

# Regular Agenda

**Date:** Thursday, September 3, 2020

**Meeting:** Committee of the Whole with Closed Session as per OMA and 5ILCS120/2c

**Time:** 6:00 PM

**Location:** District Office  
650 Dr. John Burkey Drive  
Algonquin, IL 60102

The meeting will be held in person in the Huntley 158 Board Room at District Office, 650 Dr. John Burkey Drive, Algonquin, IL. Following social distancing guidelines, there will be limited seating in the Board Room. Additional seating with remote viewing linkup will be available in the building. Public comment will be taken as normal during the meeting. In addition, public comment will be accepted via email to superintendent@district158.org prior to the meeting. Comments submitted by email will be read aloud during the public comment portion of the meeting. Please include "Public Comment" in the subject line of the email.

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**Mission Statement:** Our learning community will inspire, challenge and empower all students always.

**Board of Education Members:** President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy; Mr. Shawn Cratty.

## Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Quagliano)

Call to Order the Committee of the Whole meeting for Thursday, September 3, 2020 at \_\_\_ p.m.

A quorum must be met. **Roll Call:** Ayes / Absent / **Motion** \_\_\_

2. **Pledge of Allegiance** (Mr. Quagliano)

3. **Public Comment**

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints. In addition, public comment will be accepted via email to superintendent@district158.org prior to the meeting. Comments submitted by email will be read aloud during the public comment portion of the meeting. Please submit by 5:00 p.m. and include "Public Comment" in the subject line of the email.

4. **Revision and Adoption of the Agenda (A)** (Mr. Quagliano)

Motion to adopt the agenda as presented or with changes.

**Voice Call:** Ayes / Nays / **Motion** \_\_\_

5. **Policy Committee** (Mrs. Maiorino-chair, Mr. Geheren, Mr. Troy)

1. **Policy Updates (A)**

Administration requests that the Policy Committee recommend the above policies be moved forward for a first reading by the Board.

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6. **Legislative Committee** (Mrs. Melendy-chair, Mr. Cratty, Mrs. Maiorino)

1. **Legislative Updates (R)** (Mrs. Melendy)

Updates will be given at this time.

7. **Curriculum & Instruction (C&I) Committee** (Mr. Geheren-chair, Mr. Gentry, Mr. Troy)

1. **Contract with Yale Center for Emotional Intelligence (A)** (Dr. Schlichter)

106

Dr. Schlichter will present a contract with the Yale Center for Emotional Intelligence for RULER SEL training.

**Recommendation:** Seeking approval as presented.

2. **Intergovernmental Agreement with the School Association for Special Education in DuPage (A)** (Dr. del Castillo)

117

Dr. del Castillo will present the agreement with the School Association for Special Education in DuPage to support the needs of one of our students with low-incidence disabilities. Recommendation: Seeking approval of the Board of Education at their next regular meeting on September 17, 2020

8. **Finance Committee** (Mr. Quagliano-chair, Mr. Gentry, Mr. Cratty) 125
1. **Payables (A)** (Mr. Altmayer)
- The Finance Committee is submitting the purchase orders at \$406,763.44; imprest checks at \$84,709.97; accounts payable at \$93.99; and disbursements issued at \$4,256,116.07; for review and seeking approval to move forward.
- Recommendation:** Seeking approval of the Board at the next Regular meeting.
2. **Monthly Fiscal Updates (R)** (Mr. Altmayer) 190
- Mr. Altmayer will provide the monthly fiscal updates and the Activity Fund Balance Report.
- Recommendation:** For informational purposes only.
3. **Revenue & Expenditures Report (R)** (Mr. Altmayer) 201
- Monthly report for review and comment.
- Recommendation:** for informational purposes only.
9. **Human Resources (HR) Committee** (Mr. Gentry-chair, Mrs. Melendy, Mr. Quagliano)
1. **Monthly Human Resources Updates (R)** (Dr. Zehr) 220
- Mr. Zehr will provide the monthly Human Resources updates.
10. **Building and Grounds (B&G) Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)
1. **O&M Updates (R)** (Mr. Renkosik) 221
- Mr. Renkosik will report on O&M project updates.
2. **HHS Fine Arts Addition Construction Update (R)** (Mr. Renkosik) 223
- Mr. Renkosik will update the Board on the HHS Fine Arts Addition.
3. **Thermosystems Preventative Maintenance Agreement for Daikin Chillers and Roof-Top HVAC Units (A)** (Mr. Renkosik) 263
- Mr. Renkosik will present the Preventative Maintenance Service Contract with Daikin for Preventative maintenance on three Daikin Chillers two at Huntley HS and one at Conley Elementary School and 6 Daikin roof-top HVAC units 2 @ Mackeben, 2 @ Conley, 2 @ Huntley High School.
- Recommendation:** Seeking approval as presented.
4. **Amendment No. 2 to HVAC Preventative Maintenance Services with Advantage Mechanical (A)** (Mr. Renkosik) 269
- Mr. Renkosik will present the proposal for an extension of the Preventative Maintenance Services with Advantage Mechanical.
- Recommendation:** Seeking approval as presented.
11. **Legislation Committee** (Mrs. Melendy - chair, Mr. Cratty, Mrs. Maiorino)
1. **Legislation Updates (R)** (Mrs. Melendy)
- Legislative updates will be given.
12. **Board of Education** (Mr. Quagliano)
1. **Strategic Planning Measures (A)** (Dr. Rowe) 271
- Dr. Rowe will present the 2020/2021 Strategic Planning Measures and Indicators for approval.
- Recommendation:** The administration is seeking approval of the board at their next regular meeting on September 20, 2020.
2. **Minutes (A)** (Mr. Quagliano)
- The following meeting minutes have been prepared for review and approval :
13. **Closed Session / Roll Call (A)** (Mr. Quagliano)
- Move to enter into Closed Session at \_\_\_ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: (1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; (2) Collective negotiating matters; (9) Student Disciplinary; (11) Litigation; (21) Discussion of minutes of meetings lawfully closed under this Act.
- Roll Call: Ayes / Nays / Absent / Motion \_\_\_**
- Members: Mr. Troy, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mrs. Maiorino, Mr. Cratty
1. **Exit Closed Session / Voice Call (A)** (Mr. Quagliano)
- Move to exit closed session at \_\_\_ p.m. and return to open session. **Voice Call: Ayes / Nays / Motion \_\_\_**
14. **Resume in Public Session** (Mr. Quagliano)
- Resume the Committee of the Whole meeting at \_\_\_ p.m. **Roll Call: Ayes / Absent / Motion \_\_\_**

**1. Public Comment**

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints. In addition, public comment will be accepted via email to superintendent@district158.org prior to the meeting. Comments submitted by email will be read aloud during the public comment portion of the meeting. Please submit by 5:00 p.m. and include "Public Comment" in the subject line of the email.

**15. Adjournment (A) (Mr. Quagliano)**

Motion to adjourn the meeting at \_\_ p.m.

**Voice Call:** Ayes / Nays / **Motion** \_\_

# Policy Committee

650 Dr. John Burkey Drive · Algonquin, IL 60102 · (847) 659-6158 · Fax (847) 659-6125

TO: Board of Education and Cabinet Members  
FROM: Dr. Scott Rowe, Superintendent  
DATE: September 3, 2020  
RE: Recommended Changes for Board Policy  
PRESS Updates – June 2020, Issue 105

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## POLICY RECOMMENDATIONS

### **PRESS UPDATE – June 2020, Issue 105**

- **2:260 Uniform Grievance Procedure**  
Policy, Legal References, and Cross References are updated in response to Title IX regulations and to explicitly direct any sexual harassment complaints involving Title IX to new policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.
- **2:265 Title IX Sexual Harassment Grievance Procedure – NEW**  
Policy is created to facilitate implementation of Title IX regulations, which require districts to take a number of actions to respond to reports of sexual harassment in its education program or activity.
- **5:10 Equal Employment Opportunity and Minority Recruitment**  
The Policy and Cross References are updated in response to Title IX regulations and to explicitly reference the Title IX Coordinator.
- **5:20 Workplace Harassment Prohibited**  
Policy and Cross References are updated in response to Title IX regulations and to explicitly direct any sexual harassment complaints involving Title IX to new policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. Includes updates to Legal References.
- **5:100 Staff Development Program**  
The Legal References, Cross References, and Administrative Procedure References are updated in response to Title IX regulations and for continuous improvement.
- **5:220 Substitute Teachers**  
The Policy is updated in response to 40 ILCS 5/16-118, amended by P.A. 101-645, extending until June 30, 2021, the limit of 120 paid days or 600 paid hours that a TRS annuitant can work as a substitute teacher in a school year.
- **5:330 Sick Days, Vacation, Holidays, and Leaves**  
The Policy is updated in response to *2020 Election Day* designated by 10 ILCS 5/2B-10, added by P.A. 101-642 and 105 ILCS 5/24(e), amended by P.A. 101-642 designating 11-03-2020 as a legal school holiday for purposes of 105 ILCS 5/24.

- **7:10**            **Equal Educational Opportunities**  
The Policy and Cross References are updated in response to Title IX regulations, to explicitly reference the Title IX Coordinator. Includes updates to Legal References.
- **7:20**            **Harassment of Students Prohibited**  
The Policy and Cross References are updated in response to Title IX regulations, to explicitly reference the Title IX Coordinator. Includes updates to Legal References.
- **7:180**          **Prevention of and Response to Bullying, Intimidation, and Harassment**  
The Policy and Cross References are updated in response to Title IX regulations and to reference new policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.
- **7:185**          **Teen Dating Violence Prohibited**  
The Policy and Cross References are updated to reference new policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Cross Reference is also updated to reference policy 2:260, *Uniform Grievance Procedure*.

**Recommendation**

Administration requests the Policy Committee recommend the above policies be moved forward for a first reading by the Board at the next BOE meeting.

Please feel free to contact me or Mrs. Woods with any questions and/or concerns.

LRW  
Attachments

# Update Memo

Please distribute to board members and appropriate staff.

# PRESS

## Policy Reference Education Subscription Service

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**IASB Statement on Local School Board Equity Policies... p. 1**

**PRESS Issue 105 Topic Bundles ..... p. 2**

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**Progress Report ..... p. 5**

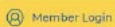
**Revisions to Policies, Administrative Procedures, and Exhibits (numerical table)..... p. 6**

**Next Issue: Remaining Legislative Updates from Education Omnibus Act P.A. 101-643 & Five-Year Reviews**

### Online Instructions

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

1. Go to [www.iasb.com](http://www.iasb.com) and click on the yellow **Member Login** button.



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



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

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

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

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated **Policy Reference Manual (PRM)** pages.

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

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to [www.iasb.com/policy/](http://www.iasb.com/policy/) to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

### IASB Statement on Local School Board Equity Policies

In recent months, member school boards have contacted IASB to request that the Association provide the board with an Equity Policy.

While IASB staff can provide a board with sample policies related to diversity, equity, and inclusion, we believe that providing a policy template can actually be an impediment to boards of education conducting thoughtful, deep conversations around issues of race, diversity, equity, and inclusion.

IASB recognizes that everyone benefits when all students have access to the educational resources and rigor they need, in all times and circumstances. The pursuit of equity, opportunity, and excellence for every child starts with a deep conversation that IASB staff can assist with. The IASB workshop, *Equity: An Education Imperative*, is designed to support boards in this work and to pave the way for the development of a shared definition of "equity." Boards should also engage community stakeholders to inform them of the development of a local equity policy.

#### Have feedback on **PRESS** materials?

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



School board members share a collective responsibility for determining the strategic priorities of the district that should also reflect a commitment to lead on issues of diversity, equity, and inclusion and for monitoring whether priorities are met.

IASB stands ready to assist school boards along the journey towards equity. Please reach out to your Field Services Director at any time, and also utilize resources on the [equity section of the IASB website](#).

## PRESS Bundles

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

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the [Revisions to Policies, Administrative Procedures, and Exhibits](#) table beginning on p. 6.

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

## Title IX Regulation Updates

In May the U.S. Dept. of Education (DOE) released final Title IX regulations at 34 C.F.R. Part 106. They define sexual harassment, require prompt responses to reports of sexual harassment in a district's education program or activity (regardless of whether the complainant files a *formal complaint*), and require districts to implement a detailed grievance process for *formal complaints* of Title IX sexual harassment.

Because Title IX sexual harassment can involve *any* person in the district's education programs or activities – including students, parents/guardians, employees, applicants for employment, and third parties – we created a **NEW** policy in Section 2 of the **PRM**, 2:265, *Title IX Sexual Harassment Grievance Procedure*. It has two administrative procedures and one exhibit.

Related changes are made to existing **PRM** materials, including policy 2:260, *Uniform Grievance Procedure*. It now explicitly directs any sexual harassment complaints involving Title IX to the **NEW** policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. To ensure that districts funnel all potential Title IX sexual harassment reports to the **NEW** policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the policies in Sections 5 and 7 of the **PRM** involving sexual harassment are similarly updated.

## PRESS Terminology

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

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

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

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

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

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

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

**Exhibits labeled with an “E” may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.**

**Administrative procedures exhibits, always labeled with the “AP, E” format should be dated for implementation by the administrative staff.**

We created this new policy suite and updated various **PRM** materials to incorporate additional Title IX regulation requirements that require districts to:

1. Designate at least one employee as the “Title IX Coordinator;”
2. Notify all applicants for employment, students, parents/guardians, employees, and collective bargaining units of the district’s Title IX policy and contact information for the Title IX Coordinator, via the district’s website and its handbooks;
3. Train individuals designated as Title IX Coordinator(s), investigators, decision-makers, and informal resolution facilitators on the definition of sexual harassment, the scope of the district’s education program or activity, how to conduct an investigation and grievance process, and how to serve impartially;
4. Train individuals designated as investigators on issues of relevance so they can create an investigative report that fairly summarizes relevant evidence;
5. Train individuals designated as decision-makers on issues of relevance of questions and evidence, including when questions/evidence about sexual predisposition or prior sexual behavior are not relevant; and
6. Post, on the district’s website, training materials for any individuals designated as Title IX Coordinator(s), investigators, decision-makers, and informal resolution facilitators.

The final Title IX regulations are eff. 8-14-20; however their complexity and scope means that districts are unlikely to finalize policies until after the effective date. It is important for school officials to discuss Title IX requirements with their board attorneys, to ensure full implementation and to reduce risks based on Title IX’s intersection with local and State laws and regulations.

The following **PRESS** materials are created or updated for this important bundle:

The **PRESS** editors extend their gratitude to the following attorneys for their expert feedback on many pieces of **PRESS** material on Title IX regulation updates:

**Emily P. Bothfeld**, Robbins Schwartz; **Amy K. Dickerson**, Franczek, P.C.; **Maureen Anichini Lemon**, Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.; **Jennifer Mueller Rosenberg**, Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP; and **Jacqueline Gharapour Wernz**, Franczek, P.C.

- 2:150-AP, Superintendent Committees
- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 2:260, Uniform Grievance Procedure
- 2:260-AP2, Nondiscrimination Coordinator and Complaint Manager
- 2:265, Title IX Sexual Harassment Grievance Procedure - **NEW**
- 2:265-AP1, Title IX Sexual Harassment Response - **NEW**
- 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process - **NEW**
- 2:265-E, Title IX Sexual Harassment Glossary of Terms - **NEW**
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:20, Workplace Harassment Prohibited
- 5:90-AP, Coordination with Children’s Advocacy Center
- 5:100, Staff Development Program
- 7:10, Equal Educational Opportunities
- 7:10-AP1, Accommodating Transgender Students or Gender Non-Conforming Students
- 7:20, Harassment of Students Prohibited
- 7:20-AP, Harassment of Students Prohibited
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:185, Teen Dating Violence Prohibited
- 7:190-E2, Student Handbook Checklist

## Legislative Updates

During the 101st General Assembly, P.A. 101-643 codified many of the provisions previously contained in Executive Orders issued by Governor Pritzker along with several provisions in guidance documents and emergency rules that were promulgated by the Ill. State Board of Education (ISBE) during Illinois’ response to the 2020 COVID-19 pandemic. In addition, P.A. 101-642 made numerous changes in the Election Code including designating Nov. 3, 2020 as *2020 Election Day* and requiring schools to close.

The following **PRESS** materials are amended:

- 5:200, Terms and Conditions of Employment and Dismissal
- 5:220, Substitute Teachers
- 5:330, Sick Days, Vacation, Holidays, and Leaves

## Support and Inclusion of Transgender Students Guidance

In 2019, the Governor issued Executive Order 2019-11, which established the Affirming and Inclusive School Task Force (Task Force) to identify strategies and best practices for transgender, non-binary, and gender non-conforming students. In March 2020, following the Task Force's delivery of its report to the Governor, ISBE released non-regulatory guidance and a sample policy and procedures document that reflect the recommendations of the Task Force.

The following **PRESS** materials are amended:

- 7:10, Equal Educational Opportunities
- 7:10-AP1, Accommodating Transgender Students or Gender Non-Conforming Students
- 7:20, Harassment of Students Prohibited

## Miscellaneous

The following **PRESS** material is updated due to a typographical error regarding a compliance timeline under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21:

- 7:345-AP, Use of Educational Technologies; Student Data Privacy and Security

## Five-Year Review Updates

**PRESS** Editors have a quality assurance goal to ensure that each piece of the 1000+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 175 policies and procedures. These are also detailed in the [Revisions to Policies, Administrative Procedures, and Exhibits Table](#) in numerical order beginning on p. 6.

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

- 2:260-AP1, Guidelines for Investigating Complaints [Filed Under Policy 2:260, Uniform Grievance Procedure](#), and Allegations of Misconduct - **RENAMED**

- 4:180-AP1, School Action Steps for Pandemic Influenza or Other Virus/Disease - **RENAMED**
- 4:180-AP2, Pandemic Influenza Surveillance and Reporting

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

## PRESS Issue 105 Trivia

165 PRM pages • 266 footnotes • 41,184 words • 28 PRM materials

## PRESS and ISBE/IDPH Reopening Guidance Update

Following the release of the Ill. State Board of Education (ISBE) and Ill. Dept. of Public Health’s joint guidance for [Starting the 2020-21 School Year](#) on June 23, 2020, a number of **PRESS** subscribers and Ill. Council of School Attorney members have inquired if updates to existing **Policy Reference Manual (PRM)** materials will be made to address instances in the guidance that refer to board policies or administrative procedures, with particular focus on a face mask policy. Those inquiries were largely prompted by language in the joint guidance which states “It is recommended that schools and districts update policies to require the wearing [of] a face covering while on school grounds and handle violations in the same manner as other policy violations.” Subsequently, ISBE released an [FAQ](#) clarifying this language, stating that when it comes to handling individuals who refuse to wear face coverings, “It is recommended that schools and districts examine and communicate which policies apply to the requirement of wearing a face covering while in school buildings and handle violations in the same manner as other similar policy violations.”

Based on the fluidity of the COVID-19 crisis and frequent changes that have been made to State guidance, as well as the fact that existing **PRM** materials already broadly address expectations for students, staff, visitors, and district operations, the **PRESS** Editors determined that no updates to the **PRM** are required at this time. To assist boards as they examine the application of their adopted policies to the joint guidance, IASB has created a reference chart that reviews certain guidance topics, relevant **PRM** materials, and local implementation considerations. The chart can be accessed through **PRESS** Online or at [www.iasb.com/IASB/media/Documents/PRESS\\_Reopening-Guidelines.pdf](http://www.iasb.com/IASB/media/Documents/PRESS_Reopening-Guidelines.pdf).

The **PRESS** Editors fully recognize that some board attorneys may advise a different course of action, and that boards may have additional concerns related to insurance coverage (or lack thereof) for COVID-19 related claims. **The PRESS Editors encourage boards to work with their attorneys to determine how the new safety protocols will be communicated and managed locally, such as through resolution, policy, procedures, handbooks, and/ or other written materials.** The **PRESS** Editors will continue to monitor developments related to COVID-19 and welcome questions or suggestions from subscribers. **PRESS** Editor contact information is found on the last page of this Update Memo.

## Progress Report – The contents of this table frequently change.

Topics	Our Response
<p><b>Property Tax Code Amendment</b></p> <p>Public Act 101-635 amended the Property Tax Code to allow the chief county assessment officers to approve certain homestead exemptions without application for the 2020 tax year with certain criteria. It also allows county boards, except Cook, to waive penalties and interest on delinquent property tax payments and extends deadlines for scavenger sales and tax sales during 2020.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>Education Omnibus Bill – Remaining Changes Not Yet Addressed</b></p> <p>Additional legislative updates contained in P.A. 101-643, including provisions addressing criminal background check notification, special education related service logs, and other “odds and ends” related to COVID-19 that did not need to be more urgently addressed in Issues 104 and 105, will be included in <b>PRESS</b> Issue 106 to be released this Fall.</p>	<p>Remaining <b>PRESS</b> materials impacted by P.A. 101-643 will be updated in Issue 106.</p>
<p><b>Temperature Checks and Biometric Student Information</b></p> <p>Some districts may be considering using facial recognition technology that can also scan students from a distance as they enter a school building to detect body temperatures. As a reminder, districts that maintain a biometric screening program must comply with all School Code requirements, including obtaining written parent/guardian consent, and should include in policy 7:340, <i>Student Records</i>, the alternative language noted in footnote 15.</p> <p style="text-align: center;">10</p>	<p>No <b>PRESS</b> materials are affected.</p>

## Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:150-AP, Superintendent Committees	The <b>Sex Equity Committee</b> subhead of this procedure is updated to reference all relevant <b>PRM</b> policies, including <b>NEW</b> policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> . Footnote 11 is updated for continuous improvement.	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21, requiring districts to post certain information about educational technology vendors, student covered information, and data breaches on their websites.</li> <li>2. 105 ILCS 5/10-30(6), added by P.A. 101-643, requiring districts to post their remote and blended remote learning day plans on their websites.</li> <li>3. 34 C.F.R. §106.8 and 34 C.F.R. §106.45(b)(10)(i)(D), requiring districts to post Title IX Coordinator contact information and training materials on their websites.</li> </ol>	<input type="checkbox"/>
2:260, Uniform Grievance Procedure	The policy, Legal References, Cross References, and footnotes are updated in response to Title IX regulations and to explicitly direct any sexual harassment complaints involving Title IX to <b>NEW</b> policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> . Other continuous improvement updates are also made to the policy and footnotes.	<input type="checkbox"/>
2:260-AP1, Guidelines for Investigating Complaints Filed Under Policy 2:260, Uniform Grievance Procedure, and Allegations of Misconduct	<b>RENAMED.</b> The procedure is updated in response to a five-year review.	<input type="checkbox"/>
2:260-AP2, Nondiscrimination Coordinator and Complaint Manager	The procedure is updated to reference all relevant <b>PRM</b> policies, including <b>NEW</b> policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> . The procedure and its footnote are updated for continuous improvement.	<input type="checkbox"/>
2:265, Title IX Sexual Harassment Grievance Procedure	<b>NEW.</b> The policy is created to facilitate implementation of Title IX regulations, which require districts to take a number of actions to respond to reports of sexual harassment in its education program or activity.	<input type="checkbox"/>
2:265-AP1, Title IX Sexual Harassment Response	<b>NEW.</b> The procedure is created for the reason discussed in 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , above.	<input type="checkbox"/>
2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process	<b>NEW.</b> The procedure is created for the reason discussed in 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , above.	<input type="checkbox"/>
2:265-E, Title IX Sexual Harassment Glossary of Terms	<b>NEW.</b> The exhibit is created for the reason discussed in 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , above.	<input type="checkbox"/>
4:180-AP1, School Action Steps for Pandemic Influenza or Other Virus/Disease	<b>RENAMED.</b> The procedure and footnotes are updated in response to the COVID-19 pandemic guidance and in response to a five-year review.	<input type="checkbox"/>
4:180-AP2, Pandemic Influenza Surveillance and Reporting	The procedure and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
5:10, Equal Employment Opportunity and Minority Recruitment	The policy, Cross References, and footnotes are updated in response to Title IX regulations and to explicitly reference the Title IX Coordinator. Other continuous improvement updates are also made to the policy, Legal References, and footnotes.	<input type="checkbox"/>
5:20, Workplace Harassment Prohibited	The policy, Cross References, and footnotes are updated for the reasons discussed in 2:260, <i>Uniform Grievance Procedure</i> , above. Continuous improvement updates are also made to the Legal References.	<input type="checkbox"/>

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

5:90-AP, Coordination with Children’s Advocacy Center	The procedure is updated to reference <b>NEW</b> policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> .	<input type="checkbox"/>
5:100, Staff Development Program	The Legal References, Cross References, Administrative Procedure References, and footnotes are updated in response to Title IX regulations and for continuous improvement. The footnote 4 option for boards to list in-services in their policies is updated in response to Title IX training requirements. Boards that include this option in their adopted policy should update this text.	<input type="checkbox"/>
5:200, Terms and Conditions of Employment and Dismissal	The policy is unchanged. Footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. Changes by the Education Omnibus Law. See 105 ILCS 105 ILCS 5/10-19, 5/10-19.05(a) and (j-5), 5/24-11, 5/24-12, and 5/24A-5, all amended by P.A. 101-643; and</li> <li>2. <i>2020 Election Day</i>. See 10 ILCS 5/2B-10, added by P.A. 101-642 and 105 ILCS 5/24-2 (e), amended by P.A. 101-642, designating <i>2020 Election Day</i> on 11-3-2020 as a legal school holiday for purposes of 105 ILCS 5/24.</li> </ol>	<input type="checkbox"/>
5:220, Substitute Teachers	The policy and footnotes are updated in response to 40 ILCS 5/16-118, amended by P.A. 101-645, extending until June 30, 2021, the limit of 120 paid days or 600 paid hours that a TRS annuitant can work as substitute teacher in a school year. Other minor style updates are also made to the footnotes.	<input type="checkbox"/>
5:330, Sick Days, Vacation, Holidays, and Leaves	The policy and footnotes are updated in response to <i>2020 Election Day</i> designated by 10 ILCS 5/2B-10, added by P.A. 101-642 and 105 ILCS 5/24-2(e), amended by P.A. 101-642 designating 11-3-2020 as a legal school holiday for purposes of 105 ILCS 5/24.	<input type="checkbox"/>
7:10, Equal Educational Opportunities	The policy, Cross References, and footnotes are updated in response to Title IX regulations, to explicitly reference the Title IX Coordinator, and to insert an option in the footnotes for boards to reflect guidance in the Ill. State Board of Education’s <i>Sample District Policy and Administrative Procedures</i> for supporting transgender, non-binary, and gender non-conforming students. Continuous improvement updates are also made to the Legal References.	<input type="checkbox"/>
7:10-AP1, Accommodating Transgender Students or Gender Non-Conforming Students	The procedure is updated in response to Ill. State Board of Education non-regulatory guidance, <i>Supporting Transgender, Nonbinary and Gender Nonconforming Students</i> .	<input type="checkbox"/>
7:20, Harassment of Students Prohibited	The policy, Cross References, and footnotes are updated for the reasons discussed in 7:10, <i>Equal Educational Opportunities</i> , above. Continuous improvement updates are also made to the Legal References.	<input type="checkbox"/>
7:20-AP, Harassment of Students Prohibited	The procedure is updated to reference <b>NEW</b> policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , and policy 5:90, <i>Abused and Neglected Child Reporting</i> . Continuous improvement updates are also made.	<input type="checkbox"/>
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment	The policy, Cross References, and footnotes are updated in response to Title IX regulations and to reference <b>NEW</b> policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> .	<input type="checkbox"/>
7:185, Teen Dating Violence Prohibited	The policy and Cross References are updated to reference <b>NEW</b> policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> . The Cross Reference is also updated to reference policy 2:260, <i>Uniform Grievance Procedure</i> . Footnote 7 is updated for continuous improvement.	<input type="checkbox"/>
7:190-E2, Student Handbook Checklist	The exhibit is updated for the reasons discussed in 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i> , above, and for continuous improvement.	<input type="checkbox"/>
7:345-AP, Use of Educational Technologies; Student Data Privacy and Security	The procedure is updated on pg. 3 to correct the dates of Jan. 31 and July 31.	<input type="checkbox"/>

## School Board

### Uniform Grievance Procedure 1

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<sup>2</sup>, or have a complaint regarding any one of the following: <sup>3</sup>

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101 et seq.](#) <sup>4</sup>
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

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

<sup>1</sup> State or federal law requires this subject matter be covered by policy and controls this policy’s content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative’s consent. This policy [and its companion policy 2:265, Title IX Sexual Harassment Grievance Procedure, are-is](#) in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

A grievance procedure is required by many civil rights acts and implementing regulations, including those listed. For the sake of consistency and ease of administration, this policy consolidates all board grievance procedures, [excluding Title IX sexual harassment complaints \(see sample policy 2:265, Title IX Sexual Harassment Grievance Procedure\)](#) into one policy, except those contained in collective bargaining agreements. See the cross references for the policies referring to this uniform grievance procedure policy.

