language
- Cafeteria (Board Policy 4:130) (pg. 12)
  - Revisions recommended by District Food Service
- Multi-Tiered System of Support (MTSS) (pg. 43)
  - MTSS replaces the Problem Solving Team. Language recommended by district MTSS coordinator Sarah Nolan

Minor Changes for verbiage include:

- Attendance (pg. 7)
  - Removal of COVID language specific to remote learning
- Unexcused Absence (pg. 8)
  - Delete “in person or remote” when listing cutting class as an unexcused absence
- Make-Up Work During Absences (pg. 8)
  - Remove (in person or remote) when discussing make-up work protocol
- Late Arrivals to School (pg. 9)
  - Remove “Work missed may be made up if the teacher permits it”.
  - The school must allow students the opportunity to address work missed because of an absence. This protocol is in place.
- Visitors (pg. 9)
  - Remove “Visitors to any building must always wear an appropriate and approved face covering” and “in order to maintain physical distancing.”
  - Covid protocols are no longer in place.
- Lost and Found (pg. 11)
  - Add “If you have lost something in the school building, please check the lost and found collection”.
  - Remove “If you have lost something in the school building, ask the school office secretary who will check into the lost and found collection.”
  - Lost and found collection is not located in the main office.



- Middle School Locker Rules (pg 15)
  - Removal of COVID protocols
- Student Dress (Board Policy 7:160)
  - Removal of COVID language
- Health Services (pg 39)
  - Removal of COVID language
- Excuses from PE (Board Policy 7:260) (pg 40)
  - Notes to excuse students from PE classes for medical reasons are to be presented to the school nurse.
- District 301 Middle School Retention Policy (pg 45)
  - All students participate in end of the year activities and there is no longer an 8th grade promotion ceremony

# District #301 Student/Parent Middle School Handbook 2022-2023



**PRAIRIE KNOLLS**  
**MIDDLE SCHOOL**



**CENTRAL**  
**MIDDLE SCHOOL**

*CENTRAL MIDDLE SCHOOL  
44W303 PLATO ROAD  
BURLINGTON, ILLINOIS 60109  
847-464-6000  
847-464-0233 - Fax*

*PRAIRIE KNOLLS MIDDLE SCHOOL  
225 NESLER ROAD  
ELGIN, ILLINOIS 60124  
847-717-8100  
847-717-8105 - Fax*

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2022-2023**

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# CENTRAL DISTRICT #301 MIDDLE SCHOOL POLICIES AND PROCEDURES

(Changes or new additions to the handbook are italicized.)

The District #301 Middle School Student/Parent Handbook is also available on the school website. [www.central301.net](http://www.central301.net)

## Disclaimer

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to amendment as becomes necessary for the routine operation of the school. This handbook is a summary of board policies governing the district. Board policies are available to the public at the district office and online at the district website listed above. Please note that not all behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

## ATTENDANCE

### ATTENDANCE POLICIES

1. In accordance with Illinois compulsory attendance requirements, it is the policy of CCUSD 301 that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attributes of regular attendance, punctuality, and participation.

~~2. Students are expected to attend every class, whether remote or in person. The following structures for instruction will be used:~~ ●

~~In-person,~~

~~● Full-time Remote (medical exemption only).~~

The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes. Parents/guardians are to follow proper procedures to inform the school when their child is absent and to provide a reason for the absences.

~~It is important to note that while students are Remote Learning, they should follow teacher procedures to login into the class for instruction. Students are expected to attend all Remote Learning sessions provided by the teacher, and if they are not in attendance, they will be marked absent.~~

### STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL

1. It is the parent/guardian's responsibility to call the main office and give the reason for an absence. The parent/guardian is requested to call prior to 7:50 a.m. the day of the absence at (847) 464-6000 for Central Middle School and (847) 717-8100 for Prairie Knolls Middle School. In the event that school personnel do not hear from parent(s)/guardians(s) about tardiness or absence before 9:00 a.m., the school may call parents or other emergency contacts provided by a parent to determine the reason for the student's absence.
2. Parents who cannot call must write a note explaining the reason for the absence. The note should be written by the parent in its entirety and signed. The note can be scanned and emailed to the attendance secretary or turned in at the main office.

CMS and PKMS will recognize an excused absence as:

1. A student's personal illness,
2. A death in the immediate family,

3. A family emergency,
4. Observance of a religious holiday,
5. Medical appointment,
6. Vacations up to 5 school days
7. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health,
8. Other situations beyond the control of the student such as court appearances
9. Other reasons approved by the Superintendent or designee

3. **Unexcused Absence:** Absences for any other reason may be considered unexcused. An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Superintendent or designee.

A physician's note may be required to excuse a student and/or for returning to school after **the third consecutive day of being reported ill**. If medical documentation is not provided, the absence may be marked "unexcused."

Students who have 9 or more absences due to being sick may be required to provide a doctor's note to excuse the absences.

Examples of unexcused absences include:

1. Working
2. Missing the bus
3. Car not starting
4. Cutting class (~~in-person or remote~~)
5. Vacations 6+ school days
6. Needed at home
7. Other avoidable absences

\*Schoolwork missed because of unexcused absences must be made up in accordance with the MAKE-UP WORK DURING ABSENCES section.

4. **Truant Absences:** Truancy is defined as absence without valid cause for one or more periods of the student's school day. A truant absence is an unexcused absence. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/guardian conferences, and/or involvement of the Kane County Truancy officers and/ or local law enforcement. No punitive action, including out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to \$1,500.

5. **Vacation Absences:** The District strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students may ask their teachers to provide advance assignments. However, it is up to the individual teacher to determine whether he/she can honor the request. School work missed because of family vacation must be made up in accordance with the "Makeup Work" Section below.

6. **Class Cut:** A class cut is defined as an absence from part of (15 minutes or more) or an entire class period/block, without permission from the student's parent/guardian or approval of school officials. A class cut is an unexcused absence and may result in disciplinary consequences.

7. **Tardiness:** Students are expected to be in class on time, so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardies. Students may be considered tardy if they arrive after the bell has rung. On the fifth tardy to school per semester, students may receive disciplinary consequences. The same may occur for excessive tardies to class based on team policies.

8. A student must be in school for three clock hours in order to participate in any co-curricular activity including, but not limited to, interscholastic sports, school dances, club meetings, etc.

9. When a student has a pattern of frequent absences because of illness/injury or has been out of school for a contagious condition, an administrator may request a doctor's excuse.

## **ANTICIPATED ABSENCE**

An anticipated absence is defined as a situation in which a student and parent know in advance that the student will be absent on a school day. Schoolwork missed during this absence must be made up on the student's return.

A student must submit a written explanation (note, email, fax, etc.) to the school office from a parent/guardian.

## **MAKE-UP WORK DURING ABSENCES**

Students who are absent from school (~~in-person or remote~~) will be allowed to make up work for equivalent academic credit. The time allowed to makeup work will generally be one school day for every one school day missed, starting with the first day the student returns to school (~~in-person or remote~~). In extenuating circumstances, a student may ask his/her teacher, school counselor, or the principal for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

The makeup rule applicable for students who are receiving Home or Hospital Instruction is set forth in the Student Services of this Handbook under the heading Home and Hospital Instruction.

## **LATE ARRIVALS TO SCHOOL**

When a student arrives late to school, he/she must report to the office. The office will issue a tardy pass to admit him/her to class. ~~Work missed may be made up if the teacher permits it.~~ The date of the tardy will be recorded by the office. Students will be allowed only four (4) tardies each semester for any reason, such as appointments, car problems, oversleeping, etc. The only exceptions shall be unavoidable medical or dental appointments which cannot be scheduled during non-school hours. These must be accompanied by parent verification in a written note or in a phone call.

## **LEAVING SCHOOL EARLY**

Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the Attendance Office before leaving school. The note must be written by the parent in its entirety. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature.

If a student is ill during the day, the student must check out in the Nurse's Office before leaving the building. Students should not arrange for parents/guardians to pick them up, without first having been seen by the Nurse. When the Nurse is not in the health office, a student who is ill should report to the Main Office.

# **GENERAL INFORMATION**

## **SCHOOL ARRIVAL / DEPARTURE**

Students should not arrive at school until 7:45 a.m. Pupils should also leave the school grounds immediately after dismissal in the afternoon. Pupils who are transported by district buses will be given consideration because bus schedules cannot always fit these limitations.

## **TRAFFIC AT SCHOOL**

Parents are urged to use extreme caution when driving in areas near the school. As you know, children often forget what they have been taught about pedestrian and bicycle safety, and it is the responsibility of the driver to anticipate the mistakes of children. Parents dropping off students should NOT enter the Bus Loading Zone when buses are loading or unloading.

## **PARENT PICK-UP / DROP-OFF**

All student pick-ups and drop-offs between the hours of 7:45 a.m. and 4:00 p.m. must be done at the front main entrance of the school.

## **UNLICENSED MOTORIZED VEHICLES**

The use of unlicensed motorized vehicles on School District 301 property is prohibited. This includes, but is not limited to, all-terrain vehicles, motorcycles, snowmobiles, go-carts and any and all off-road vehicles. Consequences for violations may include suspension out of school as well as charges filed with the local authorities.

## VISITORS

While visitors are welcome at District #301 Middle Schools, any person, including parents, visiting the school building must use the front doors, report to the school office, sign in, and obtain an identifying badge. ~~Visitors will be restricted to authorized personnel only. Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening, including a temperature check. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have general access to the building in order to maintain physical distancing.~~

All visitors entering the building must participate in the screening process in addition to typical sign-in procedures:

1. Has the visitor washed their hands or used alcohol-based hand sanitizer on entry?
  - a. YES—Proceed to step 2.
  - b. NO—Please ask them to do so and proceed to step 2.
2. Ask the visitor the following questions:
  - a. Do you have any signs or symptoms of a respiratory infection such as fever or chills, cough, shortness of breath, or difficulty breathing? Do you have fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, vomiting, or diarrhea? ~~LAST UPDATED JULY 20, 2020 | Central CUSD 301 Reopening Plan | 2020-21 | 9 This is a draft document and is subject to change as conditions and guidance from government agencies is updated.~~
  - b. Are you taking any medication for any signs and symptoms of a respiratory infection, such as fever, cough, or sore throat (e.g., Advil, Aspirin, Tylenol)? (This does not apply to medications taken for other purposes.)
  - c. In the last 14 days have you been in contact with someone with a confirmed diagnosis of COVID-19?
  - d. In the last 14 days, have you tested positive for COVID-19?
  - e. Have you traveled from a destination that requires you to stay home for 14 days after travel? YES to any of the above—Restrict the visitor from entering the building. NO to all—Continue to step 3.
3. Check the visitor's temperature.
  - IF 100.4° F or higher—Restrict the visitor from entering the building.
  - IF UNDER 100.4° F—Continue to step 4.
4. Allow visitor entry to the building if necessary or have guest wait for staff or student to meet them at the office and remind the individual to:
  - a. Wash their hands or use hand sanitizer throughout their time in the building.
  - b. DO NOT shake hands, hug, or have other physical contact with individuals during the visit.

## SCHOOL SAFETY

The safety of our students and staff is our first priority at the middle schools. During school hours all exterior doors are kept locked and access to the building will be limited. Students are not to open any door to permit entry for anyone with whom they are not familiar and are not to permit anyone from the outside to enter the building. Additionally, the propping or opening doors to anyone from the outside is prohibited. All visitors should be directed to the Main Office. Failure to abide by this policy, may result in disciplinary consequences.