<sup>2</sup> Including the phrase “guaranteed by the State or federal Constitution, State or federal statute, or Board policy” broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase and/or to otherwise limit the scope of this policy.

<sup>3</sup> The Individuals with Disabilities Education Act (IDEA) (20 U.S.C. §1400 [et seq.](#)) is not included in the list of statutes that may serve as the basis of a grievance, and attorneys disagree whether it should be. Many believe that IDEA provides the exclusive remedy; others believe that including IDEA allows parents an opportunity to get their position before the board. Unique and specific complaint resolution mechanisms are expressly provided under IDEA, Article 14 of the School Code, and their respective implementing regulations. These mechanisms follow: (1) IDEA at 20 U.S.C. §1415 (procedural safeguards-mediation and due process); (2) IDEA regulations at 34 C.F.R. §§300.151-300.153 (state complaints), 300.506 (mediation), and 300.507 [et seq.](#) (due process); (3) School Code at §§14/8.02a (mediation and due process) and 14/8.02b (expedited due process); and (4) special education regulations at 23 Ill.Admin.Code §§226.560 (Mediation), 226.570 (State Complaint Procedures), and Subpart G (due process). A board that would like to include IDEA should consult the board attorney.

<sup>4</sup> The Americans with Disabilities Act Amendments Act (ADAAA) (Pub. L. 110-325), made significant changes to the Americans with Disabilities Act’s definition of disability by broadening the scope of coverage. The ADAAA also overturned a series of U.S. Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairments were a disability. The U.S. Equal Employment Opportunity Commission’s (EEOC) regulations, 29 C.F.R. Part 1630, are at: [www.eeoc.gov/laws/types/disability\\_regulations.cfm](http://www.eeoc.gov/laws/types/disability_regulations.cfm).

Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact their districts.

Title II of the ADA of 1990 also includes website accessibility. Addressing website accessibility is complicated. Many entities addressing website accessibility use *Web Content Accessibility Guidelines* (WCAG) 2.0, a frequently cited accessibility standard that contains guidelines developed by a private group of accessibility experts. WCAG 2.0 is the standard the U.S. Dept. of Justice referenced in its recent Title II rulemaking; however, it is not adopted as the formal legal standard for public accommodation websites. While it is not adopted as the formal legal standard for public accommodation websites, it has been used in many consent decrees and settlement agreements. See [www.w3.org/TR/WCAG20/](http://www.w3.org/TR/WCAG20/).

3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791 et seq.](#)<sup>5</sup>
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<sup>6</sup>, [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.](#) ~~and Title IX of the Education Amendments of 1972~~) ([Title IX](#)

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<sup>5</sup> See f/n 4's discussion of website accessibility above. To avoid allegations that a district violated Section 504 of the Rehabilitation Act of 1973 and Title II of the ADA of 1990, many attorneys suggest that school districts' websites meet the WCAG 2.0 guidelines. But see the discussion in f/n 2 of policy 8:70, *Accommodating Individuals with Disabilities*.

<sup>6</sup> 5 ILCS 430/70-5(a), amended by P.A.s 100-554 and 101-221, requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment that contains certain prescribed elements. See [sample](#) policy 5:20, *Workplace Harassment Prohibited*, at f/n 3 and subhead **Complaints of Sexual Harassment Made Against Board Members by Elected Officials** in [sample](#) policy 2:105, *Ethics and Gift Ban*, for further detail. Complaints of sexual harassment made against board members by fellow board members or other elected officials of governmental units must undergo an *independent review*, which is not a term defined in the statute. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20. School districts are also required to create, maintain, and implement an age-appropriate sexual harassment policy. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, ~~eff. 1-1-20~~. See [sample](#) policy 7:20, *Harassment of Students Prohibited*, and its f/n ~~78~~ for further information.

A new publication law, 50 ILCS 205/3c, added by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was "found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." Consult the board attorney about the word *found*. It raises many practical application questions, e.g., when does the word *found* trigger a board's compliance responsibility pursuant to this law. Such questions include, but are not limited to:

1. Must a school board make a *finding* to trigger this requirement? If the severance agreement is entered into post-termination, a record of board *findings* rarely exists.
2. Are charges for termination *findings*? Often superintendents submit charges for termination, but these are not technically *findings*.
3. Are charges based on a complaint manager's report and determination(s) *findings* under the law when a board still has the ability to review and reject the complaint manager's determination(s)?

Next, contrast the above publication law with the Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), added by P.A. 100-895. GSPA prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if he or she is fired for *misconduct* by the board. GSPA defines *misconduct* to include sexual harassment and/or discrimination. *Id.* at 415/5.

Consult the board attorney about how to reconcile whether sexual harassment and/or sexual discrimination is misconduct for which a severance would be prohibited under the GSPA, and therefore, not available to be published under 50 ILCS 205/3c, added by P.A. 100-1040. And for further discussion and other applicable transparency laws that apply to this issue, see also f/n ~~15~~ in policy 5:20, *Workplace Harassment Prohibited*.

sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure)<sup>7</sup>

7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60<sup>8</sup>
8. Bullying, 105 ILCS 5/27-23.7<sup>9</sup>
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children<sup>10</sup>
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/<sup>11</sup>

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<sup>7</sup> Consult the board attorney to ensure the district's nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of discrimination based upon bullying and/or sexual violence under Title IX's sexual harassment umbrella. In September 2017, the U.S. Dept. of Education (DOE) withdrew its sexual violence Title IX guidance issued in 2011 and 2014, which mandated procedures for processing student on student sexual conduct, including using a preponderance of the evidence standard for student discipline. The DOE has issued interim guidance until new rulemaking is promulgated: *Q&A on Campus Sexual Misconduct (OCR September 2017)* at: [www2.ed.gov/about/offices/list/ocr/docs/qa-title-ix-201709.pdf?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](http://www2.ed.gov/about/offices/list/ocr/docs/qa-title-ix-201709.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=) An earlier guidance document also highlights appropriate responses to sexual violence under Title IX. See *Revised Sexual Harassment Guidance: Harassment of Student by School Employees, Other Students, or Third Parties, January 2001* at: [www2.ed.gov/about/offices/list/ocr/docs/shguide.pdf](http://www2.ed.gov/about/offices/list/ocr/docs/shguide.pdf). Consult the board attorney regarding proper filing and storage of these investigation documents, including whether certain student-related investigation documents are *sole possession records*, a Family Policy Compliance Office (FPCO)-created an exemption to the Family Education Rights Privacy Act (FERPA) (20 U.S.C. §1232g). See *Letter to Ruscio*, 115 LRP 18601 (FPCO 12-17-14).

<sup>8</sup> 105 ILCS 5/10-20.60, added by P.A. 100-29, requires schools to implement the Ill. sex equity grievance procedures when processing student complaints about breastfeeding accommodations. Complainants must be informed that the board's decision may be appealed to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. **Note:** Certain claims brought under Sec. 10-20.60 may also be covered by the anti-discrimination protections of Title IX; consult the board attorney for further advice. Guidance from U.S. Dept. of Education on Title IX requirements for pregnant and parenting students (June 2013) is available at: [www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf).

<sup>9</sup> All districts must have a policy on bullying. 105 ILCS 5/27-23.7. See [sample](#) policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The inclusion of *bullying* in the list of topics that may serve as the basis of a grievance furthers the obligation to communicate this policy to students and their parents/guardians.

<sup>10</sup> Parents/guardians of educationally disadvantaged children may sue a district for misuse of funds allocated by State law for the benefit of such children. *Noyola v. Bd. of Educ.*, 171 Ill.2d 121 (Ill. 1997) (affirming the appellate court's conclusion in *Noyola v. Bd. of Educ.*, 284 Ill.App.3d 128 (1st Dist. 1996) that parents/guardians may pursue a claim to enforce the requirements of the School Code but holding that the proper action for enforcement is by means of mandamus not an implied right of action).

<sup>11</sup> The Ill. Whistleblower Act (740 ILCS 174/) includes school districts in the definition of employer. It protects employees from employer retaliation for disclosing information to a government or law enforcement agency. Section 15 also contains language prohibiting employers from retaliating against employees who disclose information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation. The Ill. Whistleblower Reward and Protection Act (740 ILCS 174/) includes school districts in its definition of *State*. A strict interpretation of this language appears to allow school boards to collect civil penalties and costs against someone making a false claim. Before disciplining any employee, boards should thoroughly investigate the ramifications of these acts in consultation with their attorney and liability insurance carriers.

15. Misuse of genetic information ~~prohibited by the Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/;~~ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq. <sup>12</sup>
16. Employee Credit Privacy Act, 820 ILCS 70/ <sup>13</sup>

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<sup>14</sup> 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

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<sup>12</sup> The Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.) is a federal law. Title I addresses the use of genetic information pertaining to health insurance. Title II protects job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information. GINA covers employers with 15 or more employees.

GINA broadly defines genetic information to include information about an individual's genetic tests, their family members, and, among other things, the manifestation of a disease or disorder in the individual or the individual's family members. Information about an individual's or family member's age or gender is excluded from genetic information. Its remedies mirror those available under a Title VII of the Civil Rights Act claim: back pay, reinstatement, attorneys' fees and compensatory and punitive damages. Retaliation against an individual who brings a claim under GINA is also prohibited. Federal regulations are available at 29 C.F.R. Part 1635, and background information on these regulations is available at: [www.eeoc.gov/policy/docs/qanda\\_geneticinfo.html](http://www.eeoc.gov/policy/docs/qanda_geneticinfo.html). An FAQ titled: *FAQs on the Genetic Information Nondiscrimination Act* is available at: [www.dol.gov/agencies/ebsa/laws-and-regulations/laws/gina](http://www.dol.gov/agencies/ebsa/laws-and-regulations/laws/gina).

The Ill. Genetic Information Protection Act (GIPA) (410 ILCS 513/, amended by P.A. 100-396) also prohibits employers from making employment decisions on the basis of any employee's genetic testing information and from penalizing employees who do not want to disclose their genetic information as part of a workplace wellness program. GIPA includes the federal GINA's definition of genetic information and creates more stringent obligations on Ill. employers. While the federal GINA exempts small employers (those with less than 15 employees), Illinois' GIPA covers all employers, even those with one employee. GIPA also provides penalties for negligent and intentional mishandling of genetic information. Note that Title II of GINA does not preempt GIPA's greater protections to Illinois employees.

Before using any sort of genetic information, consult the board attorney for guidance regarding GINA's and GIPA's specific applications to the district and how these laws integrate with other related federal laws, such as the Family and Medical Leave Act (29 U.S.C. §2612 et seq.) and the ADA, and State laws governing time off for sickness and workers' compensation.

<sup>13</sup> 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, when the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. A person who is injured by a violation of this Act may bring a civil action to obtain injunctive relief and/or damages. 820 ILCS 70/25. The court must award costs and reasonable attorneys' fees to a prevailing plaintiff.

<sup>14</sup> The phrase "prompt and equitable resolution" comes from Title IX implementing regulation 34 C.F.R. §106.8(~~bc~~) which requires schools to "adopt and publish grievance procedures that provideing for the prompt and equitable resolution of student and employee complaints" of sex discrimination.

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.<sup>15</sup> 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 ~~2:260, Uniform Grievance Procedure~~.

### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf.<sup>16</sup> 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 or this policy, (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 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~~after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

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<sup>15</sup> This is a best practice.

<sup>16</sup> This policy gives complaint managers the flexibility to appoint another individual to conduct an investigation, which may be appropriate in cases where the neutrality or efficacy of the complaint manager is an issue, and/or where the district wishes to have the expertise and related attorney-client and work product privileges that an in-house or outside attorney may afford an investigation. Such alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals).

The Superintendent will keep the Board informed of all complaints.

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

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.<sup>17</sup>

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, 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~~after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail 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.<sup>18</sup>

### Appointing a Nondiscrimination Coordinator and Complaint Managers<sup>19</sup>

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

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<sup>17</sup> *Preponderance of evidence* is a standard ~~used of proof~~ in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force~~evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not.~~" See *Black's Law Dictionary*, 911th ed. 20019.

<sup>18</sup> The Ill. sex equity regulations require districts to have "specific timelines for completion of each step and rendering of a written decision, and shall 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). To avoid arguments over these timelines, this sample policy provides that the failure to strictly follow the timelines does not prejudice any party. The grievance procedure is worthless if complaints are not thoroughly and promptly investigated.

<sup>19</sup> Title IX regulations require districts to designate and authorize at least one employee to coordinate efforts to comply with Title IX and to refer to that employee as the Title IX Coordinator. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number ~~of the person who is responsible for coordinating the district's compliance efforts.~~ Id.

employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.<sup>20</sup>

The Superintendent shall appoint at least one Complaint Manager to administer ~~the complaint process in~~ 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, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.<sup>21</sup>

**Nondiscrimination Coordinator:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

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

~~A district must prominently display its Title IX non-discrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) and contact information for its Title IX coordinator(s) on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. OCR prefers that school districts make Title IX information and coordinators visible to the community, and it has provided materials designed to remind schools of their obligation to designate a Title IX coordinator. These materials include: (1) a *Dear Colleague Letter on Title IX Coordinators*; (2) a *Letter to Title IX Coordinators* that provides them with more information about their role; and (3) a *Title IX Resource Guide* that includes an overview of Title IX's requirements with respect to several key issues. See .~~

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

<sup>20</sup> ~~The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator."~~ insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

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

<sup>21</sup> The board may include the following option to address publication of such contact information:  
"The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis."

Publicizing the contact information for the Nondiscrimination Coordinator and Complaint Managers through personnel handbooks, student handbooks, and/or on the district's website is a best practice. The Illinois Principals Association maintains a handbook service that coordinates with PRESS material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

**Complaint Managers:**

Name	Name
Address	Address
Email	Email
Telephone	Telephone

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.  
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.  
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.  
Equal Pay Act, 29 U.S.C. §206(d).  
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.  
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.  
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.; [34 C.F.R. Part 106](#)  
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.  
Illinois Genetic Information Privacy Act, 410 ILCS 513/.  
Illinois Whistleblower Act, 740 ILCS 174/.  
Illinois Human Rights Act, 775 ILCS 5/.  
Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.  
Equal Pay Act of 2003, 820 ILCS 112/.  
Employee Credit Privacy Act, 820 ILCS 70/.  
23 Ill.Admin.Code §§1.240 and 200.40.

CROSS REF.: 2:105 (Ethics and Gift Ban), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), [5:90 \(Abused and Neglected Child Reporting\)](#), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), [7:185 \(Teen Dating Violence Prohibited\)](#), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

## **Board of Education**

### **Uniform Grievance Procedure**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or 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.
2. Title IX of the Education Amendments of 1972.
3. Section 504 of the Rehabilitation Act of 1973.
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 (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972).
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 174/1.
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
16. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will 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 cyber-bullying 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 violations 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 2:260, *Uniform Grievance Procedure*.

### Investigation

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 (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 or any collective bargaining agreement, or (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 or 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 or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### Decision and Appeal

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

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, 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 first class U.S. mail 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 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 the complaint process in 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/Title IX Coordinator:**

Dr. Adam Zehr,  
Assistant Superintendent Human Resources  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6150  
[azehr@district158.org](mailto:azehr@district158.org)

**Complaint Managers:**

Ms. Jessica Lombard,  
Associate Superintendent  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6142  
[jlombard@district158.org](mailto:jlombard@district158.org)

Dr. Erika Schlichter,  
Assistant Superintendent Learning & Innovation  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6139  
[eschlichter@district158.org](mailto:eschlichter@district158.org)

Mr. Mark Altmayer,  
Chief Financial Officer  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6111  
[maltmayer@district158.org](mailto:maltmayer@district158.org)

Dr. Rocio Del Castillo,  
Assistant Superintendent Special Services  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6158  
[rdelcastillo@district158.org](mailto:rdelcastillo@district158.org)

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.  
 Americans With Disabilities Act, 42 U.S.C. § 12101 et seq.  
 Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.  
 Equal Pay Act, 29 U.S.C. § 206(d).  
 Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.  
 Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.  
 McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11431 et seq.  
 Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.  
 Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.  
 Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.  
 State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
 105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27.-1, 5/27-23.7, and 45/1-15.  
 Illinois Genetic Information Privacy Act, 410 ILCS 513/.  
 Illinois Whistleblower Act, 740 ILCS 174/.  
 Illinois Human Rights Act, 775 ILCS 5/.  
 Victims’ Economic Security and Safety Act, 820 ILCS 180, 56 Ill.Admin.Code Part 280.  
 Equal Pay Act of 2003, 820 ILCS 112.  
 Employee Credit Privacy Act, 820 ILCS 70/.  
 23 Ill. Admin. Code §§ 1.240 and 200-40.

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

## School Board

### Title IX Sexual Harassment Grievance Procedure 1

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:<sup>2</sup>

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;<sup>3</sup> or

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

<sup>1</sup> Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 *et seq.*) requires this subject matter be covered by policy and controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion policy 2:260, *Uniform Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

For the sake of consistency and ease of administration, this policy addresses only Title IX sexual harassment grievances, except those contained in collective bargaining agreements. See the cross references for the policies referring to this Title IX sexual harassment grievance procedure policy.

A district must have at least one policy explicitly stating it does not discriminate on the basis of sex in its education programs or activities under Title IX and its implementation regulations (34 C.F.R. Part 106). 34 C.F.R. §106.8(b)(1). Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). Though all complaints of sexual harassment may not constitute sexual harassment under Title IX, Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the District's educational program or activity in the United States – including applicants for employment, students, parents/guardians, any employee, and third parties.

<sup>2</sup> 34 C.F.R. §106.30. The definition of *sexual harassment* in the policy and in Title IX includes *unwelcome* conduct. *Id.* However, case law does not always distinguish between *welcome* and *unwelcome* conduct. See Mary M. v. North Lawrence Community Sch. Corp., 131 F.3d 1220 (7th Cir. 1997) (8th grade student did not need to show that a school employee's sexual advances were *unwelcome* in order to prove sexual harassment).

<sup>3</sup> 34 C.F.R. §106.30. This behavior is commonly called *quid pro quo* sexual harassment. See 85 Fed. Reg. 30036, f/n 94. By using the term *individual*, Title IX regulations do not limit *quid pro quo* sexual harassment to situations where the provision of an aid, benefit or service by an employee is conditioned on a current *student's* participation in unwelcome sexual conduct. By way of example, *quid pro quo* Title IX sexual harassment involving an employee and an individual other than a current student may be implicated when: an employee tells a former student she can only get a letter of recommendation if she participates in unwelcome sexual conduct; an employee selects a volunteer for a coveted field trip chaperone position if he participates in unwelcome sexual conduct; or a supervisory employee subjects a subordinate employee to unwelcome sexual conduct in exchange for a promotion.

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). <sup>4</sup>

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. <sup>5</sup>

*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. <sup>6</sup>

*Formal Title IX Sexual Harassment Complaint* means a document filed by a *Complainant* or signed by the Title IX Coordinator<sup>7</sup> alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation. <sup>8</sup>

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. <sup>9</sup>

*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. <sup>10</sup>

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,<sup>11</sup> and (b) age-appropriate education about

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

<sup>4</sup> See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for these definitions and other definitions of italicized terms in this policy.

<sup>5</sup> 34 C.F.R. §106.30.

<sup>6</sup> 34 C.F.R. §106.44(a).

<sup>7</sup> See f/n 19 in sample policy 2:260, *Uniform Grievance Procedure*.

<sup>8</sup> 34 C.F.R. §106.30.

<sup>9</sup> *Id.*

<sup>10</sup> *Id.* See sample administrative procedure 2:265-AP1, *Title IX Sexual Harassment Response*, for further discussion of supportive measures.

<sup>11</sup> Required by 105 ILCS 110/3 and 105 ILCS 5/10-23.13 (*Erin's Law*).

the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12.<sup>12</sup> 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<sup>13</sup> as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. <sup>14</sup>
3. Notifies applicants for employment,<sup>15</sup> 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. <sup>16</sup>

### 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.<sup>17</sup> 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.

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

<sup>12</sup> Required by *Id.* at 110/3.

<sup>13</sup> For boards that insert optional paragraphs listing trainings in f/n 4 of policy 5:100, *Staff Development Program*, insert "pursuant to policy 5:100, Staff Development Program, and" after the word staff.

<sup>14</sup> 105 ILCS 110/3. Detailed training requirements exist for Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. 34 C.F.R. §106.45(b)(1)(iii). Title IX rules "[leave districts] discretion to determine the kind of training to other employees that will best enable the [district], and its Title IX Coordinator, to meet Title IX obligations." 85 Fed. Reg. 30114. Many attorneys agree the best practice is to train all district staff about the definition of sexual harassment, the scope of the district's education program or activity, all relevant district policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX coordinator. See sample procedure 2:265-AP1, *Title IX Sexual Harassment Response*.

<sup>15</sup> Most school districts are not covered by Subpart C of Title IX, which "applies only to institutions of vocational education, professional education, graduate higher education, and public institutions of undergraduate higher education." 34 C.F.R. §106.15(d). If your district is covered by Subpart C, amend this to state "applicants for admission or employment."

<sup>16</sup> 34 C.F.R. §106.8. See paragraph 2 of f/n 19 in sample policy 2:260, *Uniform Grievance Procedure*. See also sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

<sup>17</sup> Using "or any employee with whom the Complainant is comfortable speaking" ensures Title IX compliance because Title IX deems "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment to have *actual knowledge*. Therefore, a report to any employee triggers a district's duty to respond. 34 C.F.R. §106.30. This policy contains an item upon which collective bargaining may be required. Any policy that impacts wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator. <sup>18</sup>

**Title IX Coordinator:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
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*.<sup>19</sup>

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.<sup>20</sup> 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*; <sup>21</sup> 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.

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

<sup>18</sup> Title IX regulations require districts to designate and authorize at least one employee to coordinate its efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. *Id.* A district's nondiscrimination coordinator often also serves as its Title IX coordinator. See sample policy 2:260, *Uniform Grievance Procedure*.

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

<sup>19</sup> Required by 34 C.F.R. §106.44(a) and (b) regardless of whether a formal Title IX sexual harassment complaint is filed.

<sup>20</sup> See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for a discussion of Title IX sexual harassment and non-Title IX sexual harassment. Consult the board attorney for further guidance.

<sup>21</sup> See sample administrative procedure 5:120-AP2, *Employee Conduct Standards*.

## 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. <sup>22</sup>

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.<sup>23</sup> The District's grievance process shall, at a minimum: <sup>24</sup>

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. <sup>25</sup>

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<sup>22</sup> This policy gives Title IX coordinators the flexibility to appoint another qualified individual to conduct an investigation. This may be appropriate when the neutrality or efficacy of the Title IX coordinator is an issue, and/or where the district wishes to have the expertise that an in-house or outside attorney may afford to an investigation. Alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals) and the board attorney. If a complaint involves the superintendent or other district-level administrator, alternative appointments are often made in consultation with the board and the board attorney.

<sup>23</sup> 34 C.F.R. §106.45(b). See sample administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

<sup>24</sup> 34 C.F.R. §106.45(b)(1) lists the basic requirements for a grievance process. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney if the board wants the district to use a live hearing in its grievance process.**

If using a live hearing during the grievance process, amend #5 by inserting the following underscored text: "Require that any individual designated by the District as a decision-maker receive training on any technology to be used at a live hearing and 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."

<sup>25</sup> Aside from the general training requirements of 34 C.F.R. §106.45(b)(1)(iii), the DOE gives districts flexibility to determine certain training practices or techniques to best meet training requirements based upon their unique local conditions and resources within their educational community. 85 Fed. Reg. 30120. See also 85 Fed. Reg. 30084 (declining to specify that training of Title IX personnel must include implicit bias training, so long as training provides instruction on how to serve impartially and avoid prejudgment of the facts at issue, conflicts of interest, and bias, and that training materials avoid sex stereotypes).

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.<sup>26</sup>
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.<sup>27</sup>

### 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

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<sup>26</sup> 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of evidence it will use to determine responsibility of the respondent. The standard of evidence selected must be applied “consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee.” 85 Fed. Reg. 30373. This sample policy uses the *preponderance of the evidence* standard, not the *clear and convincing evidence* standard. *Preponderance of evidence* is a standard used in civil cases. It means “the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force.” See *Black’s Law Dictionary, 11th ed. 2019*. *Preponderance of the evidence* is the standard used in sample policy 2:260, *Uniform Grievance Procedure*. *Clear and convincing* is a higher standard, requiring more than *preponderance of the evidence* but less than proof beyond a reasonable doubt. It means “evidence indicating that the thing to be proved is highly probable or reasonably certain.” See *Black’s Law Dictionary, 11th ed. 2019*. **Consult the board attorney regarding the appropriate standard for the district, as well as implications if a different standard is used in this policy than in 2:260, *Uniform Grievance Procedure*.** For boards that choose the *clear and convincing evidence* standard, delete “~~preponderance of~~” and insert “*clear and convincing*.” Ensure the same standard of evidence is used in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

<sup>27</sup> Examples of legally-recognized privileges include attorney-client privilege, doctor-patient privilege, and spousal privilege. See 85 Fed. Reg. 30277.

student behavior policies.<sup>28</sup> 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.<sup>29</sup>

### Retaliation Prohibited<sup>30</sup>

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*.<sup>31</sup>

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.  
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).  
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

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

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<sup>28</sup> See sample policies 7:190, *Student Behavior*, and 7:230, *Misconduct by Students with Disabilities*. See also sample policies 7:200, *Suspension Procedures*, and 7:210, *Expulsion Procedures*, for due process requirements when student suspension or expulsion is recommended following a determination of responsibility for Title IX sexual harassment.

<sup>29</sup> Examples of rights the district or parties may exercise ancillary to this Title IX sexual harassment grievance procedure include, but are not limited to: disciplinary processes for suspensions and expulsions of students under 105 ILCS 5/10-22.6; tenured teacher dismissal proceedings under 105 ILCS 5/24-12; any other pre-termination process required by an applicable collective bargaining agreement, employment policy or procedure, or employment contract; and student appeal of a sex equity grievance decision under 23 Ill. Admin. Code §200.40 (see sample policy 7:10, *Equal Educational Opportunities*).

<sup>30</sup> 34 C.F.R. §106.71.

<sup>31</sup> Retaliation complaints must be processed under policy 2:260, *Uniform Grievance Procedure*, because they are covered under the district's grievance procedure for resolving non-sexual harassment Title IX complaints. See 34 C.F.R. §106.8(c). Title IX sexual harassment regulations state that "[c]omplaints alleging retaliation may be filed according to the grievance procedures for sex discrimination required to be adopted under §106.8(c)." 34 C.F.R. §106.71.

## General Personnel

### Equal Employment Opportunity and Minority Recruitment 1

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

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

<sup>2</sup> *Equal employment opportunities* apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see the policy’s Legal References). The Ill. Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, sex, and handicap. Art. I, §§17, 18, and 19. The Ill. Human Rights Act (IHRA) protects the following categories from discrimination in employment, whether *actual* or *perceived*: race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, order of protection status, sexual orientation, pregnancy, unfavorable discharge from military service, and citizenship status. 775 ILCS 5/1-102 and 5/1-103, amended by P.A. 101-221, ~~eff. 1-1-20~~. Beginning 7-1-20, the IHRA requires employers to annually disclose to the Ill. Dept. of Human Rights (IDHR) certain information about adverse judgments and administrative rulings where there was a finding of sexual harassment or unlawful discrimination under any federal, State, or local law, as well as data regarding settlement agreements, if requested by an IDHR investigator. 775 ILCS 5/2-108, added by P.A. 101-221, ~~eff. 1-1-20~~ and scheduled to be repealed on 1-1-30.

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

Under the Workplace Transparency Act (WTA) (820 ILCS 96/, added by P.A. 101-221, ~~eff. 1-1-20~~), employers may not, as a condition of employment or continued employment, prevent prospective or current employees from making truthful statements or disclosures about alleged unlawful employment practices, including discrimination. *Id.* at 96/1-25.

The LLFPA clarifies that a discriminatory compensation decision or other practice occurs each time an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision as opposed to only from the time when the discriminatory compensation decision or other practice occurred. The Act has no legislative history available to define what the phrase *or other practice* might mean beyond a discriminatory compensation decision.

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

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

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

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

arrest record;<sup>8</sup> military status; order of protection status;<sup>9</sup> unfavorable military discharge;<sup>10</sup> citizenship status provided the individual is authorized to work in the United States;<sup>11</sup> use of lawful products while not at work;<sup>12</sup> being a victim of domestic violence, sexual violence, or gender violence;<sup>13</sup> genetic information;<sup>14</sup> physical or mental handicap or disability, if otherwise able to

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

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

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

<sup>7</sup> 105 ILCS 5/10-22.4 and 775 ILCS 5/1-103(Q), amended by P.A. 101-221, ~~eff. 1-1-20~~. The term *marital status* means an individual's legal status of being married, single, separated, divorced, or widowed. 775 ILCS 5/1-103(J). This statutory definition does not encompass the identity of one's spouse. Thus, school districts may adopt no-spouse policies. [Boaden v. Dept. of Law Enforcement](#), 171 Ill.2d 230 (Ill. 1996).

<sup>8</sup> Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions. 775 ILCS 5/2-103. The Job Opportunities for Qualified Applicants Act prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to *job-disqualifying* convictions. 820 ILCS 75/15. See also the EEOC's guidance, [Consideration of Arrest and Conviction Records in Employment Decisions](#), at [www.eeoc.gov/laws/guidance/arrest\\_conviction.cfm](#).

<sup>9</sup> 775 ILCS 5/1-103(Q), amended by P.A. 101-221, ~~eff. 1-1-20~~. The term *order of protection status* means a person protected under an order of protection issued pursuant to the Ill. Domestic Violence Act of 1986 or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5).

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

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

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

<sup>13</sup> 820 ILCS 180/30, amended by P.A. 101-221, ~~eff. 1-1-20~~, Victims' Economic Security and Safety Act. *Gender violence* means: (1) one or more acts of violence or aggression that are a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. 820 ILCS 180/10(12.5), added by P.A. 101-221, ~~eff. 1-1-20~~. An employer is prohibited from discriminating against any individual, e.g. an applicant for employment, because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. 820 ILCS 275/. Section 21 requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of unlawful violence. 820 ILCS 275/21.

perform the essential functions of the job with reasonable accommodation;<sup>15</sup> pregnancy, childbirth, or related medical conditions;<sup>16</sup> credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position;<sup>17</sup> or other legally protected categories.<sup>18 19 20</sup>

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

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

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

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

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

<sup>18</sup> Insert the following optional sentence (775 ILCS 5/1-103(a) and 29 U.S.C. §631):

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

<sup>19</sup> Insert the following optional provision (29 U.S.C. §705(10)(A)-(B), (20)(C)(v), (20)(D) and 42 U.S.C. §12114):

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

1. Currently using illegal drugs;
  2. Having a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job; or
  3. Whose current alcohol use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others.
- Persons who have successfully completed or are participating in a drug rehabilitation program are considered *disabled*.

<sup>21</sup> No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/. <sup>22</sup>

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. <sup>23</sup>

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<sup>20</sup> Districts may not make residency in the district a condition of employment for teachers or educational support personnel. 105 ILCS 5/24-4.1, 5/10-23.5. This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. *Owen v. Kankakee Sch. Dist.*, 261 Ill.App.3d 298 (3rd Dist. 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act. 820 ILCS 55/10(a). Districts are also prohibited from requiring, requesting, or coercing an employee or potential employee to provide a user name and password or any password or other related account information to gain or demand access to his or her personal online account. 820 ILCS 55/10(b). While the law does not prohibit employers from viewing public information, consult the board attorney before engaging in this practice.

<sup>21</sup> School districts must accommodate mothers who choose to continue breastfeeding after returning to work. See 740 ILCS 137/, Right to Breastfeed Act; 820 ILCS 260/, amended by P.A. 100-1003, Nursing Mothers in the Workplace Act (NMWA); and 29 U.S.C. §207(r), Fair Labor Standards Act. At least one court has ruled an implied private right of action may exist under the NMWA. *Spriessch v. City of Chicago*, 2017 WL 4864913 (N.D.Ill. 2017). See sample language for a personnel handbook in 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

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

<sup>23</sup> 775 ILCS 5/6-101. Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the IHRA. *Id.* Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, the EEOA, Title IX, ADA, ADEA, Victims' Economic Security and Safety Act, the EPA, and the Ill. Whistleblower Act (IWA).

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

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

## Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. <sup>24</sup>

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

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

<sup>24</sup> The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator," insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

<sup>25</sup> Title IX regulations require districts to identify the name, address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. The U.S. Dept. of Education's Office for Civil Rights prefers that school districts make Title IX information and coordinators visible to the community, and it has provided materials designed to remind schools of their obligation to designate a Title IX coordinator. These materials include: (a) a *Dear Colleague Letter on Title IX Coordinators*; (b) a *Letter to Title IX Coordinators* that provides them with more information about their role; and (c) a *Title IX Resource Guide* that includes an overview of Title IX's requirements with respect to several key issues. See [www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html](http://www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html). Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. *Id.* See f/n 19 in sample policy 2:260, *Uniform Grievance Procedure*.

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

**Nondiscrimination Coordinator: 26**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

**Complaint Managers:**

_____ Name	_____ Name
_____ Address	_____ Address
_____ Email	_____ Email
_____ Telephone	_____ Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks. 27

**Minority Recruitment 28**

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

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

26 ~~Sample policy 2:260, Uniform Grievance Procedure, states that a district's Nondiscrimination Coordinator also serves as its Title IX Coordinator.~~ Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

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

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

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

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

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

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

## **General Personnel**

### **Equal Employment Opportunity and Minority Recruitment**

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

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

#### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

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

#### **Minority Recruitment**

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

**Nondiscrimination Coordinator/Title IX Coordinator:**

Dr. Adam Zehr,  
Assistant Superintendent Human Resources  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6150  
[azehr@district158.org](mailto:azehr@district158.org)

**Complaint Managers:**

Ms. Jessica Lombard,  
Associate Superintendent  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6142  
[jlombard@district158.org](mailto:jlombard@district158.org)

Dr. Erika Schlichter,  
Assistant Superintendent Learning & Innovation  
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(847) 659-6139  
[eschlichter@district158.org](mailto:eschlichter@district158.org)

Mr. Mark Altmayer,  
Chief Financial Officer  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6111  
[maltmayer@district158.org](mailto:maltmayer@district158.org)

Dr. Rocio Del Castillo,  
Assistant Superintendent Special Services  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6158  
[rdelcastillo@district158.org](mailto:rdelcastillo@district158.org)

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

820 ILCS 112/, Ill. Equal Pay Act of 2003.  
820 ILCS 180/30, Victims' Economic Security and Safety Act.  
820 ILCS 260/, Nursing Mothers in the Workplace Act.

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

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

## General Personnel

### Workplace Harassment Prohibited 1

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion<sup>2</sup>, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students,

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

<sup>1</sup> State or federal law controls this policy's content. Federal law requires districts to take action to prevent sexual harassment and to disseminate a policy regarding its prohibition of sex discrimination. 29 C.F.R. §1604.11(f); 34 C.F.R. §106.8(b)<sup>9</sup>. State law requires districts to establish a policy to prohibit sexual harassment. 5 ILCS 430/70-5(a), amended by P.A.s 100-554 and 101-221. See ¶n 3 below. Harassment based on a protected status is a form of discrimination that violates many State and federal laws (see the policy's Legal References).

Workplace harassment policies have typically focused on *sexual* harassment since it receives the most attention. However, the broad prohibitions against discrimination in State and federal civil rights laws will cover harassing conduct that is motivated by animus against any protected status. See *Porter v. Erie Foods International, Inc.*, 576 F.3d 629 (7th Cir. 2009) (recognizing a cause of action for race harassment). For a list of protected statuses, see [sample](#) policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. This policy prohibiting harassment has a separate section on sexual harassment because of the extensive statutory and case law regarding it.

Under the Ill. Human Rights Act (IHRA), harassment is unlawful if it has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. 775 ILCS 5/2-101(E-1), added by P.A. 101-221, ~~eff. 1-1-20~~. *Working environment* is not limited to a physical location to which an employee is assigned. *Id.* Harassment is unlawful on the basis of the specifically-listed categories in this policy whether that status is *actual or perceived*. *Id.*

An employer is liable under Title VII of the Civil Rights Act of 1964 (Title VII) for an employee's harassment of a co-worker if the employer was negligent with respect to the offensive behavior by, for example, failing to take remedial action when it knew or should have known about the harassment. 42 U.S.C. §2000e et seq. An employer is liable under the IHRA for harassment by its nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A), amended by P.A. 101-221, ~~eff. 1-1-20~~. However, when the perpetrator is the victim's supervisor, the employer will be vicariously liable for the supervisor's actions. Lack of knowledge of a supervisor's misconduct is no defense. *Burlington Industries v. Ellerth*, 524 U.S. 742 (1998); *Faragher v. City of Boca Raton*, 524 U.S. 775 (1998). A *supervisor* is someone who has the authority to demote, discharge, or take other negative job action against the victim. *Vance v. Ball State University*, 133 S.Ct. 2434 (2013). Note that the IHRA, (775 ILCS 5/2-102(D)) imposes strict liability on the employer when an employee has been sexually harassed by supervisory personnel regardless of whether the harasser has any authority over the complainant. *Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n.*, 233 Ill.2d 125 (Ill. 2009). Additionally, under the IHRA, an employer is liable for the harassment of *nonemployees* by nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A-10) and (D-5), added by P.A. 101-221, ~~eff. 1-1-20~~. Nonemployees are those who are directly performing services for an employer pursuant to a contract, such as contractors or consultants. *Id.*

Not all harassing conduct is unlawful discrimination, even if it is disruptive and hurtful. If a board wants to include language in this policy prohibiting employees from engaging in intimidating or offensive conduct that is *not* a civil rights violation, it should consult the board attorney.

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

including, but not limited to, sexual harassment, is prohibited by Board policies [2:260, Uniform Grievance Procedure: 2:265, Title IX Sexual Harassment Grievance Procedure: 7:20, Harassment of Students Prohibited: 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment: and 7:185, Teen Dating Violence Prohibited.](#)

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

### Sexual Harassment Prohibited<sup>3</sup>

The ~~School~~ District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.<sup>4</sup>

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection

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

<sup>3</sup> The IHRA (775 ILCS 5/2-102(D)) provides that sexual harassment is a civil rights violation: For any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

*See sample policy 2:265, Title IX Sexual Harassment Grievance Procedure, for the definition of Title IX sexual harassment (20 U.S.C. §1681 et seq.), and see f/n 3 of it for examples of employee sexual harassment that may violate Title IX. Title IX's reach is broad because an alleged complainant or alleged respondent may be anyone in the district's educational program or activity. This includes applicants for employment, students, parents/guardians, any employee, and third parties. Districts are liable for Title IX sexual harassment when any district employee has actual knowledge of sexual harassment or allegations of sexual harassment against anyone in the district (except when the only employee with knowledge is the perpetrator of the alleged sexual harassment). 34 C.F.R. §106.30.*

The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/70-5(a), amended by P.A.s 100-554 and 101-221) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20.

The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights (IDHR); (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit. 5 ILCS 430/70-5(a), amended by P.A.s 100-554 and 101-221. *PSample policy 2:105, Ethics and Gift Ban,* covers item (5) of this list.

<sup>4</sup> 775 ILCS 5/2-109, added by P.A. 101-221, ~~eff. 1-1-20~~. See [sample policy 5:100, Staff Development Program](#), at f/n 4. Districts may use a free, online model program to be offered by the Ill. Dept. of Human Rights (IDHR), develop their own program, or utilize a combination of the two, as long as it includes the following, at a minimum: (1) an explanation of sexual harassment consistent with the IHRA, (2) examples of conduct that constitutes unlawful harassment, (3) a summary of relevant federal and State law concerning sexual harassment and remedies available to victims of sexual harassment, and (4) a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment. *Id.* at 5/2-109(B), added by P.A. 101-221, ~~eff. 1-1-20~~. For IDHR's online model program, see its [Model Sexual Harassment Prevention Training Program page at: https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx](#). Employers that fail to comply with this training requirement may face financial penalties. *Id.* Training on other types of workplace harassment is not required by law; however it is best practice.

of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.<sup>5</sup> Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

#### Making a Report or Complaint

Employees and *nonemployees*<sup>6</sup> (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

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<sup>5</sup> This definition is from State and federal law. 775 ILCS 5/2-101(E) and 29 C.F.R. §1604.11. *Working environment* is not limited to a physical location to which an employee is assigned. 775 ILCS 5/2-101(E), amended by P.A. 101-221-~~eff. 1-1-20~~. The harassing conduct must be severe or pervasive so as to alter the conditions of the employee's work environment by creating a hostile or abusive situation. *Williams v. Waste Management*, 361 F.3d 1021 (7th Cir. 2004). The surrounding circumstances, expectations, and relationships will distinguish between teasing or rough-housing and conduct that a reasonable person would find severely hostile or abusive. In addition, while same-sex gender harassment claims are actionable, the victim must show that s/he suffered disadvantageous employment conditions to which members of the other sex were not exposed. *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998).

<sup>6</sup> 775 ILCS 5/2-102(A-10) and (D-5), added by P.A. 101-221. See also f/n 1, above, for discussion regarding nonemployees.

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

Whom to Contact with a Report or Complaint <sup>7</sup>

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. <sup>8</sup>

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

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. <sup>9</sup>

**Nondiscrimination Coordinator:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

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

<sup>7</sup> ~~While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. Title IX regulations require districts to identify the name, address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.~~

<sup>8</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires that a school board policy prohibiting sexual harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines *ethics officers* as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer. Note also that the IDHR has established a Sexual Harassment Hotline Call Center and website to help the public find resources and assistance for the filing of sexual harassment complaints. The hotline can be reached Monday through Friday with the exception of State holidays, between the hours of 8:30 a.m. and 5:00 p.m., at 1-877-236-7703. See [www2.illinois.gov/sites/sexualharassment/Pages/default.aspx](http://www2.illinois.gov/sites/sexualharassment/Pages/default.aspx). All communications received by the IDHR are exempt from disclosure under the Freedom of Information Act (FOIA).

<sup>9</sup> ~~Title IX regulations require districts to identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator." and supplement the previous sentence to state "The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.~~

**Complaint Managers:**

_____	_____
Name	Name
_____	_____
Address	Address
_____	_____
Email	Email
_____	_____
Telephone	Telephone

Investigation Process

~~Supervisors, Building Principals, or administrators~~ Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager.<sup>10</sup> ~~Any employee-supervisor or administrator~~ who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District’s duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. ~~The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.~~

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee<sup>11</sup> shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*,<sup>12</sup> should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel<sup>13</sup>

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor

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

<sup>10</sup> If the district’s Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state “Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager.”

<sup>11</sup> “Nondiscrimination Coordinator or designee” is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then “Nondiscrimination Coordinator or a Complaint Manager or designee” is used (see next paragraph in policy text). If the district’s Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete “Nondiscrimination” and insert “Title IX” in its place.

<sup>12</sup> See administrative procedure 5:120-AP2, *Employee Conduct Standards*.

<sup>13</sup> Required for districts located within a county served by an accredited Children’s Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited CAC. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531 (governing the investigation of an alleged incident of sexual abuse of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*.

or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

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

#### Enforcement<sup>14</sup>

A violation of this policy by an employee may result in discipline, up to and including discharge.<sup>15</sup> A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e.g., vendor, parent, invitee, etc. Any person~~employee~~ making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.<sup>16</sup>

#### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing ~~bona fide~~ complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).<sup>17</sup>

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

<sup>14</sup> See *Berry v. Delta Airlines*, 260 F.3d 803, 811 (7th Cir. 2001) ("If an employer takes reasonable steps to discover and rectify the harassment of its employees ... it has discharged its legal duty.")

In addition to violating other civil rights laws, a school district violates the *public accommodations* article in the IHRA if it fails to take corrective action to stop severe or pervasive harassment. 775 ILCS 5/5-102 and 5/5-102.2.

<sup>15</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554 (consequences of a violation of the prohibition on sexual harassment). When discharge is the penalty, examine 50 ILCS 205/3c, added by P.A. 100-1040. It requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the IHRA or Title VII. *Id.* Additionally, under the Workplace Transparency Act (WTA), employers may not require confidentiality clauses in settlement or termination agreements involving alleged unlawful employment practices under federal or State civil rights laws, except under specific conditions. 820 ILCS 96/1-30, added by P.A. 101-221, ~~eff. 1-1-20~~.

Prior to the passage of 50 ILCS 205/3c, added by P.A. 100-1040, and the WTA, members of the public could already access copies of severance agreements between school districts and their former employees under FOIA. The Ill. Atty. Gen. Public Access Counselor (PAC) directed a public body to release a settlement agreement that arose out of claims of sexual harassment. PAO 14-4. The PAC noted that the public body could not withhold the entire settlement agreement under 5 ILCS 140/7(1)(c), which exempts personal information that would constitute a clearly unwarranted invasion of privacy. Instead, it could redact personal information from the agreement, such as the complainants' names in order to protect their privacy. *Id.* However, data regarding settlement agreements involving allegations of sexual harassment or other unlawful discrimination that an employer must report to IDHR under 775 ILCS 5/2-108 is categorically exempt from FOIA. 5 ILCS 140/7.5(oo), added by P.A. 101-221, ~~eff. 1-1-20~~. See f/n 6 in [sample policy 2:260, Uniform Grievance Procedure](#), for more discussion about reconciling 50 ILCS 205/3c, added by P.A. 100-1040, with another new law, the Government Severance Pay Act (GSPA) (5 ILCS 415/10(a)(1), added by P.A. 100-895), which prohibits school district employees with contract provisions for severance pay to receive any severance pay if they are fired for *misconduct* by the board.

<sup>16</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554 (consequences for knowingly making a false report of sexual harassment).

<sup>17</sup> *Id.* (prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/)).

*Crawford v. Metro. Gov't of Nashville & Davidson County*, 555 U.S. 271 (2009) (holding the anti-retaliation provision in EEOA protects an employee who spoke out about harassment, not only on his or her own initiative, but also in answering questions during an employer's internal investigation).

Commented [MB1]: Formerly footnote 9.

Commented [MB2]: Formerly footnote 10.

Commented [MB3]: Formerly footnote 11.

Commented [MB4]: Formerly footnote 12.

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

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

Recourse to State and Federal Fair Employment Practice Agencies <sup>18</sup>

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

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks. <sup>19</sup>

Commented [MB5]: Formerly footnote 13.

Commented [MB6]: Formerly footnote 14.

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

<sup>18</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554, (how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the IDHR). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts. 5 ILCS 430/1. School districts must also annually disclose to IDHR certain data about *adverse judgment or administrative rulings* made against them where there was a finding of sexual harassment or unlawful discrimination under federal, State, or local laws. 775 ILCS 5/2-108, added by P.A. 101-221, ~~eff. 1-1-20~~.

<sup>19</sup> A district must notify employees of the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX. 34 C.F.R. §106.8(~~a~~). The nondiscrimination coordinator can be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as the complaint manager in policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

Informing nonemployees is not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.; ~~implemented by~~  
29 C.F.R. §1604.11.  
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq.; ~~implemented~~  
~~by~~ 34 C.F.R. Part 106.  
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
Ill. Human Rights Act, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5),  
5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2.  
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.  
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).  
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).  
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).  
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).  
Harris v. Forklift Systems, 510 U.S. 17 (1993).  
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).  
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).  
Oncale v. Sundowner Offshore Services, 523 U.S. 75 (1998).  
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).  
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill.  
2009).  
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

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

## **General Personnel**

### **Workplace Harassment Prohibited**

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color religion, national origin, ancestry sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

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

### **Sexual Harassment Prohibited**

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

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

### **Making a Complaint**

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

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

### **Whom to Contact with a Report or Complaint**

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

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

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

**Nondiscrimination Coordinator/Title IX Coordinator:**

Dr. Adam Zehr,  
Assistant Superintendent Human Resources  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6150  
[azehr@district158.org](mailto:azehr@district158.org)

**Complaint Managers:**

Ms. Jessica Lombard,  
Associate Superintendent  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6142  
[jlombard@district158.org](mailto:jlombard@district158.org)

Dr. Erika Schlichter,  
Assistant Superintendent Learning & Innovation  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6139  
[eschlichter@district158.org](mailto:eschlichter@district158.org)

Mr. Mark Altmayer,  
Chief Financial Officer  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6111  
[maltmayer@district158.org](mailto:maltmayer@district158.org)

Dr. Rocio Del Castillo,  
Assistant Superintendent Special Services  
650 Dr. John Burkey Drive  
Algonquin, IL 60102  
(847) 659-6158  
[rdelcastillo@district158.org](mailto:rdelcastillo@district158.org)

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Enforcement

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

### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

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

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

### Recourse to State and Federal Fair Employment Practice Agencies

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

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

- LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq., implemented by 29 C.F.R. §1604.11.  
 Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.  
 State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
 Ill. Human Rights Act, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/25-102.2.  
 56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.  
 Burlington Industries v. Ellerth, 524 U.S. 742 (1998).  
 Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).  
 Faragher v. City of Boca Raton, 524 U.S. 775 (1998).  
 Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).  
 Harris v. Forklift Systems, 510 U.S. 17 (1993).  
 Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).  
 Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).  
 Oncale v. Sundowner Offshore Services, 523 U.S. 57 (1998).  
 Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).  
 Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill. 2d 125 (Ill. 2009).  
 Vance v. Ball State University, 133 S. Ct. 2434 (2013).
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)
- ADOPTED: May 17, 2001
- REVISED: March 19, 2020

## General Personnel

### Staff Development Program 1

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children. <sup>2</sup>

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct. <sup>3 4 5</sup>

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

<sup>1</sup> State law requires the subject matter in paragraph 2 to be covered by policy. State or federal law controls this policy’s content. A school board may set and enforce professional growth requirements. 105 ILCS 5/24-5. Failure to meet professional growth requirements is considered remediable. Morris v. Ill. State Bd. of Educ., 198 Ill.App.3d 51 (3rd Dist. 1990).

105 ILCS 5/2-3.62, ~~amended by P.A. 99-30 (repealing 105 ILCS 5.2-3.60)~~, requires the Ill. State Board of Education (ISBE) to establish a regional network of educational service centers to coordinate and combine existing services in a manner that is practical and efficient for schools. Their purposes are to provide, among other things, continuing education, in-service training, and staff development services to all local school districts in Illinois.

<sup>2</sup> This paraphrases 105 ILCS 5/10-20.36(b). The topic covered in this paragraph must be in a board policy. Id. A school medical staff, an individualized educational program team, or a professional worker (as defined in Section 14-1.10) may recommend that a student be evaluated by an appropriate medical practitioner. School personnel may consult with the practitioner, with the consent of the student’s parent/guardian.

<sup>3</sup> 105 ILCS 5/10-22.39(f) requires boards to conduct this in-service. While the language of this paragraph is not required to be in board policy, including it provides a way for boards to monitor that it is being done. Including this language provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-service that instructs all district staff to maintain boundaries and act appropriately, professionally, and ethically with students. See also sample policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and f/n 11 in sample policy 4:110, *Transportation*. These expectations will be most effective when they reflect local conditions and circumstances. Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new employee conduct rules without first offering to negotiate them with the applicable exclusive bargaining representative.

<sup>4</sup> Insert the following option if a board wants to list in-services and/or trainings that State and federal law require, but are not required to be specified in board policy. If the board does not choose this option, delete 325 ILCS 5/4 from the Legal References. The only non-School Code ~~s~~State and/or federal law training requirements listed are from the Abused and Neglected Child Reporting Act, Ill. Human Rights Act, ~~and~~ the Seizure Smart School Act, and Title IX of the Education Amendments of 1972 (Title IX).

In addition, the staff development program shall include each of the following:

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.

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

2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 12 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
  - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
  - b. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years (see policy 5:90, *Abused and Neglected Child Reporting*).
  - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
10. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
11. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
12. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
14. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.
15. For all District staff, annual sexual harassment prevention training.
16. Title IX requirements for training as follows (see policy 2:265, *Title IX Sexual Harassment Grievance Procedure*):

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

- a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
- b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, 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.
- c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
- a.d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

Alternative to paragraph number 2:

2. At least every two years, an in-service to train school personnel who work with students on how to: (a) communicate with and listen to youth victims of domestic or sexual violence and expectant and parenting youth, (b) connect youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs and services as needed, and (c) implement the School District's policies, procedures, and protocols with regard to such youth, including confidentiality. The in-service shall be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth.