## EMERGENCY / CRISIS PLAN

In the case of an emergency please be advised that all school personnel have been in-serviced on the implementation of the Crisis Plan should the need arise. If an emergency were to take place please keep school telephone lines open for emergency calls (do not call the school). Keep civilian vehicles out of the area allowing emergency vehicle access to school grounds.

## SAFETY DRILLS

Periodically during the school year, safety drills will be held as required by Illinois law. When the alarm is sounded, students and teachers should proceed immediately according to appropriate procedures. Procedures for safety drills and school emergency and crisis response plans are posted in all classrooms.

## TORNADO WARNING OR OTHER EMERGENCIES

Parents should not send children to school in the event a tornado warning is in effect at the time school should begin. If a warning is issued during school hours, school personnel will initiate appropriate protective action. If a WARNING is in effect at school dismissal time, students will not be dismissed or loaded on buses until the all clear has been given.

## EMERGENCY CLOSING OF SCHOOL

In the event that a decision is made to close school, dismiss early or start late because of weather conditions or for some other reason,

please tune your radio and/or television station to any of the following stations that serve our area:

#### **AM TV FM**

WGN – 720 WBBM - Channel 2 WONU - 89.7  
WBBM – 780 WGN - Channel 9 WJKL - 94.3  
WLBK – 1360 CLTV - Channel 19 WDKB - 95  
WRMN – 1410 FOX - Channel 32

Should an emergency or severe weather cause school to be closed, the District #301 will also notify parents via the **School Reach** phone system. Please update your phone numbers whenever you have a change. Information will also be available on our school web site: [www.central301.net](http://www.central301.net)

It is important that parents advise their children as to what procedures to follow in the event that parents are not home when there is an emergency closing of school.

#### **STUDENT INSURANCE**

If an optional student insurance program is offered, it will be the responsibility of the student's parents, not that of the school, to file claims with the designated insurance representative in the event of injury. When an optional student insurance program is offered, claim forms will be available in the school office.

#### **LOST AND FOUND**

~~If you have lost something in the school building, please check the lost and found collection. If you have lost something in the school building, ask the school office secretary who will check into the "lost and found" collection in the office.~~ If you find anything at school, on the bus, or at a school-sponsored event that appears to have been lost/left by someone, give it immediately to a secretary in the school office or a staff member so that it can be saved for its rightful owner. The District may periodically dispose of any items left in the lost and found.

#### **SCHOOL NEWSLETTER**

During the school year, District #301 Middle Schools publish a school newsletter to keep parents informed of school related activities and to encourage their involvement with the school. District #301 Middle Schools will E-blast the school newsletter to those who have provided e-mail addresses as well as post the school newsletter on the school website. Please visit the District #301 Middle Schools' web sites through the links provided at [www.central301.net](http://www.central301.net).

#### **HALLWAY CONDUCT**

- 1) Students are to walk (not run!) and keep to the right in the hallways when moving from place to place in the building.
- 2) Students are not to block hallway traffic by standing in groups.
- 3) There is to be no shouting, excessive noise, pushing or shoving in the hallways.
- 4) All students in the hallways during class time or before the morning bell are required to have a pass from a teacher, counselor, or administrator.

#### **BICYCLES**

If you ride a bike to school it must be walked on school property and parked in the bike racks provided. All bicycles should be kept locked when you are in the school building. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Bicycles may be ridden to and from school provided good safety rules are followed. They must be walked in parking lots and on sidewalks close to school. Bicycles should be parked in the racks and not thrown on the ground. Bicycles cannot be housed in the school. Bicycle racks are off limits during school hours.

#### **SKATEBOARDS / IN-LINE SKATES / ETC.**

These items are not allowed on school grounds. Students found with such items may be subject to disciplinary consequences.

#### **BOOK BAGS / PURSES**

~~Book bags, backpacks, etc. are not allowed in the Library Media Center or classrooms. Purses must be able to fit into an 8"x12"x5" box. If the purse does not fit under the desk or into the box, it must be kept in the student's locker during school hours. . One bookbag or backpack will be allowed in the classroom for transport and storage of supplies. All supplies must be carried back and forth between home and school each day and be able to fit in the bag and hang on the back of a chair/desk.~~

#### **BUILDING SURVEILLANCE**

Video surveillance occurs in various parts of the school. This surveillance is used for investigative and safety purposes. Access to video surveillance is granted to school personnel and law enforcement when necessary. At no time will video footage be released to the public.

## CONSUMPTION OF FOOD AND DRINK

Water in re-sealable plastic/metal containers is permitted.

All other food and beverages follow the guidelines below.

- 1) Food and drink may be consumed only in the lunchroom.
- 2) Students are not permitted to eat or drink in the hallways, classrooms, etc. without the express permission of a teacher or administrator.
- 3) Open containers of food and beverages may not be kept in lockers or carried around in the school building. 4) Energy drinks at school are strongly discouraged. These drinks have been proven to be very unhealthy for adolescent students and may cause students to become distracted from their schoolwork.
- 5) Food brought in from the outside for the purpose of sharing is not permitted.

## CANDY / GUM POLICY

Candy may be eaten in classrooms when permitted by a teacher as a reward. Gum will be allowed provided that the gum and wrappers are disposed properly in garbage cans. If gum and/or wrappers are disposed of improperly, the school may view this as an act of vandalism (See VANDALISM on page 6). However, teachers reserve the right to prohibit the chewing of gum in their individual classrooms.

## CAFETERIA (Board Policy 4:130)

Central Middle School and Prairie Knolls Middle School offer a USDA Reimbursable Value Meal and extra à la carte food items for sale to all their students. Each student may go through the line and choose from a variety of hot and cold foods. Each food item is priced individually so the student pays only for what he/she selects. The cost of the menu items in the daily Value Meal are set at a meal price. The daily Value Meal is identified as the "Daily Special." ~~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.~~

So the system can work efficiently for all students, we ask that the following rules be observed:

1. Only allowed to purchase food during their scheduled lunch time.
2. Do not bring any drinks and/or food items through the lunch line. Move through the lunch line making your selections quickly and then proceed to the cashier.
3. Pick up all lunch debris from the table and floor and empty lunch trays into trash bins and return the trays to the kitchen.
4. Put lunchroom materials appropriate for recycling in specified recycling containers.

**Updated Payment Procedures:** In order to provide the safest, contactless transition for payments, Central 301 Food Service Departments district-wide are cashless. All lunch payments must be updated through our online payment system, MySchoolBucks (Heartland Payment Systems).

- Cashiers will not accept cash or checks at the Point of Sale Cashier stations
- Setting up a free MySchoolBucks account is easy. Links can be found under the **For Parents tab>Lunch Information** on the district website. To set up an account you will need your students name and ID number. Funds can be added using your credit/debit card or electronic check.
  - Some features with MySchoolBucks are:
    - Easy way to add funds with auto replenish options available
    - View cafeteria purchases
    - Check your student's account balance
    - Receive low balance alerts depending on your preferences setup

MySchool Bucks **now** offers **OnePay**, an annual savings pass offering more convenience and savings with reduced program fees. OnePay is a discounted fee payment program for students' lunch accounts. OnePay allows parents/guardians to pay transaction fees upfront from their checking accounts (electronic check, not available for credit cards) with unlimited lunch account payments for 12 months. Parents/Guardians can make as many lunch account payments as they want, in any amount - there are no spending limits.

**How will OnePay benefit families?** When funds are put on students accounts monthly, you will pay 9 times per year = \$22.41 in program fees. OnePay offers the choice of 2 transaction fee payment packages:

- A single student - you will pay \$12.95/year or
- A daily plan for \$26.95/year

Both packages provide great value for large families and those who fund their accounts frequently.

### How does OnePay work?

- To take advantage of OnePay, parents/guardians must use their checking account for payment of their transaction fees.

- ☐ Parents/Guardians select the OnePay option suitable for their family (Student or Family Plan) and pay the set amount. ☐ Once this is paid, parents/guardians will not have to pay another transaction fee on their lunch account for 12 months.

If you need assistance with your account, you can find helpful how-to-videos and answers to commonly asked questions by visiting [myschoolbucks.com](http://myschoolbucks.com). You can contact MySchoolBucks directly by logging into your account to start a chat conversation or call them at (855)832-5226.

#### Milk Substitute

- If your student requires a substitute for milk, parent's/guardian's must have a USDA Physician's Statement form completed by the student's doctor indicating the type of substitute required - water, soy milk, etc. for milk related to an allergy or lactose intolerance. The Physician's Statement form can be obtained from the Food Service website in the Lunch Information section and must be returned to the school. ~~A doctor's note is required if students have to substitute bottled water for milk related to an allergy or lactose intolerance.~~

#### Negative Lunch Balance

- Central 301's Schools' Food Service Department is committed to serving lunches to all students. Due to varied circumstances, students may not have money to purchase a lunch. If there is no money in the student's account, they will still receive the Value Meal of the Day. Ala Carte snacks (chips, cookies, ice cream, fruit juice, water, etc.) cannot be charged. Students must have money in their lunch account to purchase ala carte snack items. The negative balance is communicated to the parents/guardians through emails sent from the Food Service Office. Once lunches have been served without money in the lunch account, it is the parent's responsibility to respond to the negative balance email by depositing money in the student's lunch account at [www.myschoolbucks.com](http://www.myschoolbucks.com). If negative lunch balances are not paid off by the end of the school year, the negative balance is carried over to the next school year until the negative balance is paid.

#### Free/Reduced Meal Applications

- A student's eligibility for Free or Reduced priced meals shall be determined by Family Size / Income Guidelines set annually by the U.S. and Department of Agriculture and distributed by the Illinois State Board of Education. The Free/Reduced Application can be found at [www.MyschoolApps.com](http://www.MyschoolApps.com). Parents/Guardians may access the Free/REduced Application link after July 1st of each new school year. The application link can be found on the Food Service website in the LUNCH Information section under MySchoolApps. Paper applications are not available. When you click the MySchoolApps link, read each page carefully. Answer all questions. You will not be able to complete the application if areas are skipped. The online application is a family application so all students and all people living in the household must be added to the application. You will need the student ID number for each student on the application. Your application must be complete before you click "submit". A notification letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year.

#### Refund or Transfer Lunch Account Money

- For families requesting a refund from their child(ren) lunch account or transfer lunch money from one student to another, go to the Food Service Website > click on "Lunch Information" section. On the next page, locate Refund or Transfer Lunch Account Money - click on the link. Read the instructions carefully. Follow the instructions provided in each section.