Citations for this option follow:

1. 105 ILCS 5/10-22.39(e) (refers to anaphylactic reactions/management).
2. 105 ILCS 5/10-22.39(d).
3. 105 ILCS 5/10-22.39(c).
4. 105 ILCS 5/10-22.39(b), amended by P.A.s 100-903 and 101-350, ~~eff. 1-1-20~~. The law allows districts to use the Ill. Mental Health First Aid training program to provide this training. If a licensed employee or an administrator obtains mental health first aid training outside of an in-service training program, he or she may present a certificate of successful completion of that training to the school district to satisfy the requirements of this law.
5. 105 ILCS 5/10-23.12, amended by P.A. 101-531; 325 ILCS 5/4(j), amended by P.A. 101-564, ~~eff. 1-1-20~~; and *Erin's Law Taskforce Final Report*, authorized by 105 ILCS 5/22-65 and repealed by P.A. 99-30 because of submission of the Report at: [www.isbe.net/Documents/erins-law-final0512.pdf](http://www.isbe.net/Documents/erins-law-final0512.pdf) and see also [www.erinlawillinois.org/](http://www.erinlawillinois.org/) for more resources based upon the report. Training may be in-person or web-based and must include, at a minimum, information on the following topics: (1) indicators for recognizing child abuse and child neglect; (2) the process for reporting suspected child abuse and child neglect and the required documentation; (3) responding to a child in a trauma-informed manner; and (4) understanding the response of child protective services and the role of the reporter after a call has been made. 325 ILCS 5/4(j), amended by P.A. 101-564, ~~eff. 1-1-20~~. Districts must provide training through either DCFS, an entity authorized to provide continuing education through the Dept. of Financial and Professional Regulation, the Ill. State Board of Education, the Ill. Law Enforcement Training Standards Board, the Ill. Dept. of State Police, or an organization approved by DCFS to provide mandated reporter training. *Id.* *Child-serving organizations*, which are not defined in ANCRA, are "encouraged to provide in-person annual trainings." *Id.*
6. 105 ILCS 110/3.10(b)(2).
7. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810. School board members are also included.
8. 7 C.F.R. Parts 210 and 235. Section 210.2 defines school nutrition program directors, managers and staff. 7 C.F.R. §§210.15(b)(8) (recordkeeping requirements) and 210.31(a), (c), (d), and (e) (professional standards requirements); 210.31(g)(requiring school food authority director to keep records), amended by Fed. Reg. Vol. 81, No. 146 at 50169 and finalized 7-29-16. Food service funds may be used for reasonable, allocable, and necessary training costs. 7 C.F.R. §210.31(f). The U.S. Dept. of Agriculture (USDA) has established implementation resources that contain training opportunities and resources covering the four core training areas: nutrition, operations, administration, and communications/marketing at: [www.fns.usda.gov/school-meals/professional-standards](http://www.fns.usda.gov/school-meals/professional-standards).
9. 105 ILCS 25/1.15.
10. 105 ILCS 5/22-80(h), amended by P.A. 100-309.
11. 105 ILCS 5/22-30(j-15). Consult the board attorney about whether:

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.<sup>6</sup>

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

- a. All asthma action plans should require immediate 911 calls based upon In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was *willful and wanton* conduct, subjecting the school district to liability under the Local Governmental and Governmental Employees Tort Immunity Act.
  - b. The duties and responsibilities of the district when it asks for, but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.
12. 105 ILCS 5/10-20.61, added by P.A. 100-14.
  13. 105 ILCS 5/10-20.17a; 23 Ill.Admin.Code §1.330.
  14. 105 ILCS 150/25, added by P.A. 101-50, ~~eff. 7-1-20~~.
  15. 775 ILCS 5/2-109, added by P.A. 101-221, ~~eff. 1-1-20~~.
  16. 34 C.F.R. §106.45(b)(1)(iii).

Putting this optional list into the policy will help the board monitor that the required in-service and training topics are being covered. While it is possible to *pick and choose*, this practice is likely to add more confusion to an already confusing responsibility. Unless noted, the School Code does not mandate the frequency with which the training must occur. Several other trainings that are mentioned in laws other than the School Code are addressed in other policies. Many of those policies are listed in the cross-references to this policy, e.g., training requirements under the Care of Students with Diabetes Act. 105 ILCS 145/.

<sup>5</sup> Different from the in-service training that school districts must provide to their staff, 105 ILCS 5/3-11, contains requirements that the regional superintendents must include during teachers institutes. Instruction on prevalent student chronic health conditions, as well as educator ethics and teacher-student conduct training is also required. See also f/n 3 above discussing the board's requirement in Section 10-22.39. Beginning with the 2016-17 school year, teachers' institutes must also include instruction on the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 *et seq.*) as it pertains to the school environment at least every two years. Contact the Regional Superintendent or the appropriate Intermediate Service Center with questions about online training for this component of a teachers' institute. Discuss with the board attorney the best practices of documenting trainings and evaluations of trainings; many attorneys in the field prefer documentation of ADA trainings to assist in their defense of any potential ADA claims against the district.

For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that restates 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800:

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

Persons performing CPR are generally exempt from civil liability if they are trained in CPR (745 ILCS 49/10); persons performing automated external defibrillation are generally exempt from civil liability if they were trained and acted according to the standards of the American Heart Association (745 ILCS 49/12).

The board may also want to address other staff development opportunities. While not required to be policy, 105 ILCS 5/27-23.10 requires a school board to collaborate with State and local law enforcement agencies on gang resistance education and training. It also states that ISBE may assist in the development of instructional materials and teacher training for gang resistance education and training, which may be helpful to include in the staff development program. Other mandated and recommended staff development opportunities that are not located in the School Code or ISBE rules are found in the Ill. Administrative Code or federal regulations. Many of them are cross referenced in this policy.

<sup>6</sup> Required by 105 ILCS 5/2-3.166(c)(2).

- LEGAL REF.: [20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.](#)  
~~Healthy, Hunger-Free Kids Act of 2010~~, 42 U.S.C. §1758b, Pub. L. 111-296,  
[Healthy, Hunger-Free Kids Act of 2010](#); 7 C.F.R. Parts 210 and 235.  
 105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), and 5/24-5.  
 105 ILCS 25/1.15, Interscholastic Athletic Organization Act.  
 105 ILCS 150/25, Seizure Smart School Act.  
 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.  
 325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
 745 ILCS 49/, Good Samaritan Act.  
 775 ILCS 5/2-109, Ill. Human Rights Act.  
 23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.  
 77 Ill.Admin.Code §527.800.
- CROSS REF.: [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)
- ADMIN. PROC.: [2:265-AP1 \(Title IX Sexual Harassment Response\)](#), [2:265-AP2 \(Formal Title IX Sexual Harassment Complaint Grievance Process\)](#), 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)

## **General Personnel**

### **Staff Development Program**

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

An opportunity shall be provided to all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automatic external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automatic external defibrillator.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290 *Suicide and Depression Awareness and Prevention*.

LEGAL REF.:       Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.  
                          7 C.F.R. Parts 210 and 235.  
                          105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-  
                          23.12, 5/22-80(h), and 5/24-5.  
                          105 ILCS 25/1.15, Interscholastic Athletic Organization Act.  
                          105 ILCS 150/25, Seizure Smart School Act.  
                          105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education  
                          Act.  
                          325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
                          745 ILCS 49/, Good Samaritan Act.  
                          105 ILCS 5/2-109, Ill. Human Rights Act.  
                          23 Ill. Admin. Code §§22.20, 226.800, and Part 525.  
                          77 Ill. Admin. Code §527.800.

- CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)
- ADMIN. PROC.: 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-API (Measures to Control the Spread of Head Lice at School)
- ADOPTED: May 17, 2001
- REVISED: March 19, 2020

CURRENT

## Professional Personnel

### Substitute Teachers 1

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

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board.<sup>2</sup> There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:<sup>3</sup>

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License<sup>4</sup> or Educator License with Stipulations<sup>5</sup> may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.<sup>6</sup>

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but

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

<sup>1</sup> State law controls this policy's content. Policy 5:30, *Hiring Process and Criteria*, contains the requirements for pre-employment investigations, e.g., a fingerprint based criminal history records check. See also 5:30-AP2, *Investigations*. Each board may require new substitute teacher employees to furnish evidence of physical fitness to perform duties assigned and must require new substitute teacher employees to furnish evidence of freedom from communicable disease. 105 ILCS 5/24-5(b-5), added by P.A. 100-855. Evidence may consist of a physical examination, which must be performed within 90 days before the time it is presented to the board, and the substitute teacher bears the cost of the physical examination. Id. A new or existing substitute teacher may also be subject to additional health examinations as required by the Ill. Dept. of Public Health or by order of a local public health official. Id.

<sup>2</sup> 23 Ill.Admin.Code §1.790(a)(2), ~~added by 41 Ill.Reg. 6924~~, requires that any individual who serves as a substitute teacher for driver's education be endorsed for driver's education pursuant to 23 Ill.Admin.Code §25.100(k), ~~amended at 42 Ill.Reg. 8884~~.

<sup>3</sup> Substitute teaching licenses are governed by 105 ILCS 5/21B-20(3), amended by P.A. 100-596; 23 Ill.Admin.Code §§1.790, ~~amended at 42 Ill.Reg. 11551~~; and 23 Ill.Admin.Code §25.520, ~~amended at 42 Ill.Reg. 8930~~.

<sup>4</sup> Professional educator licenses are governed by 105 ILCS 5/21B-20(1) and 23 Ill.Admin.Code Part 25, ~~amended at 42 Ill.Reg. 8830~~.

<sup>5</sup> Educator licenses with stipulations are governed by 105 ILCS 5/21B-20(2), amended by P.A. 100-596, and 23 Ill.Admin.Code Part 25, ~~amended at 42 Ill.Reg. 8830~~. 105 ILCS 5/21B-20(2)(E), amended by P.A. 100-13, permits an individual who holds a valid career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms. Similarly, 105 ILCS 5/21B-20(2)(F), amended by P.A. 100-13, permits an individual who holds a provisional or part-time provisional career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms.

<sup>6</sup> 105 ILCS 5/21B-20(4), added by P.A. 100-596. Districts may not hire a short-term substitute teacher for teacher absences lasting six or more days. Id.

not more than 100 paid days in the same classroom. Beginning July 1, 2021<sup>9</sup>, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.<sup>7</sup>

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.<sup>8</sup>

### Short-Term Substitute Teachers<sup>9</sup>

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program.<sup>10</sup> Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.<sup>11</sup>

### Emergency Situations<sup>12</sup>

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

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<sup>7</sup> 40 ILCS 5/16-118, amended by P.A.s 100-596 and 101-645 (specifying permissible paid days and hours for TRS annuitants), and 16-150.1, amended by P.A. 101-49 (TRS annuitants may return to teaching in a subject shortage area until 6-30-21). Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

<sup>8</sup> If a board provides substitute teachers other benefits, it may consider listing them here.

<sup>9</sup> 105 ILCS 5/21B-20(4), added by P.A. 100-596, governs Short-Term Substitute Teaching Licenses, which may be issued from 7-1-18 until 6-30-23. Short-Term Substitute Teaching Licenses are not eligible for endorsements. *Id.* Applicants for a Short-Term Substitute Teaching License must hold an associate's degree or have completed at least 60 credit hours from a regionally accredited institution of higher education. Individuals who have had their Professional Educator License or Educator License with Stipulations suspended or revoked are not eligible to be short-term substitutes. *Id.* Short-term substitutes may not be hired for teacher absences lasting six or more days. *Id.* 105 ILCS 5/21B-20(4) repeals on 7-1-23.

<sup>10</sup> 105 ILCS 5/10-20.68, added by P.A. 100-596, requires boards to conduct this training. This requirement provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for a short-term substitute teacher training program that provides individuals who hold a Short-Term Substitute Teaching License with information on curriculum, classroom management techniques, school safety, and district and building operations. See also 5:220-AP, *Substitute Teachers*, and f/n 3 in 5:220-AP. These expectations will be most effective when they reflect local conditions and circumstances. Training and curriculum for a short-term substitute teacher training program may be subjects of mandatory collective bargaining, therefore consulting with the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new programs for staff without first offering to negotiate them with the applicable exclusive bargaining representative.

School boards may choose to also offer this training program to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License. This provision repeals on 7-1-23.

<sup>11</sup> See f/n 6.

<sup>12</sup> 105 ILCS 5/21B-20(3). An *emergency situation* is defined as one where an unforeseen vacancy has occurred and (i) a teacher is unable to fulfill his or her contractual duties, or (ii) the district's teacher capacity needs exceed previous indications and the district is actively engaged in advertising to hire a fully licensed teacher for the vacant position.

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

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).  
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

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

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## **Professional Personnel**

### **Substitute Teachers**

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

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

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

### **Short-Term Substitute Teachers**

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

### **Emergency Situations**

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

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20.(4).  
23 Ill. Admin. Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

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

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

## Educational Support Personnel

### Sick Days, Vacation, Holidays, and Leaves 1

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

### Sick and Bereavement Leave 2

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular

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

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. The introductory paragraph recognizes that an applicable collective bargaining agreement or individual employment contract will supersede a conflicting provision of the policy. Alternatively, if the policy’s subject matter is superseded by a bargaining agreement, the board policy may state, “Please refer to the applicable collective bargaining agreement.”

Districts must coordinate leaves provided by State law and the local bargaining agreement with the leave granted by the Family and Medical Leave Act (FMLA) (29 U.S.C. §2612), amended by Sec. 565 of the National Defense Authorization Act for Fiscal Year 2010 (Pub. L. 111-84). The FMLA grants eligible employees 12 weeks unpaid leave each year for: (1) the birth and first-year care of a child; (2) the adoption or foster placement of a child; (3) the serious health condition of an employee’s spouse, parent, or child; (4) the employee’s own serious health condition; (5) the existence of any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is on (or has been notified of an impending call to) *covered active duty* in the Armed Forces; and (6) to care for the employee’s spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness. The definition of *covered servicemember* includes a veteran “who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness” if the veteran was a member of the Armed Forces “at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.” 29 U.S.C. §2611. Districts are permitted to count paid leave (granted by State law or board policy) taken for an FMLA purpose against an employee’s FMLA entitlement. 29 C.F.R. §825.207. See policy 5:185, *Family and Medical Leave*.

A plethora of State laws grant leaves to employees of the State and municipalities, but are not applicable to school districts, including the Employee Blood Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), and Civil Air Patrol Leave Act (820 ILCS 148/).

<sup>2</sup> This section contains the minimum benefits provided by 105 ILCS 5/24-6. Each specified number of days in this section is the statutory minimum. The School Code does not address whether an employee’s 10 paid sick leave days are available upon employment, accrued over months, or after working for a certain period of time, e.g., one year. Also be aware that the Employee Sick Leave Act (820 ILCS 191/) allows employees to use employer-provided sick leave to care for an ill or injured *family* member or to attend a medical appointment with a family member. The law defines family members as a child, stepchild, spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent. *Id.* at 191/10(b). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury. Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements. Strict accounting of unused sick days is important to avoid:

1. Employees accumulating sick time on a full-time basis when they are truly working part-time hours;
2. Inconsistent treatment; and
3. Inaccurate reporting to IMRF (credit is given for full day unused sick days upon retirement). 40 ILCS 5/7-139(a)(8).

workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.<sup>3</sup>

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.<sup>4</sup>

#### Vacation<sup>5</sup>

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

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

<sup>3</sup> As this policy is consistent with the minimum requirements of State law, this provision on the maximum number of sick days that may be accumulated is based on the minimum number required as stated in 105 ILCS 5/24-6. The number may be increased to meet or exceed the number IMRF will recognize for retirement credit purposes. The following alternative does this: "Unused sick leave shall accumulate to the maximum number of days that IMRF will recognize for retirement credit purposes."

The following optional provisions apply to boards that want to address the IMRF's requirement that public bodies must have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon their retirement. See 40 ILCS 5/7-139(a)(8). See also IMRF General Memorandum #555 at: [www.imrf.org/en/publications-and-archive/general-memos/2007-general-memos/general-memo-555](http://www.imrf.org/en/publications-and-archive/general-memos/2007-general-memos/general-memo-555).

**Option 1:** No collective bargaining agreement applies and the board wants to publicize its written plan. Insert the following sentence: This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Ill. Municipal Retirement Fund.

**Option 2:** A local collective bargaining agreement contains the written plan and the board wants to publicize it. Insert the following sentence: Please refer to the applicable collective bargaining agreement(s) for the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon an employee's retirement under the Ill. Municipal Retirement Fund.

**Option 3:** A district maintains two separate sick leave plans, one for employees under a collective bargaining agreement, and one for non-unionized employees. Insert the text for both Option 1 and Option 2.

**Note:** If Options 1, 2, or 3 are chosen, add 40 ILCS 5/7-139 to the Legal References. If the board does not have a written sick leave plan for purposes of IMRF sick leave to service credit conversion or does not wish to include it in the policy, do not include any of the options above or add the citation to the Legal References.

<sup>4</sup> 105 ILCS 5/24-6, amended by P.A. 100-513.

<sup>5</sup> State law does not require districts to give employees vacations.

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation. <sup>6</sup>

### Holidays <sup>7</sup>

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a [legal school](#) holiday listed below, District employees will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	<a href="#">2020 Election Day</a>
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

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

<sup>6</sup> Required by 820 ILCS 115/5 and 56 Ill.Admin.Code §300.520 (Earned Vacations).

<sup>7</sup> Holidays are listed in 105 ILCS 5/24-2(a), (e), amended by P.A. 101-642, and 10 ILCS 5/2B-10, added by P.A. 101-642. For information on the waiver process allowed by 105 ILCS 5/24-2(b), see 2:20-E, *Waiver and Modification Request Resource Guide*. Holidays not specified in the [School or Election Codes statute](#) may be added to the policy; however, boards adding additional holidays should monitor and review to ensure the list remains current.

A State-mandated school holiday on Good Friday is unconstitutional according to [Metzl v. Leininger](#), 57 F.3d 618 (7th Cir. 1995). Closing school on religious holidays may be permissible for those districts able to demonstrate that remaining open would be a waste of educational resources because of widespread absenteeism. Also, districts may be able to close school on Good Friday by adopting a spring holiday rationale or ensuring that it falls within spring break. School districts should discuss their options, including the collective bargaining implications, with their board attorney.

[For more information about 2020 Election Day, see the discussion in f/n 4 in 5:200, Terms and Conditions of Employment and Dismissal.](#)

## Personal Leave <sup>8</sup>

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

## Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3. <sup>9</sup>

## Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly. <sup>10</sup>
2. School Visitation Leave. <sup>11</sup>
3. Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence. <sup>12</sup>
4. Child Bereavement Leave. <sup>13</sup>
5. Leave to serve as an election judge. <sup>14</sup>

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

<sup>8</sup> State law does not address personal leave. It is not uncommon for boards to grant educational support personnel the same number of personal leave days as are granted to professional staff.

<sup>9</sup> Required by 105 ILCS 5/24-6.3. A similar leave exists for an elected trustee for the Ill. Teachers' Retirement System. See 5:250, *Leaves of Absence*.

<sup>10</sup> Military leave is governed by the School Code (105 ILCS 5/10-20.7b, 5/24-13, and 13.1); the Service Member Employment and Reemployment Rights Act (330 ILCS 61/, added by P.A. 100-1101, streamlining several job-related protection laws into one statute, mandating leave for *active service* and requiring the public employer to make up the difference between military pay and regular compensation); and the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. §4301 *et seq.*).

Granting General Assembly leave to ESPs is optional.

<sup>11</sup> 820 ILCS 147/, amended by P.A. 101-486, ~~eff. 8-1-20~~. See policy 5:250, *Leaves of Absence*, and 5:250-AP, *School Visitation Leave*.

<sup>12</sup> Required by Victims' Economic Security and Safety Act (820 ILCS 180/, amended by P.A. 101-221, ~~eff. 1-1-20~~) and 56 Ill.Admin.Code Part 280. Important information about this leave is discussed in f/ns 20, 21, and 22 of 5:250, *Leaves of Absence*.

<sup>13</sup> 820 ILCS 154/. Important information about this leave is discussed in f/n 5 of 5:250, *Leaves of Absence*.

<sup>14</sup> 10 ILCS 5/13-2.5.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.  
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
820 ILCS 147, School Visitation Rights Act.  
820 ILCS 154/, Child Bereavement Leave Act.  
820 ILCS 180/, Victims' Economic Security and Safety Act.  
School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

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

DRAFT

## Educational Support Personnel

### Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

#### Sick and Bereavement Leave

**Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Huntley Community School District 158 Board of Education.”**

Probationary employees and employees hired on or after March 1, 2009 who work at least 600 hours per year, shall be entitled to ten (10) days of sick leave per year for the first four (4) years of their employment. After completion of an employee’s fourth year, he or she shall be entitled to fourteen (14) days of sick leave per term without loss of pay.

10 Month, probationary employees accrue sick time at 1 day per month over 10 months.

12 Month, probationary employees accrue sick time at .833 days per month over 12 months.

10 Month, non-probationary employees accrue sick time at 1.4 days per month over 10 months.

12 Month, non-probationary employees accrue sick time at 1.17 days per month over 12 months.

Part-time employees will receive sick day pay equivalent to their regular work day. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

#### Vacation

**Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”**

Full-time employees whose regular work year is 260 days shall be entitled to paid vacation according to the following schedule:

1. After six (6) months consecutive service, five (5) days to be taken before the close of the first fiscal year.
2. Beginning at the start of the second fiscal year, and continuing for the duration of the first ten consecutive years, ten (10) days.
3. After (10) years of consecutive service, fifteen (15) days.
4. After twenty (20) years of consecutive service, twenty (20) days.
5. For employees who have one or more years of service, the Board shall transfer up to five (5) unused vacation days to their cumulative sick leave at the end of each fiscal year.

Employees will be allowed to carry 1/3 of their issued vacation to the next fiscal year. However, this amount must be used by the next December 31<sup>st</sup> following the close of the fiscal year in which the vacation time was earned. Any of the unused vacation time shall be transferred to sick time to be used for extended time off per FMLA or for retirement reporting purposes. Vacation time is not cumulative.

The Superintendent, or his designee, shall attempt to arrange vacation days so that the school operation continues to operate in an effective and efficient manner. Accordingly, vacation days granted will be determined in accordance with the needs of the school.

Holidays

**Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”**

**For employees not covered by this agreement, the following days will be observed:**

Unless the District has a waiver or modification of The School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

- |                                   |                        |
|-----------------------------------|------------------------|
| New Year's Day                    | Columbus Day           |
| Martin Luther King Jr.'s Birthday | Veteran's Day          |
| Abraham Lincoln's Birthday        | Thanksgiving Day       |
| Casimir Pulaski's Birthday        | Day after Thanksgiving |
| Memorial Day                      | Christmas Eve          |
| Independence Day                  | Christmas Day          |
| Labor Day                         | New Year's Eve         |

A holiday will not cause a deduction from an employee’s time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

If a holiday is waived or falls on a Saturday or Sunday, it will be observed on a workday designated by the Superintendent.

Personal Leave

**Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”**

**Employees not covered by this agreement with 6 months of consecutive service to the District shall receive leave of absence with pay on the same terms and conditions as employees covered by this agreement.**

Personal leave shall not be allowed for participation in a work stoppage, recreation or to accompany another person on a pleasure trip.

Except in the case of an emergency, as approved by the Superintendent or designee, or for observations of a recognized religious holiday of the employee’s faith, the following days shall not be utilized for personal business leave:

1. the first and last week of school for students,
2. a weekday immediately preceding a weekday legal holiday,
3. a weekday immediately preceding or the day of a weekday of student non-attendance day/half day,
4. a Friday before a Monday student non-attendance day/half day.

The employee shall suffer no loss of pay for such leave unless the aforementioned conditions have been violated.

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

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

Bereavement Leave

**Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”**

**For employees not covered by this Agreement:**

Educational support personnel may receive the same bereavement leave that is granted professional staff.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.  
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
820 ILCS 147, School Visitation Rights Act.  
820 ILCS 154/, Child Bereavement Leave Act.  
820 ILCS 180/, Victims’ Economic Security and Safety Act.  
School Dist. 151 v. ISBE, 154 Ill. App. 3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No. 127 1/2, 60 Ill. App. 2d 56 (1st Dist. 1965).

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

ADOPTED: May 17, 2001

REVISED: March 19, 2020

## Students

### Equal Educational Opportunities 1

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity,<sup>2</sup> status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy.<sup>3</sup> Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School*

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

<sup>1</sup> State or federal law requires this subject matter be covered by policy and controls this policy’s content.

<sup>2</sup> Adopting separate policies or inserting policy statements about accommodations and inclusion of transgender students in the educational program are unsettled areas of the law. Some lawyers believe doing so may open boards to equal protection challenges for not creating separate policies for other protected statuses, e.g., race, nationality, religion, etc. [Executive Order \(EO\) 2019-11, titled “Strengthening Our Commitment to Affirming and Inclusive Schools” established the Affirming and Inclusive Schools Task Force \(Task Force\) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled \*Supporting Transgender, Nonbinary and Gender Nonconforming Students\* and \*Sample District Policy and Administrative Procedures at www.isbe.net/supportallstudents\*. The Ill. State Board of Education \(ISBE\) hosts these documents on its website.](#)

Consult the board attorney if your board wishes to adopt a separate policy or insert policy statements about accommodations and inclusion of transgender students.

[For boards that want to incorporate ISBE’s \*Sample District Policy and Administrative Procedures\* policy recommendation into this policy, insert the following in place of “gender identity.”: gender, gender identity \(whether or not traditionally associated with the student’s sex assigned at birth\), gender expression.](#)

[If the board inserts this option, it must also insert the options in f/n 7, below and in f/n 2 of \*sample policy 7:20, Harassment of Students Prohibited\*. BUT NOTE THE PROTECTED STATUSES LIST IN THIS POLICY IS DIFFERENT AND SHOULD NOT BE COPIED FROM HERE INTO 7:20, HARASSMENT OF STUDENTS PROHIBITED.](#)

See 7:10-AP1, *Accommodating Transgender Students or Gender Non-Conforming Students*, for a case-by-case procedure that school officials may use when a student requests an accommodation based upon his or her gender identity.

For a list of policies that address the equal educational opportunities, health, safety, and general welfare of students within the District, see 7:10-E, *Equal Educational Opportunities Within the School Community*.

<sup>3</sup> Many civil rights laws guarantee equal education opportunities; see citations in the Legal References.

In 23 Ill.Admin.Code §1.240, ISBE states that “no school system may deny access to its schools or programs to students who lack documentation of their immigration status or legal presence in the United States, and no school system may inquire about the immigration status of a student (*Plyler v. Doe*, 457 U.S. 202 (1982)).”

The Ill. Human Rights Act (IHRA) and an ISBE rule prohibit schools from discriminating against students on the basis of *sexual orientation* and *gender identity*. 775 ILCS 5/5-101(11); 23 Ill.Admin.Code §1.240. *Sexual orientation* is defined as the “actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person’s designated sex at birth.” 775 ILCS 5/1-103(O-1). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103. 775 ILCS 5/1-102(A) makes *order of protection status* a protected category.

The IHRA’s jurisdiction is specifically limited to: (1) failing to enroll an individual, (2) denying access to facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual. 775 ILCS 5/5-102.2.

*Facilities.*<sup>4</sup> Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure.*<sup>5</sup>

### Sex Equity<sup>6</sup>

No student shall, based on sex, sexual orientation, or gender identity<sup>7</sup> be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure.* A student may appeal the Board's resolution of the complaint to the Regional

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

<sup>4</sup> 23 Ill.Admin.Code §200.40(b) prohibits entering into agreements with entities that discriminate against students on the basis on sex. Section 200.80(a)(4) contains an exception for single sex youth organizations, e.g., Boy and Girl Scouts. Note that the U.S. Supreme Court refused to apply N.J.'s public accommodation law to the Boy Scouts because forcing the Scouts to accept a homosexual as a member would violate the Scouts' freedom of expressive association. Boy Scouts of America v. Dale, 530 U.S. 640 (2002). When deciding whether to allow non-school groups to use its facilities, a public school district may not engage in viewpoint discrimination. Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

<sup>5</sup> Districts must have a grievance procedure. See Legal References following policy. Absent a specific statute or rule, there is no consensus on whether students have the right to appeal a board's decision to the Regional Superintendent and thereafter to the State Superintendent pursuant to 105 ILCS 5/2-3.8.

<sup>6</sup> Every district must have a policy on sex equity. 23 Ill.Admin.Code §200.40(b). The IHRA, Public Accommodation section, prohibits schools from: (1) failing to enroll an individual, (2) denying a individual access to its facilities, goods, or services, or (3) failing take corrective action to stop severe or pervasive harassment of an individual (775 ILCS 5/5-102.2), on the basis of the individual's sex or sexual orientation, among other classifications (775 ILCS 5/5-101). Districts must periodically evaluate their policies and practices to identify and eliminate sex discrimination as well as evaluate course enrollment data to identify disproportionate enrollment based on sex. In-service training for all staff members is required. 23 Ill.Admin.Code §1.420.

With some exceptions, Title IX of the Education Amendments of 1972 (Title IX) guarantees that "[n]o person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." 20 U.S.C. §§1681(a). Equal participation and equal opportunity in athletics is addressed in the U.S. Dept. of Education's implementing rules. 34 C.F.R. §106.41. Generally, when a school district offers a team for one gender but not for the other, a member of the excluded gender is allowed to try out for the team unless the sport is a *contact sport*. Contact sports are boxing, wrestling, rugby, ice hockey, football, basketball, and other sports involving bodily contact. The rules also list the factors that determine whether equal opportunities are available to both genders. These include: whether the selection of athletics accommodates the interests and abilities of both genders; equipment and supplies; scheduling; opportunity to receive coaching and academic tutoring; locker rooms, practice facilities, and fields; and publicity. Title IX prohibits any person from sexually harassing a student. See sample policy 2:265, Title IX Sexual Harassment Grievance Procedure, for further discussion.

105 ILCS 5/10-20.60 (final citation pending), added by P.A. 100-29, ~~eff. 1-1-18~~, requires public schools to provide reasonable accommodations to breastfeeding students. See sample administrative procedure 7:10-AP-2, Accommodating Breastfeeding Students, for specific *reasonable accommodations* under Illinois law.

105 ILCS 5/10-20.60 (final citation pending), added by P.A. 100-163, ~~eff. 1-1-18~~, requires school districts to make feminine hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in the bathrooms of school buildings serving students in grades 6 through 12. **Note:** The statute does not delineate between types of bathrooms (student, staff, girls, boys, unisex, etc.). Consult with the board attorney about implementing this law.

<sup>7</sup> For boards that want to incorporate ISBE's Sample District Policy and Administrative Procedures policy recommendations into this policy (see f/n 2 above), insert:

1. In place of "or gender identity" as follows: "~~or gender identity, or gender expression~~".
2. The following sentence as the second sentence of this subhead: "Students shall be supported in a manner consistent with their gender identity. This will include, but not be limited to, use of restrooms, locker rooms, and other facilities that correspond with the student's gender identity."

Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).<sup>8</sup>

### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator.<sup>9</sup> The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.<sup>10</sup>

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972;  
implemented by 34 C.F.R. Part 106.  
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.  
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).  
Ill. Constitution, Art. I, §18.  
105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60 (P.A.s 100-29 and 100-163,  
final citations pending), 5/10-22.5, and 5/27-1.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
775 ILCS 35/5, Religious Freedom Restoration Act.  
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (Student Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

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

<sup>8</sup> Districts must have a grievance procedure and must tell students that they may appeal a board's resolution of a sex equity complaint to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §-200.40. Student complaints regarding breastfeeding accommodations must also be processed in accordance with these procedures. See sample policy 2:260, Uniform Grievance Procedure, at f/n 58.

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

<sup>9</sup> Required by regulations implementing Title IX. 34 C.F.R. Part 106.8(a). See f/n 19 in sample policy 2:260, Uniform Grievance Procedure. If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, amend this sentence to state: "The Superintendent shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator."

<sup>10</sup> Required by regulations implementing Title IX. 34 C.F.R. Part 106; 23 Ill.Admin.Code §200.40. Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Faculty handbooks may contain working conditions and be subject to mandatory collective bargaining. The Illinois Principals Association maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook.

## **Students**

### **Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. *Except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, Community Use of School Facilities.* Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

### **Sex Equity**

No student shall, on the basis of sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 ).

### **Administrative Implementation**

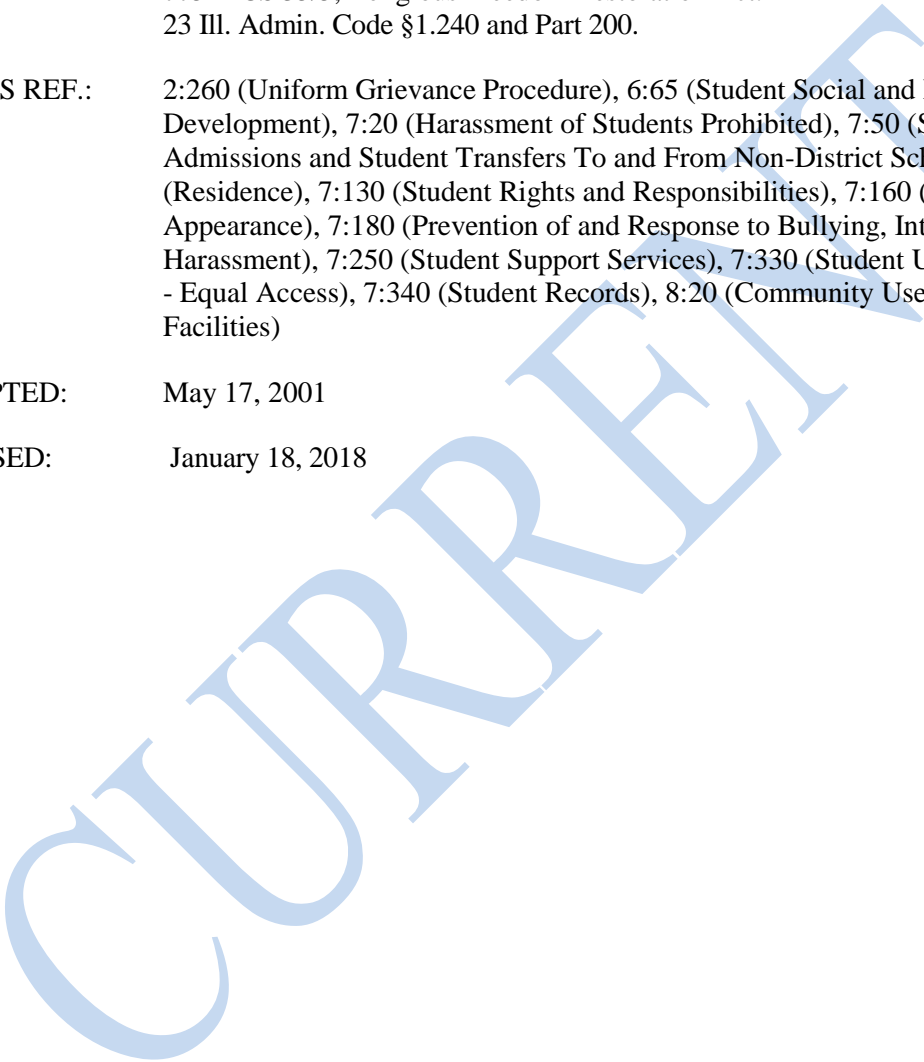
The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Education Amendments of 1972 implemented by 34 C.F.R. Part 106.  
 29 U.S.C. §791 et seq., Rehabilitation Act of 1973.  
 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.  
 Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).  
 Ill. Constitution, Art. I, §18.  
 105 ILCS 5/3.25b, 3.25d(b), 10-20.12, 5/10-26.60 (P.A.s 100-29 and 100-163, final citations pending, 5/10-22.5, and 5/27-1.  
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
 775 ILCS 35/5, Religious Freedom Restoration Act.  
 23 Ill. Admin. Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: May 17, 2001

REVISED: January 18, 2018



## Students

### Harassment of Students Prohibited 1

#### Bullying, Intimidation, and Harassment Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>2</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of

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<sup>1</sup> State or federal law requires this subject matter be covered by policy, controls this policy’s content, and 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requires that every two years, each district within an Illinois county served by an accredited Children’s Advocacy Center review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531. Each district must also have a policy on bullying. 105 ILCS 5/27-23.7, amended by P.A. 100-137; see sample policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.

This policy’s list of protected classifications is identical to the list in 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. The protected classifications are found in 105 ILCS 5/27-23.7(a); 775 ILCS 5/1-103, amended by P.A. 101-221, ~~eff. 1-1-20~~; and 23 Ill.Admin.Code §1.240.

The list of protected classifications in sample policy 7:10, Equal Educational Opportunities, is different – it does not contain the classifications that are exclusively identified in the bullying statute. 105 ILCS 5/27-23.7.

The Ill. Human Rights Act (IHRA) and an ISBE rule prohibit schools from discriminating against students on the basis of sexual orientation and gender identity. 775 ILCS 5/5-101(11); 23 Ill.Admin.Code §1.240. Sexual orientation is defined as the “actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person’s designated sex at birth.” 775 ILCS 5/1-103(O-1). Gender identity is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103. 775 ILCS 5/1-102(A), added order of protection status to its list of protected categories. The IHRA’s jurisdiction is specifically limited to: (1) failing to enroll an individual, (2) denying access to facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual. 775 ILCS 5/5-102.2.

<sup>2</sup> See fn 2 in sample policy 7:10, Equal Educational Opportunities, for a discussion about Executive Order (EO) 2019-11 establishing the Affirming and Inclusive Schools Task Force (Task Force) that made policy and administrative procedure recommendations to the Ill. State Board of Education (ISBE) that are discussed in its publication Sample District Policy and Administrative Procedures at [www.isbe.net/supportallstudents](http://www.isbe.net/supportallstudents).

For boards that want to incorporate ISBE’s sample policy recommendation, insert the following in place of “gender identity”: gender; gender identity (whether or not traditionally associated with the student’s sex assigned at birth).

**If the board inserts this option, it must also insert the options in f/ns 2 and 7 of policy 7:10, Equal Educational Opportunities. BUT NOTE THE PROTECTED STATUSES LIST IN THIS POLICY IS DIFFERENT AND SHOULD NOT BE COPIED FROM HERE INTO 7:10, EQUAL EDUCATIONAL OPPORTUNITIES.**

property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.<sup>3</sup>

Commented [MB1]: Formerly footnote 2.

### Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. Sexual harassment of students is prohibited.<sup>4</sup> See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Commented [MB2]: Formerly footnote 3.

Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

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<sup>3</sup> This list of examples of prohibited conduct is optional. While hate speech is not specifically mentioned in this paragraph, any hate speech used to harass or intimidate is banned. Hate speech without accompanying misconduct may be prohibited in response to actual incidences when hate speech interfered with the educational environment. *West v. Derby Unified Sch. Dist.*, 206 F.3d 1358 (10th Cir. 2000).

<sup>4</sup> Two laws apply to sexual harassment of students in Illinois. Title IX of the Education Amendments of 1972 (Title IX) and the IHRA prohibits discrimination on the basis of sex and sexual harassment in any educational program or activity receiving federal financial assistance. 20 U.S.C. §1681. Title IX defines sexual harassment as conduct on the basis of sex that meets 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; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the District's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in federal law. 34 C.F.R. §106.30. For purposes of Title IX, sexual harassment of students includes acts of sexual violence. See sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, and sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*. Consult the board attorney to ensure the non-discrimination coordinator and complaint managers are trained to appropriately respond to allegations of discrimination based upon sexual violence under Title IX's sexual harassment umbrella. Guidance See sample procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. documents highlight appropriate responses to sexual violence under Title IX. See ¶n 7 in policy 2:260, *Uniform Grievance Procedure* for a listing and links to these documents.

The sample policy's definition of sexual harassment does not distinguish between welcome and unwelcome behaviors—each is prohibited if it has a result described in sub-paragraph 1 or 2. See *Mary M. v. North Lawrence Community Sch. Corp.*, 131 F.3d 1220 (7th Cir. 1997) (An eighth grade student did not need to show that a school employee's sexual advances were unwelcome in order to prove sexual harassment.)

The IHRA prohibits any district employee or agent from sexually harassing a student, and defines sexual harassment as any unwelcome sexual advances or requests for sexual favors made to a student, or any conduct of a sexual nature toward a student, when: (1) such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or (2) the district employee or agent either explicitly or implicitly makes the student's submission to or rejection of such conduct as a basis for making various enumerated education-related determinations. 775 ILCS 5/5A-201(E).

School districts are liable for damage awards for an employee's sexual harassment of a student in limited situations. Liability occurs only when a district official who, at a minimum, has authority to institute corrective action, has actual notice of and is deliberately indifferent to the employee's misconduct. *Gebser v. Lago Vista Independent Sch. Dist.*, 524 U.S. 274 (1998). Schools are liable in student-to-student sexual harassment cases when school agents are deliberately indifferent to sexual harassment, of which they have actual knowledge that is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999). The Ill. Dept. of Human Rights investigates charges of sexual harassment in violation of the IHRA, and it is a civil rights violation when a school district fails to take corrective remedial or disciplinary action against an employee the district knows engaged in to stop severe or pervasive sexual harassment of an individual based upon a protected category. 775 ILCS 5/5A-102.2.

~~2. Has the purpose or effect of:~~

- ~~a. Substantially interfering with a student's educational environment;~~
- ~~b. Creating an intimidating, hostile, or offensive educational environment;~~
- ~~c. Depriving a student of educational aid, benefits, services, or treatment; or~~
- ~~d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.~~

~~The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.~~

#### Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any ~~staff member~~employee with whom the student is comfortable speaking. ~~A student may choose to report to an employee person of the student's same sex gender.~~

Commented [MB3]: Formerly footnote 4.

~~An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy. Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.<sup>6</sup>~~

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

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

<sup>5</sup> Using "or any ~~staff member~~employee with whom the student is comfortable speaking" is consistent with 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, ensures compliance with Title IX regulations providing that "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment is deemed to have *actual knowledge* which triggers a district's duty to respond. 34 C.F.R. §106.30. By including "any ~~staff member~~employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

<sup>6</sup> If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure."

~~7~~ At least one of these individuals will be female, and at least one will be male. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. ~~8~~

Commented [MB4]: Formerly footnote 5.

**Nondiscrimination Coordinator:**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
Telephone

**Complaint Managers:**

_____ Name	_____ Name
_____ Address	_____ Address
_____ Email	_____ Email
_____ Telephone	_____ Telephone

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

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school. ~~9~~

Commented [MB5]: Formerly footnote 7.

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~~7~~ Title IX regulations require districts to identify the person, address, and telephone number of the individual responsible for coordinating the district's compliance efforts. The U.S. Dept. of Education's Office for Civil Rights prefers that school districts make Title IX information and coordinators visible to the community, and it has provided materials designed to remind schools of their obligation to designate a Title IX coordinator. These materials include: (a) a *Dear Colleague Letter on Title IX Coordinators*; (b) a *Letter to Title IX Coordinators* that provides them with more information about their role; and (c) a *Title IX Resource Guide* that includes an overview of Title IX's requirements with respect to several key issues. See [www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html](http://www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html).

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

Each district must communicate its bullying policy to students and their parents/guardians. 105 ILCS 5/27-23.7, amended by P.A. 100-137; see [sample policy 7:180](#), *Prevention of and Response to Bullying, Intimidation, and Harassment*.

~~8~~ Title IX regulations require districts to identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator." supplement the previous sentence to state "The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

#### Investigation Process

~~Supervisors, Building Principals, or administrators~~Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager.<sup>10</sup> ~~Any employee-supervisor or administrator~~ who fails to promptly comply may be disciplined, up to and including discharge.

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

~~The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.~~

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee<sup>11</sup> shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

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

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<sup>9</sup> In addition to notifying students of ~~the policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*~~, a district must notify them of the name, office address, email address, and telephone number of district's Title IX Coordinator~~person(s) designated to coordinate the district's compliance with Title IX.~~ 34 C.F.R. ~~Part~~ §106.8(a). 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, ~~eff. 1-1-20~~, requires districts to maintain and implement an *age-appropriate* policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website and, if applicable, other areas where such information is posted in each school. The law does not expressly state that the age-appropriate policy is for students; however, that is the most logical interpretation. In practice, most districts maintain a student handbook for each building. Because the law only requires one policy, this policy manages the age-appropriate requirement by directing age-appropriate explanations of the policy be included in the building-level student handbook(s). Student handbooks can be developed by the building principals, but should be reviewed and approved by the superintendent and school board.

The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

<sup>10</sup> If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager."

<sup>11</sup> "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see next paragraph in policy text). If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete "**Nondiscrimination**" and insert "**Title IX**" in its place.

### Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel<sup>12</sup>

Commented [MB6]: Formerly footnote 8.

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.<sup>13</sup>

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

#### Enforcement

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

#### Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, Uniform Grievance Procedure, and 2:265, Title IX Sexual Harassment Grievance Procedure).

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

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<sup>12</sup> ~~Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited Children's Advocacy Center (CAC). 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For a map of accredited CACs, and to identify a CAC that may serve your district, see [www.childrensadvocacycentersofillinois.org/about/map](http://www.childrensadvocacycentersofillinois.org/about/map). For further discussion see f/n 14 in policy 5:90, *Abused and Neglected Child Reporting*.~~

<sup>13</sup> ~~105 ILCS 5/22-85(b) (final citation pending), added by P.A. 101-531. For further discussion see f/n 14 in policy 5:90, *Abused and Neglected Child Reporting*.~~

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972-; 34 C.F.R. Part 106.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).  
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).  
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).  
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

DRAFT

## Students

### Harassment of Students Prohibited

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

### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual batter, sexual abuse, and sexual coercion.

### Making a Complaint

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to, the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex.

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

**Nondiscrimination Coordinator/Title IX Coordinator:**

Dr. Adam Zehr,  
Assistant Superintendent Human Resources  
650 Dr. John Burkey Drive  
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The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

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

**Investigation Process**

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

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

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

**Alleged Incidents of Sexual Abuse**

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972.  
34 C.F.R. Part 106.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1 and 5/27-23.7.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill. Admin. Code §1.240 and Part 200.  
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).  
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).  
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).  
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited),  
5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational  
Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and  
Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student  
Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities).

ADOPTED: May 17, 2001

REVISED: March 19, 2020

## Students

### Prevention of and Response to Bullying, Intimidation, and Harassment 1

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: <sup>2</sup>

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by 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 nonschool-related activity, function, or program.

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

<sup>1</sup> All districts must have a policy on bullying. 105 ILCS 5/27-23.7, amended by P.A. 100-137. Every two years, each district must review and re-evaluate this policy, make necessary and appropriate revisions, and file the updated policy with ISBE. This sample policy's first paragraph allows a school board to consider its goals for preventing bullying and remedying its consequences; it may be amended.

In addition to a bullying prevention policy, all districts must have a policy on student behavior. 105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280. Boards must, in consultation with their parent-teacher advisory committees and other community-based organizations, address aggressive behavior, including bullying, in their student behavior policy. See 7:190, *Student Behavior*; 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. See f/n 7, below.

<sup>2</sup> This paragraph and its subparts 1-4 are from the bullying prevention statute. 105 ILCS 5/27-23.7(a); see also 775 ILCS 5/1-103 and 23 Ill.Admin.Code §1.240. The protected statuses are mandated by the bullying prevention statute; the list of protected statuses is identical to the list in 7:20, *Harassment of Students Prohibited*.

### Definitions from 105 ILCS 5/27-23.7<sup>3</sup>

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

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

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

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

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

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<sup>3</sup> All definitions are directly from 105 ILCS 5/27-23.7, amended by P.A. 100-137.

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. <sup>4</sup>

1. The District uses the definition of *bullying* as provided in this policy. <sup>5</sup>
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. <sup>6</sup> Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. <sup>7</sup> Anonymous reports are also accepted.

**Nondiscrimination Coordinator: <sup>8</sup>**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

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

<sup>4</sup> As each numbered requirement, 1-12, corresponds with the same number in 5/27-23.7(b)1-12, there are no reference citations in footnotes. All non-statutory requirements, plus alternatives and optional provisions, are described in footnotes.

<sup>5</sup> A board may augment the School Code requirement by using this alternative:

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

<sup>6</sup> The statute requires that the policy contain the email address and telephone number for the staff person(s) responsible for receiving bullying reports. Using the district Nondiscrimination Coordinator and Complaint Managers is consistent with 2:260, *Uniform Grievance Procedure*. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. A telephone number for making anonymous reports may also be added.

<sup>7</sup> 105 ILCS 5/27-23.7(d), amended by P.A. 100-137, requires that “[s]chool personnel available for help with a bully or to make a report about bullying” be made known to parents/guardians, students, and school personnel.

<sup>8</sup> Sample policy 2:260, *Uniform Grievance Procedure*, states that a district’s Nondiscrimination Coordinator also serves as its Title IX Coordinator. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, list the Title IX and Nondiscrimination Coordinators’ names separately in this policy. Best practice is that throughout the district’s board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

**Complaint Managers:**

Name	Name
Address	Address
Email	Email
Telephone	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.<sup>9</sup>
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.<sup>10</sup>

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.<sup>11</sup>

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

<sup>9</sup> 105 ILCS 5/10-20.14 contains a similar requirement. See 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

<sup>10</sup> This sentence contains requirements found in 105 ILCS 5/27-23.7(d).

<sup>11</sup> A grant may be available from the Ill. State Board of Education for the promotion of a safe and healthy learning environment. 105 ILCS 5/2-3.176, added by P.A. 101-438. A list of grant funding opportunities is available at: [www.isbe.net/Pages/Grants.aspx](http://www.isbe.net/Pages/Grants.aspx).

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 website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty. <sup>12</sup>
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: <sup>13</sup>

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<sup>12</sup> 105 ILCS 5/27-23.7(b)(10), amended by P.A. 100-137.

<sup>13</sup> The statute requires that the bullying policy *be consistent with* other board policies. The list of policies may be deleted and the following alternative used: "12. The District's bullying prevention plan must be consistent with other Board policies." If a policy list is included, be sure the referenced policies were adopted locally and amend the list accordingly.

The bullying statute does not identify staff member duties regarding the prevention of or response to student bullying. The following optional provision addresses staff member responsibilities and may be added as a new paragraph 13:

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.

- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
- b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- ~~b.c.~~ 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- ~~e.d.~~ 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.
- ~~e.e.~~ 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.f.~~ 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.g.~~ 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.h.~~ 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- ~~h.i.~~ 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide 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. <sup>14</sup>

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

- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

<sup>14</sup> For elementary districts, delete: ~~and 7:315, *Restrictions on Publications; High Schools*~~ and delete the Cross Reference to 7:315, *Restrictions on Publications; High Schools*. For high school districts, delete ~~7:310, *Restrictions on Publications; Elementary Schools*, and~~ and delete the Cross Reference to 7:310, *Restrictions on Publications; Elementary Schools*. In both cases, revise the beginning of the sentence to read: “These policies prohibit students from and provides.”

LEGAL REF.: 405 ILCS 49/, Children’s Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

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## Students

### Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status, 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 designed school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

#### Definitions from 105 ILCS 5/27-23.7

*Bullying* includes *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.

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying*

also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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 Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

#### **Nondiscrimination Coordinator/Title IX Coordinator:**

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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 or 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 website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. 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; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or

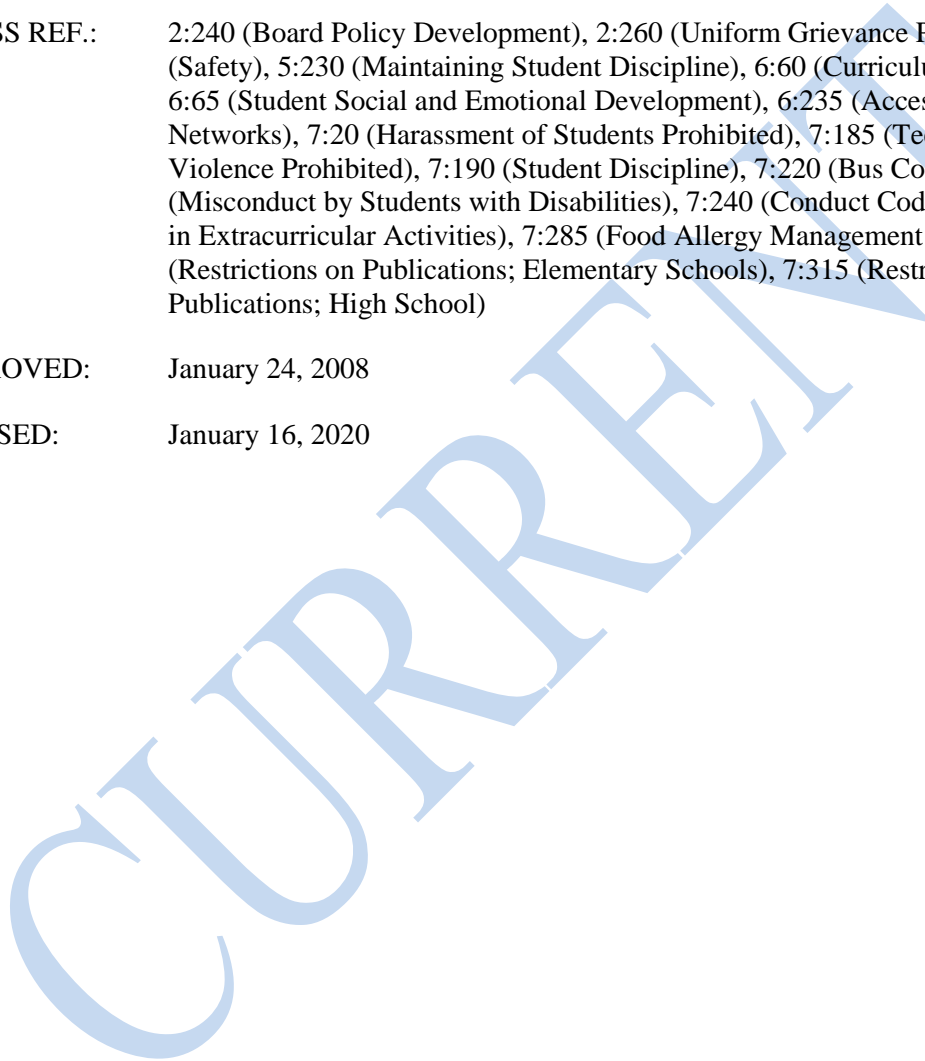
electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILCS 49/, Children’s Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill. Admin. Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High School)

APPROVED: January 24, 2008

REVISED: January 16, 2020



## Students

### Teen Dating Violence Prohibited 1

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited.<sup>2</sup> For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.<sup>3</sup>

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:<sup>4</sup>

1. Fully implements and enforces each of the following Board policies:<sup>5</sup>
  - a. 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.
  - b. 2:265, Title IX Sexual Harassment Grievance Procedure. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
  - a-c. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).