~~Central 301 Schools' Food Service Department is committed to serving lunches to all students. Due to varied circumstances, students may not have money to purchase a lunch or milk. If there is no money in the student's account, they will still receive the "Value Meal of the Day". The negative balance is communicated with the parents through letters sent home with the student or weekly emails sent to parents from the Food Service Office. Once lunches have been served without money in the account, it is the parents' responsibility to respond to the negative balance letter or email by depositing money in the student's account. This can be done by depositing money into the student's [www.myschoolbucks.com](http://www.myschoolbucks.com) account or by sending cash or a check to the school's Food Service Department.~~

~~A student's eligibility for free or reduced priced meals shall be determined by the Family Size/Income Guidelines set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. Parents may access the current Free/Reduced Family Application after July 1 of each new school year, on the Food Service website. Each family submitting an application will be notified in writing of their application status.~~

#### **2022-2023 - 2021 - 2022 LUNCH PRICES**

Student Paid Lunch Price - \$3.10

Reduced Lunch Price - \$0.40

Milk - \$0.40

Adult/Teacher Lunch Price - \$3.75

## **LUNCHROOM CONDUCT**

At all times, students should exhibit good manners when making use of the lunchroom. During lunch time, students:

- 1) will take their place at the end of the lunch line.
- 2) are to talk quietly without shouting, whistling or making other loud noises.
- 3) may not disturb another's food nor take food from others without their permission.
- 4) will not throw food or anything else.
- 5) may be assigned seating for a specified period of time.
- 6) are to remain seated in the location they first choose when entering the room.
  
- 7) are to remain on their side of the lunchroom unless given permission to move to the other side of the room.
- 8) are to clean up after themselves and assist with keeping the lunchroom clean.
- 9) are at all times to follow directions given by lunchroom supervisors.

A student who fails to observe lunchroom rules may face the following consequences:

- 1) may serve silent lunch in a special setting.
- 2) may be reassigned seating in the lunchroom.
- 3) may be referred to an administrator for other disciplinary consequences.

## **FUNDRAISING**

All fund raising by classes and school organizations, during the school day to the student body, must have prior approval of the Administration. *Fundraising for outside organizations will not be permitted during the school day (8:12 a.m. — 2:50 p.m.).*

School classes, organizations, or clubs must complete a form requesting the following information:

- Class, Organization, or Club hosting the fundraiser
- Date and Time For Selling
- Person in Charge
- Item(s) to be sold and dollar amount

1. All schools Grade K - 12 can sell, for fundraising, snacks that meet the nutritional standards, during the school day. (except they cannot be sold during lunch service times)
2. Grades K - 8 do not have exempt days to sell foods for fundraising that do not meet the nutritional standards, ex - donuts, candy, etc.

## **SCHOOL DANCES**

Students must show school ID upon entrance to a school dance. Students who do not have an ID will not be permitted. Students will not be permitted to bring students outside of their school or grade to school dances. ID's can be purchased in the school office up until the morning of the school day or the school day prior to the dance.

## **MOVIES FOR INSTRUCTIONAL PURPOSES**

Movies shown for educational purposes and the permission for those movies will follow board policy.

## **LOCKER POLICY (BOARD POLICY 7:140)**

Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of CCUSD 301. For the safety and security of the entire school community, school authorities may inspect and search lockers, 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 lockers or in their personal effects left there. District officials may request the assistance of law enforcement officials for purpose of searching student lockers for illegal drugs, weapons, or other illegal or dangerous substances or materials. Students should not change lockers unless authorized to do so by the Administration. Restitution costs may be assessed for defacing or damaged lockers. Students will have an assigned PE locker and lock in the PE locker room. Valuables should not be stored in PE lockers. The District may dispose of any materials left in any school locker at the end of the school year.

## MIDDLE SCHOOL LOCKER RULES

- 1) Locker assignments are made by the student services office.
- 2) Students may not change lockers unless permission has been given by building administration.
- 3) Students are prohibited from altering their lockers so that they fail to lock.
- 4) Students are responsible for good order and cleanliness in the lockers and desks assigned for their use.
- 5) Marking or using tape on desks or lockers is prohibited.
- 6) Fines may be assessed for locker and desk damage.
- 7) Lockers may not be decorated with profanity, obscenity and/or the display of words, pictures, or pictures of people immodestly dressed, symbols associated with alcohol, tobacco, drugs, sex, gang affiliation, weapons, or violence.
- 8) Students are not authorized to open any locker but their own.
- 9) No decals or other adhesive items may be placed on either the outside or inside of hall or gym lockers. Students who violate this policy will be charged the labor cost of having the glued items removed.
- 10) Student backpacks, duffel bags and similar items must stay in the locker during classes.

~~Due to current COVID-19 protocols, middle school lockers will not be utilized until schools are reopened for full-time, in-person learning. Once we assign lockers to students, District and building policies and rules will apply.~~

## ELECTRONIC DEVICES (Board Policy 6:235)

The District's electronic networks, including the Internet, are part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of all electronic devices allowed as part of the District's Bring Your Own Device ("BYOD") program and the District issued Chromebook must be consistent with District policies and procedures.

Such electronic devices may be used during instructional time only for educational purposes as approved by the Administration or teacher. Personal devices may be used by students during non-instructional time, such as during passing periods, lunch (*as to be determined by building administration*), and before or after school. Students may not place or receive phone calls during school day hours (8:12 a.m. to 2:50 p.m.).

Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, accessed via the District's electronic networks. The District's rules for behavior and communications apply when using the electronic networks. Refer to the Chromebook Handbook issued by the district.

## STUDENT BEHAVIOR

### PHILOSOPHY OF DISCIPLINE

It is the sincere desire of CCUSD 301 that each student practices self-discipline, so that discipline actions by teachers, administrators, and the Board of Education may be avoided. It is the desire of Prairie Knolls Middle School and Central Middle School (PKMS/CMS) to promote positive citizenship and a constructive school environment. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students and staff members. Adults at PKMS/CMS are expected to show care and respect towards young people. Students are expected to exhibit that same care and respect towards staff members and other students. In the event that a student violates the guidelines set forth in this Handbook, teachers, staff members, and administrators may take disciplinary measures as a means to address the student's behavior.

Disciplinary consequences and interventions will be made to ensure that all students receive a high quality education in a positive, non-threatening environment and assist with the development of productive members of society. Students, parents, administrators, faculty, and staff will cooperate in the creation of the discipline policy, its periodic review, and its fair and consistent enforcement.

### STUDENT BEHAVIOR POLICY (BOARD POLICY 7:190)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

#### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.

7. Using or possessing a laser pointer, cell phone flashlight, or presentations remotes unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. Intentionally providing false information to a staff member or knowingly assisting another student provide false information. This includes assisting another student to hide/remove prohibited substances, devices, or weapons.
11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
13. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
17. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truant.
18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Additional Examples of Prohibited Misconduct and Gross Disobedience

Additional examples of prohibited misconduct and gross disobedience include but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; transportation violation; the inappropriate use of the district's network or district's devices.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

## Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Verbal Warning
2. Detentions
3. Notifying parent(s)/guardian(s).
4. Disciplinary conference.
5. Withholding of privileges / removal of privileges
6. Temporary removal from the classroom.
7. Return of property or restitution for lost, stolen, or damaged property.
8. Alternative Learning Environment. The Building Principal or designee shall ensure that the student is properly supervised.
9. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
10. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
11. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
12. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
13. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
14. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities.
15. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.
16. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

#### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that 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, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Assistant Principal, or Dean of Students may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Students and their parents/guardians must acknowledge receipt of the student handbook in some form upon receipt of the handbook.

### **MISCONDUCT BY STUDENTS WITH DISABILITIES (BOARD POLICY 7:230)**

#### **Behavioral Interventions**

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

#### **Discipline of Special Education Students**

The District shall comply with the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the

student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## **ADDITIONAL DEFINITIONS**

### **Detentions**

A detention is a period of time to be made up before school, after school, or during lunch. A detention may be assigned by school staff or an administrator.

### **Alternative Learning Environment**

Administrators may assign a student to an alternative learning environment location as a consequence for gross disobedience or misconduct. During this time, students are restricted from participating in their scheduled classroom activities and, instead, report to the alternative learning environment for an amount of time determined by the Administration. Students will be provided an opportunity to complete their academic work or given an alternative assignment for equivalent academic credit.

### **Saturday School**

Saturday School will be held periodically throughout the school year to serve as a disciplinary consequence for a student's gross disobedience or misconduct. Saturday school half sessions run from 8:00 am to 10:00 am, and full sessions run from 8:00 am to 12:00 pm. Students who fail to attend, arrive late, or are removed from Saturday School due to gross disobedience or misconduct will be considered to have missed the session and may be subject to further disciplinary consequences.

### **School/Community Service Program**

The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the administration. Administrators retain the discretion to determine whether the school/community service program will be offered as an alternative disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community.

## **OUT OF SCHOOL SUSPENSION (BOARD POLICY 7:200)**

An out-of-school suspension is a temporary exclusion from school due to a student's gross disobedience or misconduct. School officials may impose out-of-school suspensions of one (1) to ten (10) school days. Longer suspensions may be imposed by the Board of Education. The District's suspension procedures are set forth in Board Policy 7:200.

When a student is suspended from school, he/she may not participate in or attend any District activity or event and is prohibited from being on District property.

A suspended student will have an opportunity to make up any missed work for equivalent academic credit. The work missed during the student's absence due to a suspension from school must generally be made up within a period of school days equal to the number of days missed due to being suspended.

Students who are suspended from school for five (5) or more school days will be informed of what, if any, appropriate and available support services will be provided to the student during his/her suspension from school. These services may include, but are not limited to: a mentor program, social work, tutoring, etc.

A re-engagement meeting between the student, family, and school staff and administrators may be held upon a student's return to school from any period of suspension. The purpose of the meeting is to assist the student in the transition back to school.

## **EXPULSION BY THE BOARD OF EDUCATION (BOARD POLICY 7:210)**

Upon the recommendation of the Superintendent or designee, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) of the student have been provided a written request to appear at a hearing before the Board or with a hearing officer appointed by it. The District's expulsion procedures are set forth in Board Policy 7:210.

A student who has been expelled from school may not participate in or attend any District activity or event and is prohibited from being on District property during the period of the expulsion.

If a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into District.

## **STUDENT SEARCH AND SEIZURE (BOARD POLICY 7:140)**

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

### **School Property and Equipment as well as Personal Effects Left There 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 reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated 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.

### **BULLYING POLICY (BOARD POLICY 7:180)**

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

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

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

### **Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)**

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

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

privileges provided by a school.

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

**Restorative measures** means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities,

and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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

**Bullying Prevention and Response Plan (To replace bullying intervention policy on pages 23 and 24 of middle school handbook.)**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

**Complaint Manager:**

Esther Mongan  
Name  
275 South St., P.O. Box 396, Burlington, IL 60109  
Address  
Esther.mongan@central301.net  
Email  
847-464-6005  
Telephone

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

Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. 8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. 9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
  - b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - h. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

### **Uniform Grievance Procedure (BOARD POLICY 2:260)**

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

1. Title II of the Americans with Disabilities Act, 42U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children

10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

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

#### Right to Pursue Other Remedies Not Impaired

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

#### Deadlines

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

#### Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

#### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

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

The Superintendent will keep the Board informed of all complaints.