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

<sup>1</sup> All school boards must have a policy on teen dating violence. 105 ILCS 110/3.10. This sample policy is designed to align with a district's already-existing procedures for reporting bullying and school violence. See f/n 7. The curriculum components for teen dating violence education, which apply to districts with students enrolled in grades 7 through 12, are listed in 6:60-AP, *Comprehensive Health Education Program*.

<sup>2</sup> 105 ILCS 110/3.10(b)(1). School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus conduct is much more limited than incidents that occur on school grounds. However, school officials may generally: (1) remove a student from extracurricular activities when the conduct code for participation requires students to conduct themselves at all times as good citizens and exemplars of the school (see [sample policy 7:240, Conduct Code for Participants in Extracurricular Activities](#)); and (2) suspend or expel a student from school attendance when the student's expression causes substantial disruption to school operations.

<sup>3</sup> 105 ILCS 110/3.10(a). For districts that wish to broaden the ages (e.g., perhaps include 11-12 year olds in a middle school setting), delete the following phrase from the first sentence: "~~who is 13 to 19 years of age~~". The law defines *dating* or *dating relationship* as an "ongoing social relationship of a romantic or intimate nature between two persons." The terms do not include "a casual relationship or ordinary fraternization between two persons in a business or social context."

<sup>4</sup> Required by 105 ILCS 110/3.10(b)(3).

<sup>5</sup> Be sure the referenced board policies, as adopted locally, contain the language paraphrased in this policy. If not, either substitute similar language from the locally adopted board policies on the same topics, or just insert the titles from relevant locally adopted policies.

The statutory content requirements for a teen dating policy include "establish[ing] procedures for the manner in which employees of a school are to respond to incidents of teen dating violence." This policy fulfills this requirement by incorporating by reference the following administrative procedure: 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*. This means that 7:180-AP1 should be considered to be part of this policy.

~~b.d.~~ 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 threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals: **6**
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence. **7**
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*. **8**
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. 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*. **9**
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. **10**
5. Notifies students and parents/guardians of this policy. **11**

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

**6** 105 ILCS 110/3.10(b)(4), requires the policy to identify by job title which school officials are responsible for receiving reports related to teen dating violence.

**7** *Id.* at f/ns 5 ~~&~~and 6. Sexual violence is one listed component of teen dating violence. 105 ILCS 110/3.10(a). Sexual violence has also been found by the Ill. Gen. Assembly to be a component of bullying and school violence. 105 ILCS 5/27-23.7. Thus, identifying *any school staff member* is consistent with 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*, which uses the student-friendly reporting system outlined in 7:180-AP1, E2, *Be a Hero by Reporting Bullying*.

**8** *Id.* Under any reporting system, a report involving bullying and school violence that is based upon a protected status (often teen dating violence will involve conduct based upon the target's sex) must be referred to the district's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager (7:20, *Harassment of Students Prohibited*). Customize this list to reflect local conditions. These individuals may also take reports directly from students.

**9** Required by 105 ILCS 110/3.10(b)(2). The curriculum-specific components for teen dating violence education are listed in 6:60-AP, *Comprehensive Health Education Program*.

**10** *Id.* For boards that add the optional paragraphs in policy 5:100, *Staff Development Program*, add the phrase "and policy 5:100, *Staff Development Program*."

**11** Required by 105 ILCS 110/3.10(b)(5). Boards must communicate this policy to students and their parents/guardians. This may be accomplished, in part, by (1) sending 7:185-E, *Memo to Parents/Guardians Regarding Teen Dating Violence*, and (2) amending the district's anti-bullying campaign statement(s), such as the following, in the student handbook and school website:

Bullying, teen dating violence, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or harassment.

Incorporated  
by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying-)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

DRAFT

## Students

### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 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 threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. 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*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated  
by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying  
and School Violence)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development), 5:230  
(Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student  
Social and Emotional Development), 7:20 (Harassment of Students Prohibited),  
7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment),  
7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students  
with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular  
Activities)

ADOPTED: January 16, 2014

REVISED: December 14, 2017

CURRENT



# Huntley Community School District 158

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650 Academic Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

**Date:** September 3, 2020

**To:** Curriculum and Instruction Committee

**From:** Dr. Erika Schlichter, Assistant Superintendent

**Cc:** Dr. Scott Rowe, Superintendent

**Subject:** **Contract with Yale Center for Emotional Intelligence**

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## **Executive Summary**

Through the Social Emotional Learning Review and PE/Health Curriculum Review completed last year, the recommendation was made to adopt the RULER approach, designed by the Yale Center for Emotional Intelligence, as a foundational Tier 1 SEL approach at the 6-12 level. Implementation of RULER was specified as a key implementation step for the 2020-21 school year in the multi-year Social Emotional Learning Plan. As presented in the reports on the plan, RULER is a research based and systematic approach to social emotional learning that impacts leadership, teaching, student learning, and family support. The focus of RULER is development of the following skills: recognizing, understanding, labeling, expressing, and regulating. The RULER system includes systematic training and implementation, including creation of a core implementation team that trains staff and monitors results.

The attached contract with the Yale Center for Emotional Intelligence includes the cost of initial training for the implementation team, coaching sessions, and curriculum and electronic resources for the next two years for Huntley High School, Heineman Middle School, and Marlowe Middle School. The contract totals \$19,000 for comprehensive training and support. Funds have been allocated in the FY21 budget to support this expenditure.

## **RECOMMENDATION**

The Administration requests that the Curriculum and Instruction Committee recommends approval of the contract with the Yale Center for Emotional Intelligence at the September 17, 2020 Board of Education meeting.

## AGREEMENT

This Agreement is entered into this 12 day of October 2020 (“Effective Date”), by and between HUNTLEY CMTY SCHOOL DIST 158 (hereinafter called “District”) with a primary business address located at 650 Dr. John Burkey Dr., Algonquin, Illinois, 60102, and Yale University acting by and through the Yale Center for Emotional Intelligence (hereinafter called “Yale”) with an office located at 350 George Street, New Haven, CT 06511. District and Yale may be referred to herein individually as a “Party” or collectively as the “Parties.”

### WITNESSETH

WHEREAS, in furtherance of Yale University’s educational mission, the Yale Center for Emotional Intelligence undertakes to provide training and technical assistance services in its RULER approach to educational agencies and not-for-profit educational organizations for the purposes of promoting teacher and student social and emotional development in schools; and

WHEREAS, District desires to engage Yale in the provision of services described in the foregoing and Yale is willing to provide such services in accordance with the terms and conditions set forth below;

NOW THEREFORE, in consideration of the promises and mutual covenants herein contained, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. Services. During the term of this Agreement, Yale agrees to provide the authorized schools within District as specified in Exhibit B (collectively, the “Authorized Schools”) with certain training and technical assistance services as described in Exhibit A (Scope of Work) attached hereto (the “Services”). The Services shall be provided by Yale to District through an online learning platform located at [www.ruler.novoed.com/traininginstitute](http://www.ruler.novoed.com/traininginstitute) (the “Platform”) in accordance with Exhibit A.
2. Consideration. In consideration for the Services to be provided hereunder, District agrees to pay Yale the sum of **\$19,000.00 USD**, payable as follows:

\$19,000.00 USD within thirty (30) days of full execution of this Agreement.

Payments shall be made to Yale University (Tax ID # 06-0646973) with a reference to “**Yale Child Study Center - Yale Center for Emotional Intelligence**” and sent to the following remittance address:

Yale Center for Emotional Intelligence  
School Relations and Implementation Team  
350 George Street  
3<sup>rd</sup> Floor – Suite A352  
New Haven, CT 06511

Or wired to:

Bank Name: Bank of America  
100 West 33<sup>rd</sup> Street  
New York, NY 10001

ABA Number: 026009593  
SWIFT Number: BOFAUS3N  
(international only)  
Account Title: Yale University  
Account Number: 0050296726

3. Term. This Agreement covers the period commencing from the Effective Date and, unless earlier terminated in accordance with this Agreement, shall continue in force and effect for two (2) years thereafter (the “Initial Term”). Upon the expiration of the Initial Term, the parties may agree to extend this Agreement in a separate writing executed by authorized representatives of the Parties hereto.

4. Termination. This Agreement shall remain in force and effect for the duration of the Initial Term, as may be extended pursuant to Section 4 above, unless sooner terminated as follows:

(a) Either Party may terminate this Agreement for any reason at any time forty-five (45) days’ prior to the first training session via written notice to the other Party. Cancellations by District within forty-five (45) days of the scheduled date of Services will not be entitled to a refund of any fees paid hereunder;

(b) If either Party breaches any provision of this Agreement, and the breach is not cured within thirty (30) days after the other Party gives written notice of such breach, then such other Party may terminate this Agreement by giving written notice thereof to the breaching Party; and

(c) Yale shall have the right to terminate this Agreement immediately by providing written notice to District in the event District enters into bankruptcy, becomes insolvent, or is otherwise unable to pay its debts as they come due.

5. Effect of Termination. Upon expiration or termination of this Agreement, all licenses and rights granted by Yale hereunder shall terminate, and, Platform access will end, but the District or any Authorized Schools may continue to use copies of Training Materials in its possession or control as a result of this Agreement. District shall certify to Yale in writing of the completion of the foregoing no later than sixty (60) days after expiration or termination hereof. No termination of this Agreement shall affect any liabilities of the Parties that may have accrued prior to the date of termination. To the extent any balance is due and remaining by District to Yale hereunder, such balance shall immediately become due and payable by District upon the date of expiration or termination hereof. The Parties shall have a continuing obligation after termination or expiration of this Agreement to comply with any provision hereof that by its sense and context is intended to survive expiration or termination hereof.

6. Notices. Any notices given under this Agreement shall be in writing and shall be deemed delivered when sent by first-class mail, postage prepaid, addressed to the Parties as follows:

District  
HUNTLEY CMTY SCHOOL DIST 158  
650 Dr. John Burkey Dr.  
Algonquin, Illinois  
60102

Yale University  
Yale Center for Emotional Intelligence  
350 George Street  
New Haven, CT 06511  
United States

7. Ownership of Training Materials.

(a) Copies of any and all manuals, posters, documentation, and other materials provided by Yale to District and/or the Authorized Schools pursuant to this Agreement, in any format and regardless of medium, including, without limitation, RULER resources (collectively, the “Training Materials”) is and shall remain the sole and exclusive property of Yale. District acknowledges that the Training Materials are protected by United States copyright laws, and Yale holds and retains full intellectual property and proprietary rights, title and interest in and to all Training Materials (in whole or in part).

(b) Each Authorized School is permitted to make customizations of the Training Materials as necessary for the implementation of the RULER approach at its respective school provided that, and solely to the extent, District instructs and ensures that each such Authorized School uses the Training Materials and any and all such customized materials for such Authorized School’s internal training purposes only and that all use by such Authorized School thereof will be limited solely to such Authorized School’s administrators and educators at its school premises in accordance with the provisions of this Agreement. District hereby grants Yale the non-exclusive, perpetual, worldwide right to use and incorporate in Yale’s sole discretion any and all such customized materials (in whole or in part) for the purposes of improving the Training Materials and furthering the goals and objectives of the RULER approach. Any copies or customizations of the Training Materials made permitted under this Agreement must include the copyright notice as follows:

*“RULER Resource Materials. Copyright © 2013 Yale University. All Rights Reserved.”*

District agrees and acknowledges that, except as provided under this Agreement or expressly permitted in writing and in advance by Yale, neither District nor any Authorized School is authorized or licensed to reproduce, distribute, transmit, modify, translate, abridge, or otherwise use or create derivative works of the Training Materials, or any other copyrightable materials distributed to it by Yale hereunder, for any purpose, and Yale reserves all rights.

(c) District is prohibited from sharing or distributing Training Materials to, and conducting RULER staff development trainings with, any person or entity not currently employed by the Authorized Schools as an administrator or educator. No other third party is authorized to use the Training Materials for any purposes.

(d) District shall notify Yale of any infringement that may come to its and/or any Authorized School’s attention and cooperate in good faith with Yale with respect to any responses to such infringement. Yale shall have the sole right to determine any appropriate response to infringement. Upon Yale’s request, District will assist (and cause Authorized Schools to assist) Yale to protect, perfect, and enforce Yale’s rights in the Training Materials, customizations thereto made by any Authorized Schools, and/or any other copyrightable materials distributed to District and/or any Authorized School by Yale hereunder. District agrees to take all appropriate action and to execute any and all documents, necessary, or reasonably requested by Yale, to establish, effectuate, and preserve Yale’s rights with respect to any and all

of the foregoing.

8. Publication of Results. In furtherance of Yale's mission to publish and disseminate knowledge, Yale and its faculty, employees and/or students may publish the results of the Services (including, without limitation, anonymized results from any staff training feedback surveys conducted by Yale) without prior approval of District or the Authorized Schools. Yale shall have the final authority to determine the scope and content of any such publications or presentations made by its faculty, employees and/or students consistent with its policies and procedures.

9. Use of Name. Neither Party shall employ or use any name, logos, symbols or marks of the other Party in any press releases, marketing materials and/or advertising without the prior express written permission of such other Party. This restriction shall not include legally required disclosures by either Party that identifies the existence of this Agreement.

10. Use of the Platform. District agrees to be bound by and shall comply with all terms and conditions for use of the Platform communicated to District by Yale, including, but not limited, to: ruler.online/terms. Except to the extent caused by Yale's gross negligence or willful acts, Yale shall not be responsible or liable to District and/or its employees, contractors, representatives and/or agents in connection with use of the Platform by any of the foregoing.

11. Relationship of Parties. The relationship of District and Yale established by this Agreement is that of independent contractors. Nothing in this Agreement shall be construed to create a relationship of employment or agency, nor shall either Party's employees, contractors, agents, or representatives be considered the employees, contractors, agents, or representatives of the other Party. Nothing in this Agreement shall be construed to constitute the Parties as partners or joint venturers, or allow either of the Parties to create or assume any obligation on behalf of the other Party.

12. Force Majeure. Neither Party shall be liable for any failure to perform its obligations as required by this Agreement (other than obligations to make monetary payments) to the extent such failure to perform is caused by any reason beyond such Party's reasonable control, including, without limitation, any of the following: labor disturbances or disputes of any kind, accidents, failure of any required governmental approval, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, material shortages, disease, or similar occurrences.

13. Insurance. District shall procure and maintain for the term of this Agreement general liability insurance with a combined personal injury, bodily injury (including death) and property damage limit of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Such coverage shall act as primary insurance and no coverage of Yale shall be called upon to contribute to a loss. District will notify Yale of any significant change thirty (30) days prior to each such change.

14. Responsibility. District shall be fully responsible for its own negligent acts or omissions and the negligent acts or omissions of its and Authorized Schools' employees, contractors, agents and/or representatives, to the extent allowed by law. District represents and warrants that it will comply with all applicable laws, rules and regulations, it has full power and authority to

enter into and perform its obligations under this Agreement, and the person who has executed this Agreement on behalf of the District has the authority to bind District.

15. NO WARRANTIES. DISTRICT EXPRESSLY ACKNOWLEDGES AND AGREES THAT USE OF THE SERVICES, PLATFORM, AND TRAINING MATERIALS IS AT THE SOLE RISK OF DISTRICT AND AUTHORIZED SCHOOLS. THE PLATFORM AND TRAINING MATERIALS ARE PROVIDED “AS IS” AND YALE MAKES NO WARRANTIES EITHER EXPRESSED OR IMPLIED, AS TO ANY MATTER, INCLUDING, WITHOUT LIMITATION, THE USE OR RESULTS OF THE SERVICES, PLATFORM AND/OR TRAINING MATERIALS; OR THE ACCURACY, COMPLETENESS, PERFORMANCE, OWNERSHIP, MERCHANTABILITY, NON-INFRINGEMENT, OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO ANY OF THE FOREGOING. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY YALE OR A YALE AUTHORIZED REPRESENTATIVE SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF THIS WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES SO THE ABOVE EXCLUSION MAY NOT APPLY TO DISTRICT.

16. Limitation of Liability. Neither Party shall be liable for any indirect, special, incidental, punitive, or consequential damages (including, without limitation, damages for lost profits or business) suffered by the other Party or any others resulting from use of the Services, Platform and/or Training Materials, even if advised of the possibility of such damages. In no event shall Yale’s total liability to District and Authorized Schools for all damages, losses, and causes of action (whether in contract, tort including negligence or otherwise) exceed the amount paid by District hereunder.

17. Assignment. Neither Party shall assign, transfer, or delegate this Agreement to any other person or entity, without the prior written consent of the other Party, and any purported assignment without such consent is null and void.

18. Severability. In the event that a court of competent jurisdiction holds any provision of this Agreement to be invalid, such holding shall have no effect on the remaining provisions of this Agreement that can be given effect without the invalid provision, and all such remaining provisions shall continue in full force and effect.

19. Entire Agreement; Amendments. This Agreement, together with Exhibits A and B attached hereto, which are fully incorporated herein and made a part hereof, constitutes the entire agreement between the Parties and supersedes all previous agreements, oral or written, between them with respect to its subject matter. No amendments or modifications to this Agreement shall be effective unless made in writing and signed by an authorized signatory of each Party.

20. No Third-Party Beneficiaries. Nothing in this Agreement, express or implied, is intended to nor shall be construed to confer upon any person or entity, any remedy or claim under or by reason of this Agreement as third-party beneficiaries or otherwise. The terms and conditions of this Agreement are for the sole and exclusive benefit of the Parties to this Agreement.

21. Controlling Law. This Agreement and its terms and conditions shall be governed by the laws of the State of Connecticut and it shall be interpreted in accordance with Connecticut law

without regard to its conflicts of law provisions.

22. Similar Services. Nothing in this Agreement shall be construed to limit the freedom of Yale or its personnel from engaging in or contracting for the provision of similar services with any other parties.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement by their duly authorized officers or representatives.

**DISTRICT**

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

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

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

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

**YALE UNIVERSITY**

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

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

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

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

**Read and acknowledged by:**  
YALE CENTER FOR EMOTIONAL  
INTELLIGENCE

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

Printed Name: Nicole Elbertson, M.Ed.

Title: Director of Content and Communications

**EXHIBIT A**  
**SCOPE OF WORK**

<b>Component</b>	<b>Description</b>
<p>RULER Institute Online: Creating Emotionally Intelligent Schools (for up to administrators and educators from each Authorized School)</p> <p><i>*Please note that any changes made to participant names or contact information 10 or fewer days prior to the start of training will be charged \$100.00 per change.</i></p>	<p>Customized trainings are critical to the success and fidelity of RULER. The RULER Institute Online: Creating Emotionally Intelligent Schools will be held for up to administrators and educators from each Authorized School. (We recommend that the team include one school administrator and at least two educators or mental health professionals at each Authorized School).</p> <p><b>(Year 1 only)</b> The online institute will consist of six weeks of interactive training on the skills and tools of emotional intelligence, delivered by a team from the Yale Center for Emotional Intelligence via the Platform. The six-week institute will require one to two hours of participation per week for each team member.</p>
<p>RULER Implementation Coaching for Quality Assurance</p>	<p>Monitoring and supporting the quality of RULER implementation is essential for ensuring program fidelity, efficacy, and sustainability.</p> <p>A RULER coach will work remotely with trained Authorized School administrators and educators to support the implementation process, model RULER tools, debrief the RULER implementation process, and provide overall guidance and support.</p> <p><b>(Year 1)</b> Three 45-minute online or phone coaching sessions over the course of the year.</p> <p><b>(Year 2)</b> Two 45-minute online or phone coaching sessions over the course of the year.</p> <p>Follow-up electronic newsletters also will be sent to attendees of the RULER Institute Online: Creating Emotionally Intelligent Schools to support RULER rollout.</p>
<p>RULER Online Resources</p>	<p><b>(Year 1 and Year 2)</b> Authorized School administrators and educators will have access via the Platform to online resources throughout both contract years following training, including videos, staff courses, activity guides,</p>

sample student lessons, and other resources to support the seamless integration of RULER into staff development, classroom instruction, and family engagement.

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Classroom  
Implementation  
Webinar

**(Year 1 and Year 2)** Webinars via the Platform will be offered for authorized members of the District’s RULER Implementation Team. They will address elementary, middle, and high school topics and provide overall guidance and support in the RULER implementation process.

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**EXHIBIT B**

**AUTHORIZED SCHOOLS**

Huntley High School

Marlowe Middle School

Heineman Middle School



# Huntley Community School District 158

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650 Academic Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

**Date:** September 3, 2020  
**To:** Board of Education  
**From:** Dr. Rocio del Castillo, Assistant Superintendent for Special Services  
**Cc:** Dr. Scott Rowe, Superintendent  
**Subject:** **Intergovernmental Agreement between Huntley Community School District 158 and SASSED**

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## EXECUTIVE SUMMARY

IDEA mandates that a school district provide a Free and Appropriate Education (FAPE) in the Least Restrictive Environment (LRE). When a student is deemed eligible to receive special education services, a special education team determines how to best provide services for the student, at no cost to the family.

Special education encompasses a wide range of program settings, instructional strategies and educational interventions. IDEA requires school districts to provide students with planned educational programs which account for the students' disabilities, offer the opportunity for significant learning and allow the students to make meaningful educational progress. No child or young adult may be excluded from public school on the grounds that his or her disability is too severe to benefit from education. IDEA recognizes that every child is able to learn, and requires educational opportunities to be provided for all.

District 158 is proud to offer a continuum of special education services offered for all students in special education based on needs identified by the IEP team. The continuum is fluid and programming options are highly individualized for each student based on their unique strengths and areas of need. Students are educated in the least restrictive environment (LRE) in which they will be able to progress toward their IEP goals. An out-of-district placement is a step along this continuum. A student is eligible to receive an out-of-district placement when an education team determines that he or she needs more intensive support than can be provided in the district.

The SASSED Visually Impaired Program serves students who are blind/visually impaired from the 92-member school districts of DuPage/West Cook Regional Association. A full continuum of programming is available from Early Childhood through Transition for those students who are determined to need an intensive and /or specialized instruction due to their visual impairment. The classrooms are located in one DuPage County High School district and its feeder Elementary district, which allows for continuity of curriculum.

In SASSED Visually Impaired classrooms, in addition to standard curricula, equal attention is paid to the areas that prevent a child with a visual impairment from fully participating in his environment. Special attention is paid to disability specific skills (i.e., Braille reading and writing, abacus, use of low vision aids for near and distance, use of speech output programs, enlarging software, taped texts, closed circuit televisions, etc.).



# Huntley Community School District 158

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Orientation and Mobility is an integral part of the Visually Impaired program based on each student's individual needs. The student is taught at a level appropriate to his/her age and ability to travel safely and independently in the school, community and residential environments. Additionally, a full range of related services such as Occupational Therapy, Physical Therapy, Speech and Language services, etc., are available to students when such needs are determined by their IEP team.

## **RECOMMENDATION**

The District Administration and the Curriculum and Instruction Committee recommend that the attached Intergovernmental Agreement between Huntley Community School District 158 and SASSED be approved as presented.

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN SASSED AND NON-MEMBER SCHOOL DISTRICT**

This Agreement is made and entered into on the date set forth below, by and between the Board of Control of The School Association for Special Education in DuPage County ("SASED") and the Board of Education of Huntley CSD 158 ("School District").

WHEREAS, pursuant to the Illinois Constitution (Article VII, Section 10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/3), units of local government and school districts are authorized to contract among themselves to combine and transfer powers and functions by intergovernmental cooperation; and

WHEREAS, SASSED and the School District have determined that it is in their best and mutual interests to contract with each other to provide for attendance by an identified School District student in a SASSED program ("Student");

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. General Information: The following information applies to this Agreement:

SASED Program Name: VISION ("the Program").

Estimated Annual Program Tuition: \$45,611

Student Start Date: 08/19/2020

Program End Date: 05/28/2021

Address of School District: 213 N. Lombard, Addison, IL 60101

2. Term: This Agreement shall be in effect beginning on the date when the Agreement is fully executed and ending on the date the Student is withdrawn from the Program by the School District, except that SASSED may sooner terminate this Agreement upon written notice to the School District in the event the Student is dismissed from the Program pursuant to Section 3(f) or the Student otherwise exits the Program.

3. Program Services:

- a. The Student will be permitted to attend the Program on the terms and conditions set forth in this Agreement.
- b. SASSED will provide special education and related services in accordance with the Student's individualized education program (IEP), except as otherwise stated herein.

- c. Assessments and reevaluations will be conducted by SASED, except that SASED will not be responsible for independent educational evaluations (IEEs) requested by a parent/guardian or other private evaluations approved by the School District or the IEP team.
- d. Assistive technology devices, equipment, and related training offered to students as part of the Program will be provided by SASED. The School District shall be solely responsible for funding, procurement, and maintenance of any other Assistive Technology devices, equipment or training identified in the Student's IEP.
- e. As warranted, SASED will convene IEP team meetings and issue required notices.
- f. SASED may permanently dismiss the Student from the Program under the following conditions:
  - i. Upon thirty (30) days' prior written notice to the School District, in the event that SASED determines, in SASED's sole discretion, that:
    - (a) The Program is no longer appropriate for the Student; or
    - (b) SASED will no longer be operating the Program.
  - ii. Upon fifteen (15) days' prior written notice to the School District, in the event that there is insufficient space in the Program for SASED member district students.
  - iii. Immediately if the Student commits gross disobedience or misconduct that warrants removal, as determined by SASED.

4. School District's Responsibilities:

- a. The School District shall procure and directly fund all IEEs and any other School District-approved or IEP team-approved private evaluations at public expense.
- b. The School District shall procure and directly fund related services not typically provided by SASED and any other related services that SASED is unable to provide due to circumstances beyond SASED's control.
- c. The School District shall prepare and maintain a proper and adequate IEP for the Student.
- d. A School District representative shall attend all IEP meetings for the Student and shall serve as the local educational agency (LEA) representative.
- e. The School District shall provide the Student with transportation to and from the Program.