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

#### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

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

#### Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

#### **Nondiscrimination Coordinator:**

Dr. Esther Mongan

Name

275 South St., P.O. Box 396 Burlington, IL 60109

Address

esther.mongan@central301.net

Email

847-464-6005

Telephone

#### **Complaint Managers:**

Michael Potsic

Name

275 South St., P.O. Box 396 Burlington, IL 60109

Address

mike.potsic@central301.net

Email

847-464-6005

Telephone

Esther Mongan

Name

275 South St., P.O. Box 396 Burlington, IL 60109

Address

esther.mongan@central301.net

Email

847-464-6005

Telephone

### **Title IX Sexual Harassment Grievance Procedure**

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

#### Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

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

#### Definitions from 34 C.F.R. §106.30

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

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

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

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

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

#### Title IX Sexual Harassment Prevention and Response

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

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

#### Making a Report

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

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

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

#### **Title IX Coordinator:**

Esther Mongan

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Name

275 South Street, Burlington, IL 60109

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Address

esther.mongan@central301.net

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Email

847.464.6005

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Telephone

#### Processing and Reviewing a Report or Complaint

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

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

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

#### Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person’s status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
  - b. Receive training on the definition of sexual harassment, the scope of the District’s *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant’s* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

#### Enforcement

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

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

#### Retaliation Prohibited

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

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

### **Administrative Procedure - Formal Title IX Sexual Harassment Complaint Grievance Process (BOARD POLICY 2:265-AP2)**

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made using 2:265-AP1, *Title IX Sexual Harassment Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, *Grievance process for formal complaints of sexual harassment*. Use exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, in conjunction with this procedure.

This procedure contains a **Table of Contents** and lettered **Sections**.

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- A. Overview of 34 C.F.R. §106.45 Grievance Process
- B. Notice of Allegations
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- D. Dismissal of Formal Title IX Sexual Harassment Complaint
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- F. Investigation of Formal Title IX Sexual Harassment Complaint
- G. Determination Regarding Responsibility; Remedies
- H. Appeals
- I. Recordkeeping

## Sections

### **A. Overview of 34 C.F.R. §106.45 Grievance Process**

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.
4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District's main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).
8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District's education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).

9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and
  - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations. 34 C.F.R. §106.45(b)(1)(iii).

### **B. Notice of Allegations**

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:
  - a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.

- b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.
  - c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.
  - d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
  - e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.
  - f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.
2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.
  3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

#### When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in **Section B.1**, above, will not include the Complainant's identity. 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. Id. at f/n 594.

#### When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in **Section B.1**, above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

#### **C. Consolidation of Formal Title IX Sexual Harassment Complaints**

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party. 34 C.F.R. §106.45(b)(4).

#### **D. Dismissal of Formal Title IX Sexual Harassment Complaint**

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal. 34 C.F.R. §106.45(b)(3).

#### **E. Informal Resolution of Formal Title IX Sexual Harassment Complaint**

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

1. Provides the parties written notice disclosing:
  - a. The allegations;
  - b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and
  - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**F. Investigation of Formal Title IX Sexual Harassment Complaint**

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

<b>Actor</b>	<b>Action</b>
Investigator or Title IX Coordinator	<p>During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)):</p> <ol style="list-style-type: none"> <li>1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i).</li> <li>2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii).</li> <li>3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii).</li> <li>4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv).</li> <li>5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v).</li> <li>6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi).</li> <li>7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. <u>Id.</u></li> <li>8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy.</li> </ol> <p>Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii).</p> <p>Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. <u>Id.</u></p> <p style="padding-left: 40px;"><b>Note:</b> This step must occur at least 10 school business days before the Initial Decision-Maker's determination regarding responsibility. <u>Id.</u></p> <p>At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy:</p> <ol style="list-style-type: none"> <li>1. The Formal Title IX Sexual Harassment Complaint;</li> <li>2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and</li> <li>3. The investigative report.</li> </ol>

**G. Determination Regarding Responsibility; Remedies**

Initial Decision-Maker	<p>The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker.</p> <p><b>Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions</b></p>
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	<p>Reviews all materials received from the Investigator.</p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that:</p> <ol style="list-style-type: none"> <li>1. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. <u>Id.</u></li> <li>2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days.</li> </ol> <p>Reviews any questions received from each party for submission to any party or witness.</p> <p>Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. <u>Id.</u></p> <p>Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days.</p> <p>Upon receipt of answers to questions, provides each party with copies of them. <u>Id.</u></p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. <u>Id.</u> Informs the parties that any questions must be submitted to the Initial Decision-Maker within five (5) school business days.</p> <p>Upon receipt of answers to the additional questions, provides each party with copies of them. <u>Id.</u></p> <p><b>Determination and Written Notice of Determination</b></p> <p>Basing all decisions on the <i>preponderance of evidence</i> standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)):</p> <ol style="list-style-type: none"> <li>1. Identifies the allegations potentially constituting Title IX sexual harassment;</li> <li>2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;</li> <li>3. Contains findings of fact supporting the determination;</li> <li>4. Contains conclusions regarding the application of the District's policies and procedures to the facts;</li> <li>5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and</li> <li>6. Outlines the District's procedures and permissible bases for the Complainant and Respondent to appeal.</li> </ol>
Title IX Coordinator	Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv).

**H. Appeals**

The determination regarding responsibility becomes final either on the date that the Appellate Decision-Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

<b>Actor</b>	<b>Action</b>
Complainant or Respondent	Within 10 school business days after receiving the either the Initial Decision-Maker's written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written

Actor	Action
	<p>request to the Title IX Coordinator appealing the determination/dismissal based on:</p> <ol style="list-style-type: none"> <li>1. Procedural irregularity that affected the outcome.</li> <li>2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination.</li> <li>3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i).</li> </ol> <p><b>Note:</b> The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process.</p>
Title IX Coordinator	<p>Upon receiving an appeal from one party:</p> <ol style="list-style-type: none"> <li>1. Notifies the other party in writing that an appeal has been filed.</li> <li>2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome.</li> <li>3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker.</li> </ol> <p><b>Note:</b> The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, <i>Uniform Grievance Procedure</i>, and with Ill. State Board of Education sex equity regulations requiring districts to “provide for final appeal of grievance decisions made at the system level to the system’s governing board.” 23 Ill.Admin.Code §200.40(c)(1). <b>If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above.</b></p> <p><b>Note:</b> Some school attorneys recommend that the appeal not go to the Board, so that the Board’s objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. <b>Districts should discuss their options with their board attorney.</b></p>
Appellate Decision-Maker	<p>Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal.</p> <p>Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F).</p>

**I. Recordkeeping**

Actor	Action
Title IX Coordinator	<p>Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)):</p> <ol style="list-style-type: none"> <li>1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District’s education program or activity;</li> <li>2. Any appeal and its result;</li> <li>3. Any informal resolution and its result; and</li> <li>4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution.</li> </ol> <p>See 5:150, <i>Personnel Records</i>, and 5:150-AP, <i>Personnel Records</i>, addressing the identification, storage, and access to personnel records.</p>

See 7:340, <i>Student Records</i> , along with 7:340-AP1, <i>School Student Records</i> , and 7:340-AP2, <i>Storage and Destruction of School Student Records</i> , addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.
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## **Exhibit – Title IX Sexual Harassment Glossary of Terms**

Use this exhibit to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, implemented by administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

### **Glossary of Terms**

**Actual Knowledge** – Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District's Title IX Coordinator. Assumption of knowledge based solely on the District's status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. *Notice* as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. 34 C.F.R. §§ 106.30, 106.8(a).

**Appellate Decision-Maker** – An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker's determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Complainant** – An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Consent** – Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

**Note:** 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that "recipients must clearly define consent and must apply that definition consistently." 85 Fed. Reg. 30125. **Consult the Board Attorney if the District would like to customize this definition.**

**Education Program or Activity** – Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

**Note:** Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District's Title IX obligations extend to off-campus sexual harassment incidents "if the off-campus incident occurs as part of the [district]'s 'operations' pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)" or if the District "exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a)." 85 Fed. Reg. 30196. No single factor is determinative of whether the District exercised *substantial control* or whether an incident occurred as part of the District's *operations*. *Id.* at 30197. *Operations* may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District's operations. *Id.* at 30202. **Consult the Board Attorney for further guidance.**

**Formal Title IX Sexual Harassment Complaint** – A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual Harassment Complaint, a Complainant must be participating in or attempting to participate in the District's education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

**Note:** Whether a Complainant is *attempting to participate* is a fact-specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities. 85 Fed. Reg. 30138. **Consult the Board Attorney for further guidance.**

**Initial Decision-Maker** – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Investigator** – The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a *Formal Title IX Sexual Harassment Complaint* (defined above) according to 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. The

Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Respondent** – An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Supportive Measures** – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

**Sexual Harassment Governed by Laws Other Than Title IX** – The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5 ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e *et seq.*).

For each report or complaint received, the Title IX Coordinator reviews the following Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 2:265, *Title IX Sexual Harassment Grievance Procedure*:

- 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, *Workplace Harassment Prohibited*. This policy prohibits employees from engaging in sexual harassment.
- 5:90, *Abused and Neglected Child Reporting*. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.
- 5:120, *Employee Ethics; Conduct; and Conflict of Interest*. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, *Harassment of Students Prohibited*. This policy prohibits all sexual harassment of students.
- 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.
- 7:185, *Teen Dating Violence Prohibited*. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7:190, *Student Behavior*. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

**Title IX Sexual Harassment** – Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

- A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).
  - *Sexual assault* means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see [www.fbi.gov/services/cjis/ucr/](http://www.fbi.gov/services/cjis/ucr/).
  - *Dating violence* means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).
  - *Domestic violence* includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).
  - *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

## STUDENT EXPRESSION

School officials retain the right to regulate and exercise editorial control over the style and content of student speech in school-

sponsored expressive activities so long as their actions are reasonably related to legitimate educational concerns. To the extent that student expression through publications, theatrical productions, speeches and other expressive activities is inconsistent with the basic educational mission of the school, it may be forbidden or restricted.

## **DISTRIBUTION OF PRINTED MATERIAL**

No printed material, which is obscene, vulgar, libelous, threatening, inflammatory, inciting, damaging or disruptive to a good educational climate, will be permitted to be displayed or distributed, by or to, students.

## **POSTING OF PRINTED MATERIALS**

The school reserves the right to control the posting of materials and messages within the school building. Students may not display posters, pictures, and other materials in the hallways and elsewhere in the building without the prior approval of building administration. A judgment will be made on whether the subject and/or message is appropriate for posting and directions will be given on how to post materials in such a way that damage is not caused to wall surfaces.

## **POTENTIALLY DISRUPTIVE ITEMS**

Because of their potential for disturbing the orderly environment of the school, certain items are not to be brought to school. Some examples of such items could be, but are not limited to:

- Electronic games
- Toys
- Playing cards
- Laser lights

In some cases, the student may seek approval from an administrator for special situations (i.e. field trips, projects, presentations, etc.) However, any student found with such items without permission will be subject to disciplinary consequences.

## **STUDENT DRESS (Board Policy 7:160)**

1. Students are expected to be appropriately dressed for school and wear clothing that will not disrupt the educational process, constitute a health or safety hazard or violate civil law.
  - a. Coats, gloves, hats, caps, bandannas, handkerchiefs, and other head coverings, as well as dark glasses, should not be worn during school hours and should be left in the student's locker or backpack.
  - b. Clothing imprinted with profanity, obscenity, and/or the display of words, pictures, or symbols associated with alcohol, drugs, tobacco, sex, weapons, or violence are prohibited.
  - c. Shoes must be worn at all times.
  - d. The entire middle of the body must be covered; sides as well as front and back, and underwear must not be visible at any time. Any combination of tank tops with any width of strap may be worn but must still cover the sides, front, and back of the body as well as undergarments in accordance with the principles of good taste. Shorts, skorts, or skirts that do not extend past the student's middle knuckle of the middle finger, when their arms are extended down at their sides, should not be worn.
  - e. Chains are not to be brought to school. This includes chains on wallets, choker chains, etc.
  - f. Pants/jeans/dresses/skirts cannot have holes, rips, or see through material above the fingertips when standing.