- f. The terms of this Agreement notwithstanding, the School District remains the Student's resident school district for all purposes, remains ultimately responsible for the Student's educational services, and remains responsible for providing the Student with a free appropriate public education (FAPE) in the least restrictive environment.
  - g. In the event of a dispute or challenge by the Student's parent/guardian or Student (including but not limited to a due process request, State complaint, request for mediation, Office for Civil Rights complaint, or Illinois Department of Human Rights complaint), the School District shall be responsible for all costs associated with the defense thereof (including but not limited to attorney's fees).
  - h. The School District is responsible for paying the costs identified in Section 5.
5. Tuition and Reimbursement: The School District will pay tuition and reimbursement, as set forth below, for the services identified herein.
- a. The School District will pay regular school tuition equal to SASSED's per pupil cost of the Program. The estimated annual tuition for the Student is set forth above.
  - b. The School District will pay a non-member district fee in the amount of five thousand dollar (\$5,000.00) per school year for the Student's enrollment in the Program.
  - c. The School District will pay regular Extended School Year tuition equal to SASSED's per pupil cost of the Extended School Year Program.
  - d. In addition to paying the tuition and non-member district fee, the School District will reimburse SASSED for all of the following:
    - i. The actual costs (to include salary and benefits) for all SASSED paraprofessionals, medical assistants/teacher assistants and interpreters providing one-to-one services to the Student.
    - ii. The actual costs of all related services provided by SASSED for the Student (including but not limited to social work services, speech and language services, physical therapy services, and occupational therapy services, as applicable), charged on a per-minute basis
    - iii. The actual costs of all assessments and reevaluations of the Student conducted by SASSED.
    - iv. The actual costs of all assistive technology devices and equipment, and any related training, provided by SASSED for the Student's use.

— For any Student that is enrolled for at least 10 days tuition will be calculated based on the amount of time the student in in the program.

Extended School Year: If a student's IEP calls for Extended school year services and the district chooses for the student to attend ESY services in the program the school district will pay SASSED's per pupil costs as calculated for Extended School Year Program.

6. National School Lunch/School Breakfast Programs. If SASED participates in the National School Lunch Program and/or School Breakfast Program and the Student is eligible under free or reduced-priced breakfast or lunch under those programs, SASED is required to claim these students.
7. Invoices and Payment:
  - a. An invoice for 100% of the annual tuition amount will be issued by SASED within ten (10) days after this Agreement is fully signed. A prorated invoice will be sent based on the actual days of enrollment.
  - b. In or around, July, SASED will calculate the final costs and issue a final invoice to the School District for any remaining balance to be paid.
  - c. In the event that the School District's initial payments exceed the actual final costs (resulting in an overpayment by the School District), SASED will issue a refund to the School District by September 15.
  - d. Payment will be made by the School District after receipt of each invoice, in accordance with the *Local Government Prompt Payment Act (50 ILCS 505/)*.
8. Relationship of the Parties: SASED and the School District acknowledge and agree that they are contractors independent of one another and that this Agreement does not create an employer-employee relationship, partnership, joint venture, agency, or any other such relationship.
9. No Third-Party Beneficiaries: This Agreement is entered into solely for the benefit of the contracting parties. Nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.
10. Indemnification and Waiver:

For purposes of this Section 9, "Loss" is defined as any and all liabilities, damages, claims, demands, judgments, causes of action, costs, expenses (including reasonable attorneys' fees), and losses relating to any School District student placed in a SASED program and/or relating to any act or omission of either party in implementing this Agreement and/or otherwise relating to this Agreement.

Each party agrees to indemnify, defend and hold harmless the other party and its Board members, employees, volunteers and agents, against and from any Loss to the extent the Loss arises out of the acts or omissions of the indemnifying party.

In addition, notwithstanding any other provision of this Agreement, the School District specifically agrees to indemnify, defend and hold harmless SASED and its Board members, employees, volunteers and agents, against and from any Loss to the extent the Loss is based upon or arises out of claims relating to the placement, FAPE, or alleged procedural requirements applicable to any School District student placed in a SASED program.

Moreover, the School District waives any and all claims it may have against SASED (or SASED's Board members, employees, volunteers or agents) relating to the Program or the services provided to the Student by SASED.

11. Student Records: SASED shall maintain all student records and reports in accordance with SASED policies on student records, as well as applicable state and federal laws. All student records generated by SASED shall be the property of the School District; however, SASED shall have access to such records so that it may provide the services required under this Agreement.
12. Continuing Obligations: The following shall survive the expiration or termination of this Agreement: (a) Sections 5 and 6 (Tuition and Reimbursement and Invoices and Payment); (b) Section 9 (Indemnification and Waiver); (c) all representations and warranties made by each party; and (d) all other obligations that are to be performed after the expiration or termination of this Agreement.
13. Assignment: No part of this Agreement may be assigned by either of the parties hereto.
14. Multiple Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Facsimile and PDF copies of the parties' signatures on this Agreement shall be deemed originals.
15. Governing Law: This Agreement and the interpretation thereof shall be governed by the laws of the State of Illinois.
16. Notices: Any and all notices required to be sent pursuant to this Agreement shall be personally delivered or sent via certified mail addressed as follows:  
  
For School District: Mr. Scott Rowe, Superintendent  
Huntley SD 158  
650 Dr. John Burkey Drive (Academic Drive)  
Algonquin, IL 60102  
  
For SASED: Dr. Melinda McGuffin, Executive Director  
School Association for Special Education in DuPage County  
2900 Ogden Avenue  
Lisle, Illinois 60532
17. Authority: The individuals executing this Agreement represent and warrant that they have full power and lawful authority to execute this Agreement on behalf of and in the name of their respective parties.





# Huntley Community School District 158

650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • www.district158.org

To: Board of Education and Administration  
From: Mark Altmayer, Chief Financial Officer  
Date: September 3, 2020  
Subject: **Purchase Order Summary**  
Committee of the Whole Meeting, September 3, 2020  
Finance Committee

The following is an executive summary of the attached report titled "Purchase Orders" which is a listing of purchase orders issued from August 14, 2020 to August 27, 2020 for which administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by \$100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval.

Education Fund	\$	301,861.17
Operations & Maintenance Fund		96,372.14
Debt Service Fund		350.00
Transporation Fund		591.35
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		7,588.78
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>406,763.44</u>

At this time there is no Supplemental Purchase Order Summary for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled "Purchase Orders" which will contain a listing of purchase orders issued for which Administration will request Board Approval to issue payment once invoices have been received.

### RECOMMENDATION

Administration requests that the Finance Committee recommends the Board of Education approve the Purchase Order Report at the September 17, 2020 Regular Board of Education meeting.



# Huntley Community School District #158

## Purchase Orders Report

### From August 14, 2020 to August 27, 2020

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210409	1800WheelChair	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	180.00	8/20/2020	10-2130-410-92-79-605-14
			<b>Total</b>	<u>\$180.00</u>		
0020210341	8 to 18 Media Inc	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	500.00	8/17/2020	10-1500-640-00-74-210-13
			<b>Total</b>	<u>\$500.00</u>		
0020210469	ABM Industry Groups LLC	20-2542-410-00-79	Supplies B & G	1,414.91	8/25/2020	20-2542-410-00-79
			<b>Total</b>	<u>\$1,414.91</u>		
0020210445	Advantage Mechanical Inc	20-2542-323-00-79	Repairs & Maint Buildings	11,440.00	8/21/2020	20-2542-323-00-79
			<b>Total</b>	<u>\$11,440.00</u>		
0020210466	Advantage Mechanical Inc	20-2542-323-00-79	Repairs & Maint Buildings	7,976.00	8/25/2020	20-2542-323-00-79
			<b>Total</b>	<u>\$7,976.00</u>		
0020210467	Advantage Mechanical Inc	20-2542-323-00-79	Repairs & Maint Buildings	14,297.00	8/25/2020	20-2542-323-00-79
			<b>Total</b>	<u>\$14,297.00</u>		
0020210449	AIA Services LLC	10-1130-410-32-71-305-09	Freshman Academy Supplies	596.70	8/21/2020	10-1130-410-32-71-305-09
			<b>Total</b>	<u>\$596.70</u>		
0020210359	AllData LLC	10-1400-390-64-71-305-13	Perkins Grant Purch Svc	975.00	8/17/2020	10-1400-390-64-71-305-13
			<b>Total</b>	<u>\$975.00</u>		
0020210446	American Backflow & Fire Prevention	20-2542-323-00-79	Repairs & Maint Buildings	4,315.00	8/21/2020	20-2542-323-00-79
			<b>Total</b>	<u>\$4,315.00</u>		
0020210334	Anderson Lock Co Inc	20-2542-323-00-79	Repairs & Maint Buildings	1,235.80	8/17/2020	20-2542-323-00-79
			<b>Total</b>	<u>\$1,235.80</u>		
0020210471	Anderson Lock Co Inc	20-2542-323-00-79	Repairs & Maint Buildings	1,187.30	8/25/2020	20-2542-323-00-79
			<b>Total</b>	<u>\$1,187.30</u>		
0020210410	Apple Inc	10-1200-410-92-79-600-14	IDEA Instructional Supplies	8,272.00	8/20/2020	10-1200-410-92-79-600-14
			<b>Total</b>	<u>\$8,272.00</u>		



# Huntley Community School District #158

## Purchase Orders Report

### From August 14, 2020 to August 27, 2020

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210411	ATP Assessment	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	46.20	8/20/2020	10-2150-410-92-79-605-14
			<b>Total</b>	<u>\$46.20</u>		
0020210476	Barr Mechanical Sales Inc	20-2542-410-00-79	Supplies B & G	535.26	8/25/2020	20-2542-410-00-79
			<b>Total</b>	<u>\$535.26</u>		
0020210461	Benchmark Education Company	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	200.00	8/24/2020	10-1800-410-82-79-605-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	205.00	8/24/2020	10-1800-410-82-79-605-14
			<b>Total</b>	<u>\$405.00</u>		
0020210462	Benchmark Education Company	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	4,000.00	8/24/2020	10-1800-410-82-79-605-14
			<b>Total</b>	<u>\$4,000.00</u>		
0020210373	BMO Mastercard	10-2410-332-00-71-300-13	Prin Travel HS	175.00	8/20/2020	10-2410-332-00-71-300-13
		10-2410-640-00-71-300-13	Office Dues & Fees HS	250.00	8/20/2020	10-2410-640-00-71-300-13
			<b>Total</b>	<u>\$425.00</u>		
0020210374	BMO Mastercard	10-2660-319-61-79-600-14	Software Maintenance	188.86	8/20/2020	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	188.79	8/20/2020	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	639.92	8/20/2020	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	255.96	8/20/2020	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	150.00	8/20/2020	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	965.00	8/20/2020	10-2660-319-61-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	26.85	8/20/2020	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	27.98	8/20/2020	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	69.98	8/20/2020	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	52.99	8/20/2020	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	349.25	8/20/2020	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	453.32	8/20/2020	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	535.84	8/20/2020	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	759.00	8/20/2020	10-2660-410-00-79-600-14
			<b>Total</b>	<u>\$4,663.74</u>		
0020210375	BMO Mastercard	10-158	Activity Funds	141.40	8/20/2020	10-158
			<b>Total</b>	<u>\$141.40</u>		



# Huntley Community School District #158

## Purchase Orders Report

### From August 14, 2020 to August 27, 2020

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210376	BMO Mastercard	10-1100-421-00-74-500-14	Materials K-12	279.27	8/20/2020	10-1100-421-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	7.69	8/20/2020	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	919.95	8/20/2020	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	75.00	8/20/2020	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	51.76	8/20/2020	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	24.78	8/20/2020	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	238.32	8/20/2020	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	5.69	8/20/2020	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	30.56	8/20/2020	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	52.56	8/20/2020	10-2210-490-00-74-500-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	42.49	8/20/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	189.98	8/20/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	289.97	8/20/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	388.83	8/20/2020	10-2213-410-00-79-600-14
		10-2323-640-00-74-500-14	Dues & Fees Curr & Inst	60.00	8/20/2020	10-2323-640-00-74-500-14
		<b>Total</b>				<u>\$2,656.85</u>
0020210377	BMO Mastercard	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	953.07	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	101.97	8/20/2020	10-1800-410-84-79-605-14
		10-2210-430-82-71-300-14	ESL Prof Library	220.71	8/20/2020	10-2210-430-82-71-300-14
		10-2210-430-82-71-300-14	ESL Prof Library	16.62	8/20/2020	10-2210-430-82-71-300-14
		10-2210-430-82-71-300-14	ESL Prof Library	30.09	8/20/2020	10-2210-430-82-71-300-14
		10-2210-430-82-71-300-14	ESL Prof Library	50.88	8/20/2020	10-2210-430-82-71-300-14
		10-2210-430-82-71-300-14	ESL Prof Library	73.53	8/20/2020	10-2210-430-82-71-300-14
		10-2210-430-82-71-300-14	ESL Prof Library	261.51	8/20/2020	10-2210-430-82-71-300-14
		10-2213-310-00-79-600-14	Special Svcs Pur Svc	30.66	8/20/2020	10-2213-310-00-79-600-14
		10-2213-310-00-79-600-14	Special Svcs Pur Svc	119.92	8/20/2020	10-2213-310-00-79-600-14
<b>Total</b>				<u>\$1,858.96</u>		
0020210378	BMO Mastercard	10-2223-323-00-79-600-14	PAC Repairs	589.14	8/20/2020	10-2223-323-00-79-600-14
		10-2321-415-00-74-500-14	Community Supplies	58.31	8/20/2020	10-2321-415-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal	87.34	8/20/2020	10-2520-410-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal	79.67	8/20/2020	10-2520-410-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal	78.57	8/20/2020	10-2520-410-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal	16.09	8/20/2020	10-2520-410-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal	37.49	8/20/2020	10-2520-410-00-74-500-14
		10-2561-410-00-79-605-14	Dir Food Service Supplies	54.75	8/20/2020	10-2561-410-00-79-605-14
		<b>Total</b>				<u>\$1,001.36</u>



# Huntley Community School District #158

## Purchase Orders Report

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number	
0020210379	BMO Mastercard	10-2321-390-00-74-500-14	Purchased Service Supt	3,620.00	8/20/2020	10-2321-390-00-74-500-14	
		10-2321-410-00-74-500-14	Supplies Supt	17.65	8/20/2020	10-2321-410-00-74-500-14	
		10-2321-410-00-74-500-14	Supplies Supt	24.71	8/20/2020	10-2321-410-00-74-500-14	
		10-2321-410-00-74-500-14	Supplies Supt	12.99	8/20/2020	10-2321-410-00-74-500-14	
		10-2321-410-00-74-500-14	Supplies Supt	9.99	8/20/2020	10-2321-410-00-74-500-14	
		10-2321-415-00-74-500-14	Community Supplies	222.20	8/20/2020	10-2321-415-00-74-500-14	
		10-2321-415-00-74-500-14	Community Supplies	43.00	8/20/2020	10-2321-415-00-74-500-14	
		10-2546-490-00-79-600-14	Security Officer Supplies	39.62	8/20/2020	10-2546-490-00-79-600-14	
		10-2546-490-00-79-600-14	Security Officer Supplies	700.00	8/20/2020	10-2546-490-00-79-600-14	
		10-2546-490-00-79-600-14	Security Officer Supplies	73.95	8/20/2020	10-2546-490-00-79-600-14	
		10-2546-490-00-79-600-14	Security Officer Supplies	2,622.00	8/20/2020	10-2546-490-00-79-600-14	
		10-2546-490-00-79-600-14	Security Officer Supplies	2,463.00	8/20/2020	10-2546-490-00-79-600-14	
		10-2546-490-00-79-600-14	Security Officer Supplies	119.97	8/20/2020	10-2546-490-00-79-600-14	
		10-2546-490-00-79-600-14	Security Officer Supplies	285.22	8/20/2020	10-2546-490-00-79-600-14	
		10-2546-490-00-79-600-14	Security Officer Supplies	254.25	8/20/2020	10-2546-490-00-79-600-14	
		10-2546-490-00-79-600-14	Security Officer Supplies	239.94	8/20/2020	10-2546-490-00-79-600-14	
		10-2546-490-00-79-600-14	Security Officer Supplies	3,542.32	8/20/2020	10-2546-490-00-79-600-14	
		10-2630-332-00-74-500-14	Communications Travel	166.88	8/20/2020	10-2630-332-00-74-500-14	
		10-2630-332-00-74-500-14	Communications Travel	55.00	8/20/2020	10-2630-332-00-74-500-14	
						<b>Total</b>	
0020210380	BMO Mastercard	10-158	Activity Funds	309.70	8/20/2020	10-158	
		10-158	Activity Funds	108.28	8/20/2020	10-158	
						<b>Total</b>	<b>\$417.98</b>
0020210381	BMO Mastercard	10-1110-323-00-72-120-13	Repairs Martin	-588.00	8/20/2020	10-1110-323-00-72-120-13	
		10-1110-323-00-72-120-13	Repairs Martin	588.00	8/20/2020	10-1110-323-00-72-120-13	
		10-1110-410-00-72-120-13	Inst Supplies Martin	39.95	8/20/2020	10-1110-410-00-72-120-13	
		10-1110-410-00-72-120-13	Inst Supplies Martin	299.40	8/20/2020	10-1110-410-00-72-120-13	
		10-1110-410-00-72-120-13	Inst Supplies Martin	956.52	8/20/2020	10-1110-410-00-72-120-13	
		10-1110-410-00-72-120-13	Inst Supplies Martin	265.70	8/20/2020	10-1110-410-00-72-120-13	
		10-1110-410-00-72-120-13	Inst Supplies Martin	235.68	8/20/2020	10-1110-410-00-72-120-13	
		10-1110-410-00-72-120-13	Inst Supplies Martin	235.50	8/20/2020	10-1110-410-00-72-120-13	
		10-1110-410-00-72-120-13	Inst Supplies Martin	90.87	8/20/2020	10-1110-410-00-72-120-13	
		10-1110-410-00-72-120-13	Inst Supplies Martin	374.25	8/20/2020	10-1110-410-00-72-120-13	
						<b>Total</b>	<b>\$2,497.87</b>



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210382	BMO Mastercard					
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	124.85	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	128.64	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	134.68	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	150.58	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	12.99	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	161.07	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	195.62	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	181.74	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	143.45	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	113.10	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	38.97	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	6.49	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	39.91	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	49.00	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	49.37	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	52.88	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	53.03	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	67.44	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	32.86	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	87.63	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	33.52	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	117.20	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	199.73	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	199.95	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	207.95	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	335.32	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	429.00	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	966.42	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	509.92	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	544.35	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	75.43	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	13.79	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	11.34	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	5.67	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	165.83	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	39.46	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	10.79	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	199.39	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	15.98	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	15.99	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	24.53	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	16.13	8/20/2020	10-1110-410-00-74-140-13



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	18.69	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	22.49	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	29.19	8/20/2020	10-1110-410-00-74-140-13
		10-2410-410-00-74-140-13	Office Supplies Mackeben	75.46	8/20/2020	10-2410-410-00-74-140-13
		10-2410-410-00-74-140-13	Office Supplies Mackeben	25.99	8/20/2020	10-2410-410-00-74-140-13
			<b>Total</b>	<u>\$6,133.81</u>		
0020210383	BMO Mastercard					
		10-1130-323-00-71-300-13	Repairs HS	147.85	8/20/2020	10-1130-323-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	143.00	8/20/2020	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	210.30	8/20/2020	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	339.00	8/20/2020	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	499.74	8/20/2020	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	85.20	8/20/2020	10-1130-410-00-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	14.70	8/20/2020	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	146.49	8/20/2020	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	61.36	8/20/2020	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	-42.00	8/20/2020	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	479.15	8/20/2020	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	2,187.31	8/20/2020	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	481.68	8/20/2020	10-1130-410-02-71-300-13
		10-1130-410-06-71-300-13	World Languages Supplies HS	83.99	8/20/2020	10-1130-410-06-71-300-13
		10-1130-410-06-71-300-13	World Languages Supplies HS	120.00	8/20/2020	10-1130-410-06-71-300-13
		10-1130-410-06-71-300-13	World Languages Supplies HS	59.88	8/20/2020	10-1130-410-06-71-300-13
		10-1130-410-33-71-305-13	Academies Supplies	114.00	8/20/2020	10-1130-410-33-71-305-13
		10-1130-410-67-71-300-13	PLTW Supplies	212.01	8/20/2020	10-1130-410-67-71-300-13
		10-1130-410-67-71-300-13	PLTW Supplies	40.31	8/20/2020	10-1130-410-67-71-300-13
		10-1130-410-67-71-300-13	PLTW Supplies	71.98	8/20/2020	10-1130-410-67-71-300-13
		10-1130-410-67-71-300-13	PLTW Supplies	78.95	8/20/2020	10-1130-410-67-71-300-13
		10-1130-410-67-71-300-13	PLTW Supplies	84.99	8/20/2020	10-1130-410-67-71-300-13
		10-1400-410-10-71-300-13	Ind Arts Supplies	210.64	8/20/2020	10-1400-410-10-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	45.55	8/20/2020	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	32.19	8/20/2020	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	14.71	8/20/2020	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	-4.57	8/20/2020	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	11.99	8/20/2020	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	4.57	8/20/2020	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-14	Copier Paper & Toner HS	1,958.50	8/20/2020	10-2410-410-00-71-300-14
		10-2410-410-00-71-300-14	Copier Paper & Toner HS	373.89	8/20/2020	10-2410-410-00-71-300-14
		10-2410-410-00-71-300-14	Copier Paper & Toner HS	950.16	8/20/2020	10-2410-410-00-71-300-14
			<b>Total</b>	<u>\$9,217.52</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210384	BMO Mastercard	10-158	Activity Funds	57.13	8/20/2020	10-158
			<b>Total</b>	<u>\$57.13</u>		
0020210385	BMO Mastercard	10-1125-490-00-79-600-14	Supplies Preschool	22.00	8/20/2020	10-1125-490-00-79-600-14
			<b>Total</b>	<u>\$22.00</u>		
0020210386	BMO Mastercard	20-2540-410-00-79	Office Supplies B & G	15.38	8/20/2020	20-2540-410-00-79
		20-2540-410-00-79	Office Supplies B & G	200.80	8/20/2020	20-2540-410-00-79
		20-2540-410-00-79	Office Supplies B & G	40.42	8/20/2020	20-2540-410-00-79
		20-2542-390-00-79	Other Purchased Service	76.69	8/20/2020	20-2542-390-00-79
		20-2542-390-00-79	Other Purchased Service	149.00	8/20/2020	20-2542-390-00-79
		20-2542-390-00-79	Other Purchased Service	1,359.93	8/20/2020	20-2542-390-00-79
		20-2542-410-00-79	Supplies B & G	29.99	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	29.97	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	27.49	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	10.99	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	8.99	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	9.99	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	39.98	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	408.04	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	46.95	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	47.52	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	60.66	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	96.10	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	40.84	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	45.98	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	232.70	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	6.99	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	432.00	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	-58.64	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	813.60	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	541.94	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	489.80	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	479.88	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	209.99	8/20/2020	20-2542-410-00-79
		20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	369.90	8/20/2020	20-2545-323-00-79-600-14
		60-2530-531-00-71-300	HS Fine Arts Expansion Construction	1,383.00	8/20/2020	60-2530-531-00-71-300
			<b>Total</b>	<u>\$7,646.87</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number		
0020210388	BMO Mastercard	10-1120-410-00-72-220-13	Inst Supplies Marlowe	361.86	8/20/2020	10-1120-410-00-72-220-13		
		10-1120-410-00-72-220-13	Inst Supplies Marlowe	86.00	8/20/2020	10-1120-410-00-72-220-13		
		10-1120-410-00-72-220-13	Inst Supplies Marlowe	75.96	8/20/2020	10-1120-410-00-72-220-13		
		10-2410-410-00-72-220-13	Office Supplies Marlowe	295.00	8/20/2020	10-2410-410-00-72-220-13		
		10-2410-410-00-72-220-13	Office Supplies Marlowe	-37.99	8/20/2020	10-2410-410-00-72-220-13		
		10-2410-410-00-72-220-13	Office Supplies Marlowe	12.90	8/20/2020	10-2410-410-00-72-220-13		
		10-2410-410-00-72-220-13	Office Supplies Marlowe	117.02	8/20/2020	10-2410-410-00-72-220-13		
		10-2410-410-00-72-220-13	Office Supplies Marlowe	150.00	8/20/2020	10-2410-410-00-72-220-13		
					<b>Total</b>	<u>\$1,060.75</u>		
		0020210389	BMO Mastercard	10-158	Activity Funds	1,500.00	8/20/2020	10-158
10-158	Activity Funds			20.25	8/20/2020	10-158		
10-158	Activity Funds			19.96	8/20/2020	10-158		
10-158	Activity Funds			17.96	8/20/2020	10-158		
10-158	Activity Funds			97.90	8/20/2020	10-158		
10-158	Activity Funds			128.00	8/20/2020	10-158		
10-158	Activity Funds			79.05	8/20/2020	10-158		
10-158	Activity Funds			5.52	8/20/2020	10-158		
10-158	Activity Funds			159.99	8/20/2020	10-158		
				<b>Total</b>	<u>\$2,028.63</u>			
0020210390	BMO Mastercard	10-2642-390-00-74-500-14	Purchased Service Human Res	249.00	8/20/2020	10-2642-390-00-74-500-14		
		10-2642-410-00-74-500-14	Supplies Human Res	1.36	8/20/2020	10-2642-410-00-74-500-14		
		10-2642-410-00-74-500-14	Supplies Human Res	13.35	8/20/2020	10-2642-410-00-74-500-14		
					<b>Total</b>	<u>\$263.71</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number		
0020210391	BMO Mastercard	10-1120-332-00-74-210-13	Teacher Travel Heineman	-405.00	8/20/2020	10-1120-332-00-74-210-13		
		10-1120-410-00-74-210-13	Inst Supplies Heineman	179.58	8/20/2020	10-1120-410-00-74-210-13		
		10-1120-410-00-74-210-13	Inst Supplies Heineman	80.70	8/20/2020	10-1120-410-00-74-210-13		
		10-1120-410-00-74-210-13	Inst Supplies Heineman	28.99	8/20/2020	10-1120-410-00-74-210-13		
		10-1120-410-00-74-210-13	Inst Supplies Heineman	134.95	8/20/2020	10-1120-410-00-74-210-13		
		10-1120-410-00-74-210-13	Inst Supplies Heineman	1,007.54	8/20/2020	10-1120-410-00-74-210-13		
		10-1120-410-00-74-210-13	Inst Supplies Heineman	250.00	8/20/2020	10-1120-410-00-74-210-13		
		10-1120-410-00-74-210-13	Inst Supplies Heineman	195.14	8/20/2020	10-1120-410-00-74-210-13		
		10-1120-410-00-74-210-13	Inst Supplies Heineman	631.64	8/20/2020	10-1120-410-00-74-210-13		
		10-1120-410-00-74-210-13	Inst Supplies Heineman	28.70	8/20/2020	10-1120-410-00-74-210-13		
		10-1120-410-00-74-210-13	Inst Supplies Heineman	250.20	8/20/2020	10-1120-410-00-74-210-13		
		10-1500-410-00-74-210-13	Training Supplies Heineman	77.99	8/20/2020	10-1500-410-00-74-210-13		
		10-1500-410-00-74-210-13	Training Supplies Heineman	59.98	8/20/2020	10-1500-410-00-74-210-13		
		10-1500-410-00-74-210-13	Training Supplies Heineman	14.99	8/20/2020	10-1500-410-00-74-210-13		
		10-2410-410-00-74-210-13	Office Supplies Heineman	30.13	8/20/2020	10-2410-410-00-74-210-13		
		10-2410-410-00-74-210-13	Office Supplies Heineman	17.09	8/20/2020	10-2410-410-00-74-210-13		
		<b>Total</b>				<u>\$2,582.62</u>		
		0020210392	BMO Mastercard	10-2660-319-61-79-600-14	Software Maintenance	127.98	8/20/2020	10-2660-319-61-79-600-14
10-2660-410-00-79-600-14	Supplies Tech			419.70	8/20/2020	10-2660-410-00-79-600-14		
10-2660-410-00-79-600-14	Supplies Tech			26.23	8/20/2020	10-2660-410-00-79-600-14		
<b>Total</b>				<u>\$573.91</u>				
0020210393	BMO Mastercard	10-1100-421-00-74-500-14	Materials K-12	59.95	8/20/2020	10-1100-421-00-74-500-14		
		10-1100-421-00-74-500-14	Materials K-12	15.27	8/20/2020	10-1100-421-00-74-500-14		
		10-1100-421-00-74-500-14	Materials K-12	116.91	8/20/2020	10-1100-421-00-74-500-14		
		10-1100-421-00-74-500-14	Materials K-12	158.26	8/20/2020	10-1100-421-00-74-500-14		
		10-1100-421-00-74-500-14	Materials K-12	437.80	8/20/2020	10-1100-421-00-74-500-14		
		10-2210-490-00-74-500-14	Supplies Curr & Inst	48.95	8/20/2020	10-2210-490-00-74-500-14		
		10-2210-490-00-74-500-14	Supplies Curr & Inst	8.22	8/20/2020	10-2210-490-00-74-500-14		
		10-2210-490-00-74-500-14	Supplies Curr & Inst	5.99	8/20/2020	10-2210-490-00-74-500-14		
		10-2323-640-00-74-500-14	Dues & Fees Curr & Inst	159.00	8/20/2020	10-2323-640-00-74-500-14		
		10-2323-640-00-74-500-14	Dues & Fees Curr & Inst	25.00	8/20/2020	10-2323-640-00-74-500-14		
		<b>Total</b>				<u>\$1,035.35</u>		