Any student not in accordance with the above-mentioned dress expectations during school hours (8:12 a.m. to 2:50 p.m.) may be subject to disciplinary consequences, including changing into appropriate clothes or making immediate arrangements for appropriate clothing before returning to class. If appropriate clothing is not available, the high school will lend the student a uniform from the physical education department.

2. Students may carry a bag or purse as long as it does not disrupt the learning environment or pose a safety threat.
3. PE uniforms may NOT be altered in any way (for example, cut-off sleeves or shortening of shorts).
4. Students are allowed to wear costumes on days approved by administration. Students that need to wear a costume for an activity in class, are expected to remove the costume when the class is over.

## **Guidance for Face Coverings**

~~In accordance with guidance from the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education, all individuals, including students, staff, and visitors, must wear a face covering when present in school. Any individual not wearing a face covering will not be permitted to enter any Central 301 facility. All persons on a bus must wear a face covering, in addition to, present a pre-certification form as part of a lanyard they will be wearing.~~

~~In accordance with the guidance from the Center for Disease Control (CDC), face coverings must completely cover the nose, mouth, and:~~

- ~~• Be snug but comfortable against the sides of the face~~
- ~~• Need to be secured with ties or ear loops~~
- ~~• Must allow breathing without restriction~~
- ~~• Be able to be washed and machine dried without damage or change to the shape (Medical grade surgical masks that are disposable daily is the exception)~~

Any mask that incorporates a valve or is designated to facilitate easy exhaling is not a sufficient face covering as they allow droplets to be released from the mask and are NOT permitted.

Masks may NOT include:

- Masks with openings, holes, vents, visible gaps in the design such as Bandanas, Plastic PPE face shield with no mask underneath
- Bandanas, or coverings that do not fit securely around the mouth, or are open around the mouth.
- Lace masks, bead masks, knit masks made of yarn

\*All face coverings must meet school dress code guidelines in terms of logos, images, and language.

Face coverings should be discarded and replaced when:

- They no longer cover the nose and mouth securely
- Have stretched out or have damaged ties or straps
- Can no longer stay on the face, or over the nose
- Have tears or damage in the fabric

Face coverings are not required outside if social distancing is maintained. This means individuals are remaining 6 feet apart from each other and are not congregating. Individuals may temporarily remove their face covering while eating and drinking when they are spaced at least 6 feet apart.

#### Key Points About Face Coverings

- Be careful not to touch your eyes, nose, and mouth while wearing face coverings to prevent potential contamination.
- Wash your hands thoroughly or use hand sanitizer before putting on a face covering or face shield.
- Remove your face covering or face shield carefully and wash your hand thoroughly after removing or use hand sanitizer
- Wash the face covering after each use daily.
- Do not reuse disposable masks
- Label the mask/face covering with your child's name using a permanent marker.
- Consider purchasing multiple masks to utilize over the course of the week.
- Consider sending an extra mask in a plastic bag to school with your child as a backup.
- Wearing a face covering does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing, which are our best tools to help prevent the spread of illness.

#### Bandanas and Neck Gaiters

Bandanas and Neck Gaiters do not provide the same coverage as a cloth mask. Since cloth masks provide more protection than bandanas and Neck Gaiters they will not be acceptable as face coverings.

#### Face Shields

The Illinois State Board of Education (ISBE) has determined that face shields cannot be used as substitutes for face masks. There may be a small minority of individuals who have a medical accommodation related to face masks. If face shields can be tolerated, face shields might be utilized in these situations. Face shields have limitations and there is a need for heightened need for strict adherence to social distancing.

#### Exceptions for Face Covering

Persons with a medical condition that prevents them from safely wearing a face covering may seek a reasonable accommodation. Exceptions will not be considered for persons who have a personal objection, or preference. Exceptions must come in the form of a medical exception and must include a written letter signed by a medical doctor, physician assistant, or nurse practitioner, outlining that wearing a face covering poses a medical risk to the individual's physical well-being and is medically contraindicated.

Face covering exceptions pose a risk to other individuals and will only be granted when accommodations can be made to protect the safety of others. All exception requests will be considered on a case-by-case and individual basis if a person's medical needs can be safely accommodated. All exceptions, if granted, will require strict compliance with an individualized safety plan and may exclude the individual from certain activities that may pose an increased risk to others. Safety plans are determined based on feedback from the medical professional in collaboration with the school nurse and/or building administrator.

Exception Considerations include:

- The ability to protect the safety of others
- Whether the person's medical condition is conducive to in-person attendance, or if student needs would be best met remotely.
- The person's behavior and capacities, including to control secretions, cover mouth/nose when sneezing and coughing.
- The person's ability to maintain a six-foot physical distance from others at all times.
- The person's ability to tolerate wearing a face covering (May consider the option of an alternative face covering such as a face shield)
- The person's ability to wash hands with/without assistance and ability/safety of use of hand sanitizer.
- Exclusion of the person when any symptom of illness is present, regardless of cause which includes allergies.
- Wearing a face covering or face shield does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing.

Any student who refuses to wear a mask will be:

Removed from the classroom with parent contact, and parent will be notified they will be sent home next time they are sent to the office.

~~Removed from the classroom with parent contact and they will be sent home.~~

Removed from the classroom and placed in remote learning for the remainder of the semester after the 3rd offense.

## HEALTH SERVICES

A nurse is available to students throughout the school day. A student who needs to see the nurse during the day should first obtain a pass from his/her teacher unless an emergency situation exists. **If a student is not feeling well, he/she must check out in the Nurse's Office and authorization must be given before leaving the building or the absence will be considered unexcused.** When the nurse is not in the health office, a student who is ill should report to the Main Office. No student will be excused from school unless a parent/guardian or designated person has been notified and appropriate transportation arranged, including if the student has his/her own. Students shall not use their personal cell phones unless given permission by the nurse.

### HEALTH, EYE, AND DENTAL EXAMINATIONS: & IMMUNIZATION REQUIREMENTS (Board Policy 7:100)

It is the responsibility of the student's parent/guardian to ensure that the required examination and immunization forms are provided to the school at the required intervals and within the required time frames. The below table provides a summary of the required intervals and further information regarding the timeframes is shown underneath the table.

For new students enrolling in the District, prior to the first day of student attendance, the student's parent/guardian must submit a CCUSD 301 New Student Health Questionnaire to the school.

**STATE OF ILLINOIS AND DISTRICT 301 HEALTH REQUIREMENTS**

Requirements for:	ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	NEW to IL
Health Exam	X	X				X				X					X
Dental Exam		X		X		X				X					K,2,6,9
Eye Exam		X													X
Immunization Requirements	X	X				X				X				X	X

### Health Examination & Immunizations

- The health examination form, including immunizations, must be submitted to the school by October 15 of the current school year, unless an exemption is submitted for review.
  - An IHSA / IESA sports physical does not fulfill this requirement. The ISBE health examination form is required. o Parent(s)/guardian(s) must complete and sign the Health History section on page 2 of the ISBE health exam form.
- Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.

- If such proof is not provided by October 15, the student will be excluded from school until the required health forms are presented to the District.
- New students who transferred from an IL school and have submitted an ISBE form 33-78 shall have 30 days to provide required documentation.
- A student transferring from out-of-state must submit a physical and immunization record before the first day of attendance. Out of state reports may be considered for compliance review only when all elements of an Illinois physical are included.

### Eye Examinations

- Proof of the required eye examinations must be provided to the school by October 15 of the current school year. • Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.
- Exams must be conducted by a licensed optometrist or a physician licensed to perform eye examinations (such as an ophthalmologist). Screenings conducted in school do not fulfill the requirement.

### Dental Examinations

- Proof of the required dental examinations must be provided to the school by May 15 of the current school year. • Exams must be conducted for the required grades within 18 months prior to May 15 of the school year.

### Exemptions

- An exemption must be submitted prior to October 15 of the current school year with the required health examination/immunization form.
- Medical Exemptions:
  - If a medical reason prevents a student from receiving a health examination and/or any required immunizations, a written verification must be submitted by the examining physician, advanced registered practice nurse, or physician assistant.
- Religious Exemption:
  - A student's parent(s)/guardians(s) must present the IDPH's Certificate of Religious Exemption form to the Director of Student Support Services. When a Certificate of Religious Exemption form is presented, the Director of Student Support Services or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, (*Communicable and Chronic Infectious Disease*) and state rules if there is an outbreak of one or more diseases from which the student is not protected.

### Dental & Eye Examination Waivers

A waiver is available for the required dental and/or eye examinations for students who show undue burden or lack of access to a dentist and/or an optometrist or physician who performs eye exams. The dental examination waiver is due by May 15 of the current school year, and the eye examination waiver is due by October 15 of the current school year. The waiver forms are available on the District's website here: [District 301 Website](#)

### Homeless Child (Board Policy 6:140)

Any homeless child shall be immediately admitted, even if the child or child's parent(s)/guardian(s) is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140.

### Privacy Practices (Board Policy 7:15)

Pursuant to Illinois and federal law, school personnel cannot contact a student's physician, advanced practice nurse, physician assistant, nurse, or pharmacist about a student or a student's records, including health records or health-related information, unless the student's parent/guardian gives written consent. If desired, a consent form permitting communication between a student's health care professionals and the school may be obtained in the Main Office and / or Student Services Department.

### Communicable and Chronic Infectious Disease (Board Policy 7:280)

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies.

### ~~COVID-19~~

~~Any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness should stay home. Families should report possible cases to the school nurse where the individual attends or works to initiate contact tracing. CDC and IDPH guidelines will be followed for students who are suspected of having COVID-19, whether they were tested or not. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Any individual within the school environment who shows symptoms will be immediately separated from the school population. Individuals who are sick will be sent home.~~

~~Individuals who did not have close contact with the person who is sick can return to school immediately after disinfection.~~

## Illness/Injury

It is expected that injuries that occur outside of the typical school day will be cared for by parents/guardians prior to arrival at school. Notify the nurse of any injuries that need attention at school.

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious illness or communicable and/or chronic infectious disease. The student's parent/guardian will be contacted by the school and expected to arrange transportation.

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency, and notify the school of any updates to the information. For safety and well-being, parents/guardians must select emergency contacts who are likely to be available to pick up their child in a timely manner if they are unable to.

If a student exhibits any of the following during the school day, the student's parent/guardian will be contacted and the student must be picked up from school to go home:

- Fever (temperature of 100 degrees or above)
- Vomiting
- Diarrhea (2 episodes, child unable to manage, or blood in stool.)
- Excessive cough and/or unable to manage secretions
- Suspicious Rash
- Loss of consciousness

A student should not return to school after he/she has been out of school due to an illness until there is evidence that the student is no longer contagious. This may include a release from the student's physician, absence of symptoms for over 24 hours, or documentation of treatment. These determinations will be guided by the nurse.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

## **EXCUSES FROM PE (Board Policy 7:260)**

### Excuses for Medical Reasons

Students healthy enough to attend school are generally considered healthy enough to attend physical education (PE) class. Notes to excuse students from PE classes for medical reasons are to be presented to the [school nurse Main Office](#). Office staff will notify the PE teacher of the excuse. A parent note excusing the student from physical activity can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted. Any duration of time beyond two days will require a signed statement from the student's healthcare provider. The statement from healthcare provider shall include a medical note signed by the healthcare provider licensed under the Medical Practice Act that verifies the medical reason for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every three months until the student is released from the restriction.

If the student is allowed limited or modified participation, the healthcare provider's note should list specifically what activities/modifications are allowed. A modified physical activity form is available in the Nurse's Office.

### Excuses for Religious Reasons

In addition, students may be excused from PE based on a religious prohibition. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Notes to excuse students from PE classes for religious reasons are to be presented to the Building Administrator. Office staff will notify the PE teacher of the excuse.

## **MEDICATION POLICY (BOARD POLICY 7:270)**

Whenever possible, the parent/guardian should make arrangements for medication to be administered at home, before or after school hours and not at school or school-related activities unless it is necessary for a student's health and well-being. When a student's licensed

health care provider and parent/guardian believe that it is necessary for a student to take medication during school hours or school-related activities, the student's parent/guardian must request that the school dispense the medication to the student and school district guidelines must be followed for dispensing or administering the medication. The District may reject requests for administration of medication.

No school district employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed school Medication Authorization form (SMA Form) is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board policy and its implementing procedures.

1. Medication is defined as either prescription or non-prescription drugs.
2. Medication will not be given by a school employee to a student without the completion and submission of a Med-A form, and other documentation if required, signed by both the parent/guardian and the student's licensed health care provider.
3. Specific forms are required for students with asthma, diabetes, allergies, and seizures. Forms and packets can be obtained in the Main Office or Nurse's Office or on the District website. Parent(s)/guardian(s) of a student with asthma are requested to submit an Asthma Action Plan for the student. If provided, the Asthma Action Plan will be kept on file by the Nurse. The District's Asthma Emergency Response Protocol is available from the Main Office or Nurse's Office.
4. The Med-A form must be completed annually for each medication and updated upon any changes.
5. Students may not transport medication to and/or from school. It is the parent/guardian's responsibility to personally deliver the medication to school and to pick up any "leftover" medication at the close of the school year. Any medications left at the school at the end of the school year will be disposed of in a safe and appropriate manner.
6. Medications must be in their original containers and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.
7. Medications at school will be stored in a locked cabinet in the Nurse's Office, or in the school nurse's refrigerator, if required.
8. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications, etc.).
9. Medication dispensing guidelines include:
  - a. Medications will be dispensed to one student at a time.
  - b. The designated school employee will transfer the indicated dosage from the container to the student.
  - c. The designated school employee will document the administration.
10. Administration of Medical Cannabis. The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered as designated within the Board policy.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

#### Self-Carry & Self-Administration of Medication

A student may possess ("self-carry") an asthma inhaler or epinephrine auto-injector (EpiPen®) for immediate use at the student's discretion, provided the completed Med-A form and other required forms (available in the Nurse's Office and on the District's website) are signed and returned to the Nurse's Office.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

A student's possession, distribution, or use of any medication (including non-prescription drugs) without proper authorization is in violation of the school policy relating to drug use, and a student may be subject to discipline (see Discipline).

#### School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained

personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

#### Field Trip Medications

Only "daily" medications and "emergency" medications are to be sent on field trips. A Med-A form, and other documentation if required, must be on file in the Nurse's Office to ensure those medications are taken on the field trip. Medications designated "as needed" are not taken unless pre-arranged by a parent/guardian and the school nurse.

#### Medicaid Fees for Services

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. With the parent/guardian's written consent, CCUSD 301 will claim Medicaid reimbursement for services provided. These claims will have no impact on the parent/guardian's or student's ability to receive Medicaid funding either now or in the future.

#### **CONCUSSION POLICY**

The District takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Please see Board Policy 7:305 for the District's concussion policy. The District's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available for PKMS at <http://il.8to18.com/PrairieKnolls> and for CMS at <http://il.8to18.com/bcms/>. Please contact the Athletic & Activities Director or school nurse with any questions regarding concussions or the District's concussion management program.

## **STUDENT SERVICES**

### **GRADE REPORTING**

Report cards will be posted through Skyward Parent Access at the end of each quarter of the school year.

### **GRADING POLICIES**

- 1) Students will earn letter grades for courses in both the core and exploratory curriculum programs.
- 2) Student work will be evaluated using the following letter grades:  
A=100-90%; B=89-80%; C=79-70%; D=69-60%; F<60%; I= Incomplete; P= Pass
- 3) The points for letter grades on the report card is as follows:  
A=4.00; B=3.00; C=2.00; D=1.00; F=0.
- 4) Pluses and minuses may be appended to letter grades, but do not affect grade points.

5) Grades will be published quarterly. Semester averages will not be reported. No semester exam grades will be published on report cards.

6) A teacher may determine to issue an incomplete grade to a student who has experienced prolonged periods of absence during the grading period. All incompletes must generally be cleared within two weeks of the end of the semester. At the conclusion of the two week extension, teachers will calculate the student's grade with a score of zero entered for any assignments/assessments not completed. The resulting grade will be recorded in place of the incomplete. (If extenuating circumstances exist, the Principal or designee may exercise discretion in extending the two week deadline.)

## **HONOR ROLLS**

Gold, Silver and Bronze Honor Rolls will be completed at the end of each quarter.

Gold Honor Roll = grade point average of 3.75 or better.

Silver Honor Roll = grade point average of 3.4 to 3.74 (with no grades of D or F)

Bronze Honor Roll = grade point average of 3.0 to 3.39 (with no grades of F)

No student who receives an F or I (incomplete) for the grading period in any course may be placed on any of the three honor rolls regardless of the grade point average earned. Students receiving a D for the grading period in any course may attain no higher than honorable mention (Bronze Honor Roll) status regardless of their grade point average. (Note: Students who are held off the honor roll due to one or more "incomplete(s)" and who makeup the work in the time allotted, may be added to the Honor Roll at a later date, once an accurate grade point average has been calculated.)

## **DEFICIENCY / PROGRESS REPORTS**

Student grades are available online throughout the school year through Skyward. Families desiring hard copies of Progress Reports may contact the office to make this request.

## **SCHOOL SOCIAL WORKERS**

School Social Workers are trained mental health professionals who provide services related to students' social/emotional functioning at school. School social workers help assess and address the needs of students, provide individual and group counseling, and provide referrals for community resources. School social workers are the link between the home, school, and community to promote and support students' academic and social success.

## **SCHOOL PSYCHOLOGISTS**

School Psychologists are uniquely qualified members of school teams who support students' ability to learn and teachers' ability to teach. They apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. School psychologists can help staff, families, school administrators, and other professionals with, but not limited to: Data collection and analysis, assessment, progress monitoring, school-wide practices promote learning, academic/learning interventions, behavioral interventions, instructional support, and special education services. School psychologists work to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community.

## **Multi-Tiered System of Support (MTSS) ~~PROBLEM SOLVING TEAM~~**

A Multi-Tiered System of Support (MTSS) is a comprehensive framework for continuous improvement that is systemic, prevention-focused, and data-informed providing a cohesive continuum of supports responsive to meet the needs of ALL learners. The framework focuses on delivering high quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that includes all stakeholders in developing and/or refining various District operations and system structures to enable efficiency and effectiveness in order to maximize student success. An MTSS framework supports a data based problem-solving approach using a system for defining and analyzing a problem, developing and implementing a plan, and evaluating the plan's effectiveness. If academic and/or social-emotional concerns are identified by a school team member or parents, a Problem Solving Team (PST) meeting may be held to develop an intervention plan to address the concerns and a plan for monitoring progress. If the student does not respond to the intervention(s) in place, the student may be referred for an evaluation for special education services.

~~The Problem Solving Team (P.S.T.) is a team consisting of the social worker(s), school psychologist(s), administration, school nurse and one or more teachers. The P.S.T. exists to identify and assists students at risk due to severe social, emotional, family, mental health, attendance, and/or academic issues. The goal of the P.S.T. is to be proactive, rather than reactive, providing assistance to students before problems become overwhelming or chronic. The team may refer the student to outside professional agencies when appropriate. Referrals to the P.S.T. can be made by any member of the team, a staff member, and/or a parent.~~

## **HOME AND HOSPITAL INSTRUCTION (BOARD POLICY 6:150)**

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. A student qualifies for home and hospital instruction when a physician anticipates that the student may be absent due to a medical condition for a total of 10 or more days over the course of the school year.

Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a written statement from: 1. a physician licensed to practice medicine in all of its branches, 2. a licensed physician assistant, or 3. a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized educational program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

## **EDUCATION OF CHILDREN WITH DISABILITIES (BOARD POLICY 6:120)**

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education

facilities.

## **DISTRICT 301 HOMELESS INFORMATION**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and Illinois law.

For more information, contact:

Dr. Todd Stirn, CCUSD 301 Homeless Liaison (847) 464-6005

Kane County Homeless Liaison: Deborah Dempsey, Kane ROE McKinney/Vento Equal Chance Program (630) 444-2974

Homeless information is also available on the Illinois State Board of Education (ISBE) website: [www.isbe.net/homeless](http://www.isbe.net/homeless). In addition, contact ISBE through the Homeless Information Hotline at 1-800-215-5379, or the email address [homeless@isbe.net](mailto:homeless@isbe.net).

## RETENTION

The school district reserves the right to retain a student at any grade level based on professional evaluation and in view of each student's individual progress. In accord with the Illinois School Code, criteria relating to academic success will be used as the basis for a student's being considered for retention.

### DISTRICT 301# MIDDLE SCHOOL RETENTION POLICY

Our policy, as stated in the Student / Parent Handbook is that "the school district reserves the right to retain a student at any grade level based on professional evaluation and in view of each student's academic progress." Moreover, state legislation prohibits school districts from promoting students to the next grade level without evidence of mastery of the academic content of the student's present grade.

In order for a student to be promoted to the next grade level, he or she must have an overall grade average of D- or higher. The way in which this will be determined will be through a credit system. Middle school students are scheduled in 20 credit hours per year. The following is the credit break-down for middle school academic courses:

ELA = 1 credit per quarter  
Math = 1 credit per quarter  
Science = 1 credit per quarter  
Social Studies = 1 credit per quarter  
Encore = 1/2 credit per quarter  
P.E. = 1/2 credit per quarter  
Band / Chorus = 1/4 credit per quarter



\*Reading Intervention, taken in place of an Encore will count as .5 credit per quarter.

\*\*Special Education courses taken in place of core courses will count as 1 credit per quarter.

To be promoted to the next grade level, a student must earn 12 core credits throughout the school year. These 12 credits are the equivalent of a D- grade point average. If a student fails to earn 12 credits for the school year, he or she would be required to take summer school course(s). Students may take up to 4 credits in the summer, thus giving the student a chance to still be promoted if all required summer credits are earned. If the student fails to make up the required credits, retention will occur. If a student earned 7 credits or less during the school year, he or she would be unable to make up the required 4 credits during the summer due to the maximum of 4 summer credits accepted. This would also result in retention. The Assistant Principal or designee will be responsible for the management of all retention issues, while keeping the building Principal informed at all stages of the process.

#### 8th Grade Credit Recovery Program

Any student who receives an F in a core subject course, in a given quarter, will be placed in an on-line Credit Recovery Course for the following quarter. This includes students who fail a 4th quarter core course in 7th grade. Students who have received multiple F's in Quarters 1, 2 and 3 of his or her 7th grade year may be placed in this course as well. This program is designed to provide intervention in content areas covered in the previous Quarter. Completion of each Credit Recovery Course will result in the recovery of the subject area credit for one quarter.

~~□ 8th graders who have not earned at least the required 12 credits by the last day of school will not be allowed to participate in the 8th Grade Promotion Ceremony.~~

Communication and Intervention with students and parents regarding retention will occur in the following ways:

1. Parents of students who earn multiple failing grades will receive an academic concern letter at the end of Quarter 1 and Quarter 2. Interventions such as Parent-Teacher meetings, Task Intervention placements, and/or Problem Solving Team meetings may also occur.
2. At the end of quarter 3, parents of possible retention candidates will receive a retention warning letter along with summer school information. Parents will also be notified by phone.
3. At the end of quarter 4, students who haven't earned the required 12 credits will receive a retention letter with the summer school subjects that are required for promotion (if applicable).

## STUDENT RECORDS (BOARD POLICY 7:340)

School student records are confidential. As provided in State or federal law student records do not include:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody

Upon request, the District will disclose school student records without a parent/guardian's or student's (if 18 or over) consent to officials of another school district in which a student has enrolled or intends to enroll, as well as any person as specifically required by State or federal law or court order.

### Required Notices and Directory Information

Under the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA), parents/guardians and students over 18 years of age ("eligible students") have certain rights with respect to the student's education / school student records.

In compliance with Illinois and federal law, the District shall maintain two sets of student records. The **permanent record** shall include basic identifying information concerning the student, his or her parents' names and addresses, the student's gender, date/place of birth, academic transcripts, attendance record, health records required for enrollment, unique student identifier, a certified copy of the student's birth certificate, and a record of any release of this information. The permanent record may also include honors/awards received and information concerning participation in activities/athletics. No other information shall be placed in the permanent record.

The **temporary record** consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, information regarding any indicated report pursuant to the Abused and Neglected Child Reporting Act, health-related information, and accident reports. It also may include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the Rehabilitation Act of 1973, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date. No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

CCUSD 301 may release directory information to the general public, including local media and military recruiters, and publish such information in a school directory, school yearbook, or similar District publications. The District has designated the following information as **directory information**: the student's name, address, telephone number, date and place of birth, major field of study, participation in school-sponsored organizations and activities, membership on athletic teams, dates of attendance, and academic awards, degrees, and honors received. Directory information also includes photographs, videos, or digital images of students used for informational or news-related purposes of a student participating in a school or school-sponsored activity, organization, and athletics that have appeared in school publications. However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent. An image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not directory information. Parents/guardians will be given the opportunity to object to the release of directory information prior to its release. A parent/guardian or eligible student may prohibit the release of any or all of the above-designed directory information by providing a written request to the Building Principal.

Parent(s)/guardian(s) or eligible students have the right to inspect, copy, and challenge the student's record. In addition, a student less than 18 years old may inspect or copy information in his/her permanent school record. A request to inspect or copy a student's school record shall be granted within 15 school days after the receipt of such a request. Parent(s)/guardian(s) may request a qualified professional to be present to interpret the student's records. Access shall not be granted to the parent(s)/guardian(s) or the student to the following: confidential letters, recommendations concerning the admission to a post-secondary educational institution; application for employment. For further information, please contact your building principal.

Unless the District has actual notice of a court order or a notice of a parenting plan under the Illinois Marriage and Dissolution of Marriage

Act, indicating otherwise: Divorced or separated parents/guardians with and without parental responsibilities (formerly custody) are both permitted to inspect and copy the student's school student records. The District will deny access to a student's school records only to a parent against whom an order of protection was issued if the order of protection prohibits the parent from inspecting or obtaining such records.

The District shall maintain and destroy student records in accordance with Illinois and federal law. A student's permanent record is maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District. A student's temporary record is maintained for at least 5 years after the student has graduated, withdrawn, or transferred from the District. Upon graduation, transfer, or permanent withdrawal of a student from the District, the school shall notify the parents/guardians and student, at their last known address, of the destruction schedule for the student's permanent and temporary records. Parents/guardians, or the student if at least 18 years of age at the time of the request, may request a copy of the student's records prior to the destruction date for a copying fee.

Students in grades 10-12 or their parent(s)/guardian(s) may deny access to the student's name, address, and phone number to official military and higher education recruiting representatives by submitting a written request to the Building Principal before the end of the student's 10th grade year, or within 30 days of transfer for students who transfer into the high school after that point.

Parent(s)/guardian(s) and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

## **CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 TRANSPORTATION HANDBOOK**

### **BUS TRANSPORTATION (Board Policy 7:220)**

Illinois law requires that the District provide transportation to and from school for all students living 1 ½ miles or more away from their school of attendance. All students who reside outside of the walking boundaries (greater than 1.5 miles from school) are assigned District 301 transportation to/from school using their home location to designate the bus assignment. If a serious safety hazard exists along the walking route of students who lives less than 1 ½ miles from their school of attendance, the District will follow the State of Illinois guidelines.

The State of Illinois has very strict rules and regulations on the matter of school buses. CCUSD 301 is committed to carrying out these regulations in order to provide the most efficient and safest transportation possible. The following rules are included here to ensure students and parents have an understanding of what is expected of students while entering, riding, or leaving the school bus.

#### **Instructions to Parents**

Busing information for the current school year is available on the District's website through the [Bus Information Link](#) . This is a web-based program that will provide the most current busing information, such as bus time, bus stop location, and bus number.

If your child needs to start District 301 transportation, does not require District 301 transportation or you need to make arrangements for busing to/from an alternate location within your child's attending school boundaries please complete the Student Transportation Information found in Skyward under the Custom Forms tab. Students are allowed only one inbound bus and only one outbound bus to the same location. (Accommodations cannot be made for different buses on different days.) Please allow 2 school days to process any changes to your student's transportation. Transportation will send you an email confirming the changes are approved or denied.

#### **Instructions to School Bus Riders**

The school bus is an extension of the classroom; therefore, all school rules apply on the school bus. The CCUSD 301 Transportation Handbook, which is included in this Handbook, governs school bus conduct.

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations and/or school rules while riding the bus may be reported to the middle school administration. The student may be subject to disciplinary consequences. Transportation guidelines are in addition to CCUSD 301 policies and procedures, including those outlined in this Handbook.

#### **Late Academic Bus**

Any student that does not sign up for this bus prior to the scheduled cut off time will be denied transportation, unless approved by both the School Administration and Transportation.

#### **Safety Regulations and Guidelines:**

1. Ride only on your assigned school bus.
2. Arrive at designated bus stop 5 minutes prior to your scheduled pickup time. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
3. Remain in your assigned seat while the bus is in motion.
4. Always be alert and listen for any instructions given by the driver.
5. Keep windows at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
6. Refrain from making abrupt, loud noises, and/or causing any unnecessary confusion that could divert the driver's attention from safely riding the bus. Be absolutely quiet when approaching and crossing a railroad track.
7. Refrain from littering, defacing, or destroying bus property. Never tamper with the bus or any of its equipment. 8. Assist in keeping the bus safe and sanitary at all times. Eating, drinking, or gum chewing is not allowed in the bus. 9. Do not bring any animals on the bus, unless a service animal.
10. Respect the driver, fellow pupils, other riders, and yourself.
11. Do not ask the driver to stop at places other than regular assigned bus stops. The driver is not permitted to alter their route or drop students off anywhere except for designated bus stops without proper authorization from a middle school administrator.
12. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Never run in front of a car or bus.

If necessary, students may have to sit 3 in a seat on a school bus due to the number of students riding the bus.

It is imperative that all students actively observe and support these transportation regulations and actions. The same rules and regulations apply on all bus trips, including for school sponsored trips as well as between home and school. Students who are unable to abide by the rules and expectations in order to maintain a safe environment when riding a school bus may face disciplinary consequences depending on the severity of the action.

Students who are suspended from the bus and who do not have alternative transportation to school will be provided the opportunity to make up any missed work for full academic credit pursuant to the "Makeup Work" rules set forth in the Attendance and Truancy Policy of this Student Handbook. It is the responsibility of the student's parent to notify the school principal or other administrator that the student does not have alternative transportation to school to ensure the student receives appropriate make-up work.

### **Restricted Items**

1. Because of the potential for disrupting the school bus driver, certain items are not to be brought on the bus. Some examples of such items could be, but are not limited to:
  - Electronic games
  - Toys
  - Playing cards
  - Laser lights
  - Cameras

In some cases the student may seek approval from the Transportation Director or building administration for special situations (i.e., field trips, athletic trips, etc.)

2. Cell Phones may be used responsibly on the school bus. Any misuse of a cell phone will result in disciplinary action as outlined in the Student/Parent Handbook. Examples of misuse include, but are not limited to:
  - Using phone as a camera
  - Displaying inappropriate images/websites
  - Use of inappropriate language during calls or texts
  - Use of phone for Harassment or Intimidation

3. Music devices are allowed on the school bus as long as they are kept at a volume that can not be heard by others and the listener can still hear emergency directions.

### **Emergency Days - School Dismissal Due to Weather**

At times during the winter, severe snow conditions may make bus transportation impossible or unsafe and all schools in the district will be forced to close or have a delayed starting time. In such cases, local radio stations will be notified prior to 7:00am. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WLK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). The school may also utilize School Reach via phone and/or email to notify parents.

Also, on occasion during the school day, weather conditions may become severe and it may be advisable to close school early.

Since it is impossible to notify parents when this is done, it is suggested that if parents plan to be away from home on a school day they arrange with their child as to where he/she should go if any early dismissal is deemed necessary.

Many bus routes have some places where buses are required to turn around in a driveway. At these points, during times with considerable snow and drifting, it may be advisable for the bus to stay on the main route and to eliminate all points where backing is necessary. Parents are requested to give their bus driver full cooperation and to provide transportation to and from the bus in all cases where snow conditions are bad.

## **STUDENT DEVICE HANDBOOK**

As part of its commitment to integrating technology into the curriculum, the Board of Education of Central Community Unit School District No. 301 has purchased Devices and their related accessories for students' individual use. Each student will be loaned a Device while attending Central 301. In order for a student to be loaned a Device, you and your child must read, sign, and return the attached Acknowledgement to your school's main office. This Handbook is valid for the years the student is loaned the Device. A new Handbook will be provided during registration and a new Acknowledgement must be signed and returned for each school year.

Students in Kindergarten and Grade 1 will be loaned a Device only for use in school; these students will not take their Devices home. Students in Grades 2-12 will be loaned a Device for use at school and at home and must bring it to school every day, just like a textbook. Access to the technology resources of the District is a privilege and not an entitlement or right, and you and your child are responsible for the appropriate care, handling, and use of the Device as outlined in this Handbook.

If the District changes this Handbook at any time during the year, the District will notify you of the change(s).

### **A. USING THE DEVICE**

1. **Acceptable Use of Device.** Your child's use of the Device, whether at home or at school, is to be for educational purposes consistent with the curricular goals of the District and with Board of Education policies. Your child may not use (or allow others to use) the Device loaned to him/her in a way that violates the Board's policy on acceptable use of its electronic network (Board Policy 6:235, *Access to the District's Electronic Network*). By using the Device, you and your child agree to abide by Board Policies 6:235, *Access to the District's Electronic Network*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:190, *Student Behavior*; as well as all other applicable policies and their corresponding administrative procedures and the guidelines in this Handbook. Violation of any of these policies, administrative procedures, or guidelines could result in your child's loss of the privilege of using the Device; discipline, up to and including suspension or expulsion; and referral to law enforcement.

**Using the Device.** All students are provided a District account, including a username and password. Students must use that account when logging on to the Device.

**Using the Device at School.** Unless otherwise instructed, the Device is intended for use at school every day. If your child is permitted to use the Device at home, he/she is responsible for bringing it to school every day, fully charged. The District is not responsible for providing your child a loaner Device in the event he/she forgets the Device.

**Using the Device Outside the District.** In the event your child uses the Device at home or elsewhere outside the District, he/she is bound by the same policies, procedures, and guidelines as at school.

**Parent Responsibility for Supervision Outside the District.** The District's filters will run on your child's Device outside of school. However, the District is not responsible for supervising students' use of the Device and Internet activity outside of school. While your child is using the Device assigned to him/her outside of school, you agree to be solely responsible for supervising the use of the device, including Internet access. You may choose to limit such use.

**Technical Support Outside the District.** The District cannot guarantee the Device will function outside the District at the same level as inside the District. Configuration of any home network connection is your responsibility and not the responsibility of the District. Any configuration applied to the Device that impairs its performance in school may be removed by District staff.

**Email Accounts.** All students are issued a District email address through Google's Gmail service. These accounts will have restricted access as determined by the District. Students in Kindergarten through Grade 8 will only be able to send emails to and receive emails from District staff, students, and approved educational systems. Students in Grades 9-12 will be able to send emails to and receive emails from District staff, students, and approved domains.

Every email sent and received from a District email account, whether at home or school, goes through filtering software. The District makes every effort to block content that may be obscene, pornographic, or otherwise harmful or inappropriate in the school setting. However, the District cannot guarantee that every objectionable material will be filtered. If your child receives an inappropriate email,

your child should report it immediately to an adult and forward it to their building administration team.

**Accessories.** The District will provide either a mandatory carrying case or always on case necessary for the protection of the Device. The decision whether to purchase additional accessories (such as a wireless mouse, extra charger, keyboard, stylus, etc.) for the device rests with you and your child. As with any personal property brought to school, the District reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the District cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.

**Caring for the Device.** The Device assigned to your child remains the property of the District and must be maintained appropriately. In addition to the manufacturer's instructions included with the Device, if any, your child must care for the Device as follows:

- a. Only use a clean, soft cloth to clean the device's screen; don't use cleansers of any type.
- b. Insert and remove cords and cables carefully to prevent damage to connectors.
- c. Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the Device in a manner that would detract from the educational environment in the classroom. You may personalize the Device by setting the wallpaper or background, but only with appropriate images.
- d. Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Don't stack other objects (books, binders, etc.) on top of the Device.
- e. Don't leave the Device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.
- f. Keep food and beverages away from the Device.
- g. Make sure the Device is secure when it is out of your child's sight. Don't leave it in an unlocked locker, desk, or other location where someone might take it.
- h. Your child was provided a protective carrying case with the Device; use it.
- i. Your child's Device will have a District-provided asset tag to identify it. This number also might be marked on the case your child was provided. Write this number down so you can identify the Device.

## **B. RESPONSIBILITIES OF STUDENTS AND PARENTS**

1. **Technology Fee.** In order for your student to be loaned a Device consistent with the Handbook, you must pay a technology fee of \$50 each school year.
2. **Parents' Responsibility for Child's Compliance.** You agree to monitor and supervise your child's use of the Device outside of school and to make every effort to ensure your child's compliance with the obligations and responsibilities described in this Handbook and in all applicable Board Policies related to their use of the Device.
3. **Returning of the Device.** The Device is the property of the District while the Device is loaned to the student.
  1. Kindergarten devices, unless instructed otherwise, will remain in the school and the District will make sure they are in their 1st grade classroom for the start of the next school year.
  2. For students in Grades 1-11, unless instructed otherwise, Devices and any related accessories may be taken home over the summer. However, the rules outlined in this Handbook remain in effect during the summer.
  3. If, at the end of the Device loan period, your child's technology fee has been paid in full, you will own your child's Device. The District's technical support staff will reset the Device to factory settings, and all District filters and software will be removed.
2. **Student Leaves the District.** If a student leaves the District, the family will need to inform the school office of their intentions for the Device. If we do not hear from the family and the Device is not in the school's possession, the Device will be automatically locked out.
  - a. The technology fee (\$50 per year) covers a little less than half the annual cost of the Device. The District picks up the remainder of the cost at a little over \$50 per year. As a result of this fee, the family will own the Device after two or three years of use in the District based on their rotation. If a student leaves the District early and wants to keep the Device they will need to pay the remainder of the technology and District costs at \$100 per year of expected use.

- b. If you leave during the last semester your Device is expected to be used and all of your family fees are paid, the Device is yours to keep.
- c. If your child fails to return the Device and any related accessories or you do not purchase it, the District may, in addition to seeking reimbursement from you, file a report with local law enforcement.

## C. DEVICE DATA AND SOFTWARE

1. **Managing Your Files and Saving Your Work.** Work done on a Device is typically saved to Internet-based storage space (i.e., the "cloud"). It is your child's responsibility to make sure his/her work is not lost due to a failure or loss of the Device.
2. **Personal Content on the Device.** Your child should be aware that any content (including, but not limited to, documents, music or audio files, and photographs) stored on the Device potentially could be subject to access by third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting. It is your child's responsibility to back up all personal content stored on the Device, if any.
3. **Device Data as District Records.** Data saved to the Device or to the cloud via the Device are not maintained by the District as public records or as student records. In the event data stored on a Device or stored in the cloud via a Device needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.
  4. **District-Required Software.** The District will provide any software/apps required to use the Device for school purposes. This software may not be removed. The District may update, add, or remove software at any time for any reason, without prior notice.
5. **Prohibited "Jailbreaking."** "Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Device voids the manufacturer's warranty and is a violation of this Handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this Handbook.
6. **Personal Software.** Your child is not permitted to install additional software or apps on the Device.
7. **Compliance with Copyrights.** In using the Device, your child must follow the Board Policy 5:170, *Copyright*, governing use of copyrighted material and applicable copyright law.
8. **No Expectation of Privacy.** There is no expectation of privacy for any communication made using the Device or for any content created, accessed, or stored on the Device. The District reserves the right to inspect the Device and its contents at any time and for any reason.

## D. REPAIR OF, LOSS OF, OR DAMAGE TO DEVICE

### 1. Technical Support & Device Loaners.

1. During the school year, if your child's Device is not functioning properly, students in Kindergarten through Grade 5 should alert his/her teacher, and students in Grades 6-12 should bring the Device to the LMC. If necessary, a technical support employee of the District will assess the Device and attempt to correct any problems with it. In all grades, students will be issued a loaner Device, if available, while this student's Device is being repaired. The loaner Device should be treated the same as the student's Device as set forth in this Handbook.
2. During the summer, if your child's Device is not functioning properly, the District will provide technical support at specified times and District buildings. This information will be available on the District's website or may be obtained by contacting the District office.

2. **Loss of or Damage to Device.** If your child's Device is lost or damaged, you or your child must report it immediately to your school's main office. If you believe your child's Device requires repair, you must notify the designated technical support person in your child's school. You and your child are responsible for cooperating with the District in the recovery, repair, or replacement of your child's Device.

3. **Responsibility for Lost or Damaged Device.** In the event your child's Device is lost or damaged, you will be responsible for replacement or repairs as follows:

- a. If the District determines that the damage is the result of an equipment failure covered by a warranty, the warranty will apply with no further action required.
- b. If the damage is the result of a student's negligence or intentional destruction, or if the Device is lost, you will be required to

pay in full for the repair or replacement of the equipment.

1. **Accidental Damage.** The District purchases an accidental damage policy with each Device. This covers one (1) accidental damage per Device per school year while the Device is used in the District.

#### E. WAIVER AND INDEMNIFICATION

1. **Waiver of Device-Related Claims.** By signing the “Device Acknowledgement” below, you acknowledge that you and your child have read, understand, and agree to follow all guidelines and policies outlined or referenced in this Handbook and agree to be bound by this Handbook. You also agree and represent that the Device (including any related accessories) was delivered in good working order and that it must be returned to the District in good working order consistent with this Handbook. **By signing this Handbook, you waive any and all claims you or your child (and each of your respective heirs, successors, and assigns) may have against Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Device or this Handbook.**
2. **Indemnification for Device-Related Claims.** To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any District Device issued to your child.

### RECEIPT OF STUDENT HANDBOOK

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Name Print First Name

Grade (circle one) 6 7 8

Print Last

I have received and read the Middle School Student Handbook (electronic version) for the 2021-2022 school year. I understand that I am personally responsible for reviewing and understanding the information contained in the Handbook. I also understand that this Handbook includes only a summary of Middle School and Board of Education policies and that I am subject to and must abide by all District policies. I also understand that a violation of any of the District's policies may lead to disciplinary consequences.

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Student Signature Date

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Parent Signature Date



## Board of Education Meeting Dates for 2022-2023

July 18, 2022

August 15, 2022

September 19, 2022

October 17, 2022

November 21, 2022

December 19, 2022

**January 17, 2023**

**February 21, 2023**

March 20, 2023

April 17, 2023

May 15, 2023

**June 20, 2023**



SmartProcure is submitting a commercial FOIA request to the Central Community Unit School District No. 301 for any and all purchasing records from 1/26/2022 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYjVIMDAwMDAwbnp5SSZzdD1JTCZvcmc9Q2VudHJhbENvbW11bml0eVVuaXRTY2hvb2xEaXN0cmJjdE5vMzAx>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Zoe Yalcin  
Data Acquisition Specialist  
SmartProcure  
Direct: 5616096762  
Email: [zyalcin@smartprocure.com](mailto:zyalcin@smartprocure.com)



Pam Israelson &lt;pam.israelson@central301.net&gt;

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**Re: FOIA Request**

1 message

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**Pam Israelson** <pam.israelson@central301.net>  
To: Samantha Cook <sammymc2323@yahoo.com>  
Cc: Todd Stirn <todd.stirn@central301.net>

Tue, May 3, 2022 at 1:13 PM

Ms. Cook

I am in receipt of your recent Freedom of Information Act request for the minutes of the Board of Education meeting where the non-renewal of the See-Saw lease was discussed. When the Board discusses anything related to real estate it is in Executive Session. I have attached the letter from September where Ms. McClure was notified of the end of her lease and a copy of the lease.

If you have any questions, please do not hesitate to contact me.

**Pam Israelson**

Secretary to the Superintendent  
Central CUSD 301  
275 South St.  
P.O. Box 396  
Burlington, IL 60109  
847-464-6005  
847-464-6021 fax

On Fri, Apr 29, 2022 at 1:18 PM Samantha Cook <sammymc2323@yahoo.com> wrote:

Hello,

I'd like to request an electronic copy or link to the minutes and board meeting agenda where the following was discussed:

- Nonrenewal of the lease for See Saw Daycare

Thank you

Samantha Szydlo  
325 Valley Way  
Burlington, IL  
(847) 624- 2665

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 **See Saw September 16 2021.pdf**  
3480K