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0020210394	BMO Mastercard					
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	34.03	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	20.45	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	28.49	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	45.10	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	25.27	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	23.99	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	23.95	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	1,363.61	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	22.07	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	41.97	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	17.45	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	16.49	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	13.70	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	12.98	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	6.95	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	6.39	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	22.59	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	101.92	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	1,094.70	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	749.21	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	431.90	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	232.88	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	26.38	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	154.86	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	77.28	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	73.88	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	62.98	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	57.96	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	56.66	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	54.96	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	46.02	8/20/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	226.21	8/20/2020	10-1800-410-84-79-605-14
		10-2210-430-82-71-300-14	ESL Prof Library	257.87	8/20/2020	10-2210-430-82-71-300-14
		10-2210-430-82-71-300-14	ESL Prof Library	214.32	8/20/2020	10-2210-430-82-71-300-14
		10-2210-430-82-71-300-14	ESL Prof Library	59.88	8/20/2020	10-2210-430-82-71-300-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	103.24	8/20/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	9.07	8/20/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	13.89	8/20/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	26.99	8/20/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	67.19	8/20/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	71.71	8/20/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	126.38	8/20/2020	10-2213-410-00-79-600-14



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<i>P.O.#</i>	<i>Vendor Name</i>	<i>A.S.N.</i>	<i>Description</i>	<i>Amount</i>	<i>P.O. Date</i>	<i>State Account Number</i>
		10-2213-410-00-79-600-14	Special Svcs Supplies	183.20	8/20/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	210.41	8/20/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	267.15	8/20/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	8.09	8/20/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	70.63	8/20/2020	10-2213-410-00-79-600-14
			<b>Total</b>	<b>\$6,863.30</b>		
0020210395	BMO Mastercard					
		10-2520-332-00-74-500-14	Travel Fiscal	19.19	8/20/2020	10-2520-332-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal	45.88	8/20/2020	10-2520-410-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal	160.25	8/20/2020	10-2520-410-00-74-500-14
		10-2560-410-00-71-100-13	Cafe Supplies Leggee	51.24	8/20/2020	10-2560-410-00-71-100-13
		10-2560-410-00-71-300-13	Cafe Supplies HS	51.24	8/20/2020	10-2560-410-00-71-300-13
		10-2560-410-00-72-110-13	Cafe Supplies Chesak	51.24	8/20/2020	10-2560-410-00-72-110-13
		10-2560-410-00-72-120-13	Cafe Supplies Martin	51.24	8/20/2020	10-2560-410-00-72-120-13
		10-2560-410-00-72-220-13	Cafe Supplies Marlowe	51.24	8/20/2020	10-2560-410-00-72-220-13
		10-2560-410-00-74-140-13	Cafe Supplies Mackeben	51.24	8/20/2020	10-2560-410-00-74-140-13
		10-2560-410-00-74-150-13	Cafe Supplies Conley	51.24	8/20/2020	10-2560-410-00-74-150-13
		10-2560-410-00-74-210-13	Cafe Supplies Heineman	51.24	8/20/2020	10-2560-410-00-74-210-13
			<b>Total</b>	<b>\$635.24</b>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210396	BMO Mastercard					
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	6.37	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	-22.49	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	329.89	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	50.46	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	264.60	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	404.50	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	265.45	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	230.67	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	149.31	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	129.64	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	119.96	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	8.12	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	74.57	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	1,000.40	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	30.94	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	14.66	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	12.19	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	11.44	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	10.30	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	10.21	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	9.19	8/20/2020	10-1110-410-00-74-140-13
		10-1110-410-00-74-140-13	Inst Supplies Mackeben	86.99	8/20/2020	10-1110-410-00-74-140-13
		10-158	Activity Funds	559.66	8/20/2020	10-158
			<b>Total</b>	<u>\$3,757.03</u>		
0020210397	BMO Mastercard					
		10-1130-332-00-71-300-13	Teacher Travel HS	250.00	8/20/2020	10-1130-332-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	25.84	8/20/2020	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	29.99	8/20/2020	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	1,990.00	8/20/2020	10-1130-410-00-71-300-13
		10-1130-410-12-71-300-13	Music Supplies HS	17.65	8/20/2020	10-1130-410-12-71-300-13
		10-1130-410-13-71-300-13	Science Supplies HS	492.30	8/20/2020	10-1130-410-13-71-300-13
		10-1130-410-13-71-300-13	Science Supplies HS	255.78	8/20/2020	10-1130-410-13-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	19.90	8/20/2020	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	38.99	8/20/2020	10-2410-410-00-71-300-13
		10-2410-640-00-71-300-13	Office Dues & Fees HS	80.00	8/20/2020	10-2410-640-00-71-300-13
			<b>Total</b>	<u>\$3,200.45</u>		



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0020210398	BMO Mastercard					
		10-1110-410-00-71-100-13	Inst Supplies Leggee	31.34	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	25.98	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	68.10	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	22.79	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	20.99	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	17.94	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	25.58	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	34.31	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	34.99	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	35.54	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	41.54	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	45.47	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	50.24	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	50.63	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	53.80	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	15.99	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	61.95	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	60.50	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	10.93	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	-12.99	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	5.29	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	5.99	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	8.84	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	17.98	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	10.48	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	10.49	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	11.39	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	95.81	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	15.79	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	71.25	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	11.60	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	12.22	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	12.99	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	13.49	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	13.64	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	14.79	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	14.84	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	10.59	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	210.68	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	92.57	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	75.56	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	499.50	8/20/2020	10-1110-410-00-71-100-13



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
		10-1110-410-00-71-100-13	Inst Supplies Leggee	245.46	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	186.60	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	159.88	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	124.54	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	111.21	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	111.00	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	106.89	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	84.89	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	94.55	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	80.02	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	89.31	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	87.69	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	87.28	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	81.18	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	97.28	8/20/2020	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	631.96	8/20/2020	10-1110-410-00-71-100-13
		10-2410-410-00-71-100-13	Office Supplies Leggee	85.07	8/20/2020	10-2410-410-00-71-100-13
			<b>Total</b>	<u>\$4,396.21</u>		
0020210399	BMO Mastercard					
		10-1120-410-00-74-210-13	Inst Supplies Heineman	-28.99	8/20/2020	10-1120-410-00-74-210-13
		10-2410-410-00-74-210-13	Office Supplies Heineman	-26.99	8/20/2020	10-2410-410-00-74-210-13
			<b>Total</b>	<u>(\$55.98)</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210400	BMO Mastercard					
		10-1110-410-00-74-150-13	Inst Supplies Conley	171.29	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	148.28	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	20.96	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	199.59	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	21.63	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	7.39	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	179.62	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	187.24	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	199.48	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	303.00	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	59.14	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	436.32	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	195.36	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	89.20	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	440.50	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	124.70	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	144.59	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	144.16	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	137.93	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	100.84	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	124.32	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	62.84	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	88.98	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	74.85	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	74.73	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	73.75	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	72.31	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	66.09	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	130.47	8/20/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	237.18	8/20/2020	10-1110-410-00-74-150-13
			<b>Total</b>	\$4,316.74		
0020210401	BMO Mastercard					
		10-2210-410-97-79-600-14	All Children Supplies	107.19	8/20/2020	10-2210-410-97-79-600-14
		10-2210-410-97-79-600-14	All Children Supplies	12.84	8/20/2020	10-2210-410-97-79-600-14
			<b>Total</b>	\$120.03		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210402	BMO Mastercard	20-2542-410-00-79	Supplies B & G	2,418.40	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	331.39	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	88.81	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	48.05	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	22.99	8/20/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	6.99	8/20/2020	20-2542-410-00-79
					<b>Total</b>	<u>\$2,916.63</u>
0020210403	BMO Mastercard	10-1120-410-00-72-220-13	Inst Supplies Marlowe	56.00	8/20/2020	10-1120-410-00-72-220-13
		10-1120-410-00-72-220-13	Inst Supplies Marlowe	14.99	8/20/2020	10-1120-410-00-72-220-13
		10-1120-410-00-72-220-13	Inst Supplies Marlowe	293.90	8/20/2020	10-1120-410-00-72-220-13
					<b>Total</b>	<u>\$364.89</u>
0020210404	BMO Mastercard	10-158	Activity Funds	69.18	8/20/2020	10-158
		10-158	Activity Funds	68.68	8/20/2020	10-158
		10-158	Activity Funds	576.30	8/20/2020	10-158
		10-158	Activity Funds	138.60	8/20/2020	10-158
		10-158	Activity Funds	68.81	8/20/2020	10-158
		10-158	Activity Funds	64.35	8/20/2020	10-158
		10-158	Activity Funds	48.72	8/20/2020	10-158
		10-158	Activity Funds	67.44	8/20/2020	10-158
		10-158	Activity Funds	95.00	8/20/2020	10-158
					<b>Total</b>	<u>\$1,197.08</u>



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210405	BMO Mastercard	10-1110-323-00-72-110-13	Repairs & Maintenance Chesak	86.95	8/20/2020	10-1110-323-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	14.99	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	96.43	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	54.55	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	2.27	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	6.92	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	45.27	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	43.87	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	33.18	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	29.58	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	26.74	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	23.83	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	17.54	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	12.77	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	11.99	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	7.95	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	9.49	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	10.35	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	132.09	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	11.39	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	27.77	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	19.97	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	162.72	8/20/2020	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak	24.69	8/20/2020	10-1110-410-00-72-110-13
		10-2220-490-00-72-110-13	Media Center AV Chesak	296.90	8/20/2020	10-2220-490-00-72-110-13
		10-2220-490-00-72-110-13	Media Center AV Chesak	39.99	8/20/2020	10-2220-490-00-72-110-13
		10-2410-410-00-72-110-13	Office Supplies Chesak	191.90	8/20/2020	10-2410-410-00-72-110-13
<b>Total</b>				<u>\$1,442.09</u>		
0020210406	BMO Mastercard	10-2642-410-00-74-500-14	Supplies Human Res	2.65	8/20/2020	10-2642-410-00-74-500-14
				<b>Total</b>		
0020210335	Bobbys Shoe Store	20-2542-410-00-79	Supplies B & G	178.00	8/17/2020	20-2542-410-00-79
				<b>Total</b>		
0020210412	Brightlines Paper	10-1200-410-92-79-600-14	IDEA Instructional Supplies	185.40	8/20/2020	10-1200-410-92-79-600-14
				<b>Total</b>		



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0020210458	Camelot Schools LLC	10-4220-670-00-79-600-14	Sp Ed Private Tuition	3,591.40	8/24/2020	10-4220-670-00-79-600-14
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	3,950.54	8/24/2020	10-4220-670-00-79-600-14
		<b>Total</b>			<u>\$7,541.94</u>	
0020210347	CDW Government	10-2660-410-00-79-600-14	Supplies Tech	1,598.00	8/17/2020	10-2660-410-00-79-600-14
		<b>Total</b>			<u>\$1,598.00</u>	
0020210348	CDW Government	10-2660-410-00-79-600-14	Supplies Tech	371.40	8/17/2020	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	10.56	8/17/2020	10-2660-410-00-79-600-14
		10-2660-470-00-79-600-14	Software Technology	250.00	8/17/2020	10-2660-470-00-79-600-14
		10-2660-490-00-79-600-14	Inventoriable Equipment Tech	2,184.40	8/17/2020	10-2660-490-00-79-600-14
		<b>Total</b>			<u>\$2,816.36</u>	
0020210372	CDW Government	10-2660-319-61-79-600-14	Software Maintenance	249.00	8/19/2020	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	179.00	8/19/2020	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	17.13	8/19/2020	10-2660-319-61-79-600-14
		10-2660-490-00-79-600-14	Inventoriable Equipment Tech	790.00	8/19/2020	10-2660-490-00-79-600-14
		<b>Total</b>			<u>\$1,235.13</u>	
0020210413	CDW Government	10-1200-410-92-79-600-14	IDEA Instructional Supplies	5,934.00	8/20/2020	10-1200-410-92-79-600-14
		<b>Total</b>			<u>\$5,934.00</u>	
0020210444	CDW Government	10-2660-410-00-79-600-14	Supplies Tech	174.61	8/21/2020	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	43,775.00	8/21/2020	10-2660-410-00-79-600-14
		<b>Total</b>			<u>\$43,949.61</u>	
0020210470	CDW Government	20-2540-410-00-79	Office Supplies B & G	220.56	8/25/2020	20-2540-410-00-79
		<b>Total</b>			<u>\$220.56</u>	
0020210344	Champion Paving Corp	20-2543-323-00-79	Repairs-Grounds	3,200.00	8/17/2020	20-2543-323-00-79
		20-2543-323-00-79	Repairs-Grounds	4,000.00	8/17/2020	20-2543-323-00-79
		<b>Total</b>			<u>\$7,200.00</u>	
0020210414	ChildsWork ChildsPlay	10-2110-410-92-79-605-14	IDEA Social Work Supplies	84.90	8/20/2020	10-2110-410-92-79-605-14
		<b>Total</b>			<u>\$84.90</u>	
0020210415	ChildsWork ChildsPlay	10-2110-410-92-79-605-14	IDEA Social Work Supplies	224.94	8/20/2020	10-2110-410-92-79-605-14
		<b>Total</b>			<u>\$224.94</u>	



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210474	Clementi, Kimberly	10-2410-490-00-71-300-13	HS Staff Recognition	1,038.00	8/25/2020	10-2410-490-00-71-300-13
			<b>Total</b>	<u>\$1,038.00</u>		
0020210457	Control Technology & Solutions LLC	20-2542-323-00-79	Repairs & Maint Buildings	3,444.00	8/24/2020	20-2542-323-00-79
			<b>Total</b>	<u>\$3,444.00</u>		
0020210416	CPI (Crisis Prevention Institute, Inc.)	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	7,285.00	8/20/2020	10-2210-314-92-79-605-14
			<b>Total</b>	<u>\$7,285.00</u>		
0020210417	Crick Software	10-1200-310-92-79-600-14	IDEA General Purchased Service	5,000.00	8/20/2020	10-1200-310-92-79-600-14
			<b>Total</b>	<u>\$5,000.00</u>		
0020210345	Curriculum Associates LLC	10-1110-410-00-74-150-13	Inst Supplies Conley	33.40	8/17/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley	278.25	8/17/2020	10-1110-410-00-74-150-13
			<b>Total</b>	<u>\$311.65</u>		
0020210363	Dreisilker Electric Motors Inc	20-2542-323-00-79	Repairs & Maint Buildings	65.00	8/18/2020	20-2542-323-00-79
			<b>Total</b>	<u>\$65.00</u>		
0020210454	EDpuzzle Inc	10-1120-410-00-74-210-13	Inst Supplies Heineman	1,000.00	8/21/2020	10-1120-410-00-74-210-13
			<b>Total</b>	<u>\$1,000.00</u>		
0020210333	Engler Callaway Baasten & Sraga	10-2310-318-00-74-500-14	Legal Board	4,370.00	8/17/2020	10-2310-318-00-74-500-14
			<b>Total</b>	<u>\$4,370.00</u>		
0020210418	Enome Inc (Goalbook)	10-1200-310-92-79-600-14	IDEA General Purchased Service	24,692.50	8/20/2020	10-1200-310-92-79-600-14
			<b>Total</b>	<u>\$24,692.50</u>		
0020210434	EPS School Specialty Intervention	10-1200-310-66-71-300-13	STEP Purchased Services	465.06	8/20/2020	10-1200-310-66-71-300-13
			<b>Total</b>	<u>\$465.06</u>		
0020210343	Erin Reed Photography	10-2190-410-00-71-300-12	Graduation Supplies HHS	1,500.00	8/17/2020	10-2190-410-00-71-300-12
			<b>Total</b>	<u>\$1,500.00</u>		
0020210419	Everyday Speech LLC	10-1200-310-92-79-600-14	IDEA General Purchased Service	3,359.86	8/20/2020	10-1200-310-92-79-600-14
			<b>Total</b>	<u>\$3,359.86</u>		



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0020210453	Follett School Solutions Inc	10-1100-423-00-74-500-14	New Adoption	4.81	8/21/2020	10-1100-423-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption	10.17	8/21/2020	10-1100-423-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption	411.60	8/21/2020	10-1100-423-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption	557.46	8/21/2020	10-1100-423-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption	7.13	8/21/2020	10-1100-423-00-74-500-14
		<b>Total</b>		<u>\$991.17</u>		
0020210464	Fruhauff, Jason	60-1920	Contributions/Donations Gnl	2,582.78	8/25/2020	60-1920
				<b>Total</b>	<u>\$2,582.78</u>	
0020210420	Fun and Function	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	272.26	8/20/2020	10-2130-410-92-79-605-14
				<b>Total</b>	<u>\$272.26</u>	
0020210421	Fun and Function	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	110.71	8/20/2020	10-2130-410-92-79-605-14
				<b>Total</b>	<u>\$110.71</u>	
0020210477	GraybaR Electric Co Inc	20-2542-410-00-79	Supplies B & G	201.93	8/25/2020	20-2542-410-00-79
				<b>Total</b>	<u>\$201.93</u>	
0020210407	Holian Insulation Co Inc	20-2542-323-00-79	Repairs & Maint Buildings	1,032.63	8/20/2020	20-2542-323-00-79
				<b>Total</b>	<u>\$1,032.63</u>	
0020210422	I know it	10-1200-310-92-79-600-14	IDEA General Purchased Service	150.00	8/20/2020	10-1200-310-92-79-600-14
				<b>Total</b>	<u>\$150.00</u>	
0020210342	Illinois ASCD	10-1130-410-00-71-300-13	Inst Supplies HS	106.85	8/17/2020	10-1130-410-00-71-300-13
				<b>Total</b>	<u>\$106.85</u>	
0020210349	Imagine Learning Inc	10-2213-310-00-79-600-14	Special Svcs Pur Svc	21,000.00	8/17/2020	10-2213-310-00-79-600-14
				<b>Total</b>	<u>\$21,000.00</u>	
0020210331	IPO/DBA Cardinal Office Supply	40-2550-410-00-79	Office Supplies	77.88	8/17/2020	40-2550-410-00-79
				<b>Total</b>	<u>\$77.88</u>	
0020210332	IPO/DBA Cardinal Office Supply	40-2550-410-00-79	Office Supplies	513.47	8/17/2020	40-2550-410-00-79
				<b>Total</b>	<u>\$513.47</u>	



# Huntley Community School District #158

## Purchase Orders Report

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210364	Jensens Plumbing & Heating Inc	20-2542-323-00-79	Repairs & Maint Buildings	1,672.50	8/18/2020	20-2542-323-00-79
			<b>Total</b>	<u>\$1,672.50</u>		
0020210423	Lakeshore Learning Materials	10-1200-410-92-79-600-14	IDEA Instructional Supplies	425.60	8/20/2020	10-1200-410-92-79-600-14
			<b>Total</b>	<u>\$425.60</u>		
0020210460	LRP Publication	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	5,819.00	8/24/2020	10-2210-314-92-79-605-14
			<b>Total</b>	<u>\$5,819.00</u>		
0020210468	Malcor Roofing of Illinois	20-2542-329-00-79	Buildings - Small Projects	1,717.73	8/25/2020	20-2542-329-00-79
			<b>Total</b>	<u>\$1,717.73</u>		
0020210424	McGraw Hill School Education	10-1200-310-66-71-300-13	STEP Purchased Services	525.00	8/20/2020	10-1200-310-66-71-300-13
			<b>Total</b>	<u>\$525.00</u>		
0020210425	McGraw Hill School Education	10-1200-410-92-79-600-14	IDEA Instructional Supplies	411.84	8/20/2020	10-1200-410-92-79-600-14
			<b>Total</b>	<u>\$411.84</u>		
0020210426	MHS Inc	10-2140-310-92-79-600-14	IDEA Psychological Services	212.50	8/20/2020	10-2140-310-92-79-600-14
			<b>Total</b>	<u>\$212.50</u>		
0020210427	NASP Membership	10-2210-640-92-79-605-14	IDEA Other Objects	880.00	8/20/2020	10-2210-640-92-79-605-14
			<b>Total</b>	<u>\$880.00</u>		
0020210408	NCS Pearson Inc.	10-2140-410-92-79-605-14	IDEA Psychological Supplies	476.23	8/20/2020	10-2140-410-92-79-605-14
			<b>Total</b>	<u>\$476.23</u>		
0020210431	NCS Pearson Inc.	10-2140-310-92-79-600-14	IDEA Psychological Services	16,515.00	8/20/2020	10-2140-310-92-79-600-14
			<b>Total</b>	<u>\$16,515.00</u>		
0020210432	NCS Pearson Inc.	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	460.04	8/20/2020	10-2150-410-92-79-605-14
			<b>Total</b>	<u>\$460.04</u>		
0020210433	NCS Pearson Inc.	10-2140-410-92-79-605-14	IDEA Psychological Supplies	176.00	8/20/2020	10-2140-410-92-79-605-14
			<b>Total</b>	<u>\$176.00</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210369	Neuco	20-2542-410-00-79	Supplies B & G	1,655.10	8/19/2020	20-2542-410-00-79
			<b>Total</b>	<u>\$1,655.10</u>		
0020210447	Neuco	20-2542-410-00-79	Supplies B & G	2,068.13	8/21/2020	20-2542-410-00-79
			<b>Total</b>	<u>\$2,068.13</u>		
0020210448	North American Corporation	20-2542-323-00-79	Repairs & Maint Buildings	1,250.00	8/21/2020	20-2542-323-00-79
			<b>Total</b>	<u>\$1,250.00</u>		
0020210340	Northwestern Memorial HealthCare	10-1500-410-70-71-300-13	Extra-Curricular HS	16,000.00	8/17/2020	10-1500-410-70-71-300-13
			<b>Total</b>	<u>\$16,000.00</u>		
0020210336	Otis Elevator Company	20-2542-323-00-79	Repairs & Maint Buildings	356.25	8/17/2020	20-2542-323-00-79
			<b>Total</b>	<u>\$356.25</u>		
0020210456	Partnering for Prevention LLC	10-1130-390-00-71-300-13	Consulting HS	2,050.00	8/21/2020	10-1130-390-00-71-300-13
			<b>Total</b>	<u>\$2,050.00</u>		
0020210428	Phonak Inc	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	101.25	8/20/2020	10-2150-310-92-79-600-14
			<b>Total</b>	<u>\$101.25</u>		
0020210365	PlumbMaster Inc	20-2542-410-00-79	Supplies B & G	402.14	8/18/2020	20-2542-410-00-79
			<b>Total</b>	<u>\$402.14</u>		
0020210452	Pro Com Systems Inc	20-2542-410-00-79	Supplies B & G	2,515.60	8/21/2020	20-2542-410-00-79
			<b>Total</b>	<u>\$2,515.60</u>		
0020210429	Pro Ed Inc	10-1200-310-92-79-600-14	IDEA General Purchased Service	1,700.00	8/20/2020	10-1200-310-92-79-600-14
			<b>Total</b>	<u>\$1,700.00</u>		
0020210450	Project Lead the Way	10-1130-410-67-71-300-13	PLTW Supplies	48.75	8/21/2020	10-1130-410-67-71-300-13
			<b>Total</b>	<u>\$48.75</u>		
0020210346	Renaissance	10-1110-410-00-74-150-13	Inst Supplies Conley	2,499.00	8/17/2020	10-1110-410-00-74-150-13
			<b>Total</b>	<u>\$2,499.00</u>		



# Huntley Community School District #158

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210337	Ridgeview Electric Inc	60-2530-531-00-71-300	HS Fine Arts Expansion Construction	3,623.00	8/17/2020	60-2530-531-00-71-300
			<b>Total</b>	<u>\$3,623.00</u>		
0020210430	Riverside Insights	10-2140-410-92-79-605-14	IDEA Psychological Supplies	434.65	8/20/2020	10-2140-410-92-79-605-14
			<b>Total</b>	<u>\$434.65</u>		
0020210366	Safeway Tuckpointing Co	20-2542-520-00-79	Building projects	1,550.00	8/18/2020	20-2542-520-00-79
			<b>Total</b>	<u>\$1,550.00</u>		
0020210463	Savvas Learning Co LLC	10-2213-410-00-79-600-14	Special Svcs Supplies	231.95	8/24/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	619.62	8/24/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	889.02	8/24/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	1,050.66	8/24/2020	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	754.32	8/24/2020	10-2213-410-00-79-600-14
			<b>Total</b>	<u>\$3,545.57</u>		
0020210475	Scholastic Inc	10-1110-410-00-74-150-13	Inst Supplies Conley	3,645.00	8/25/2020	10-1110-410-00-74-150-13
			<b>Total</b>	<u>\$3,645.00</u>		
0020210455	Scholastic Magazines	10-1120-410-00-74-210-13	Inst Supplies Heineman	3,828.55	8/21/2020	10-1120-410-00-74-210-13
			<b>Total</b>	<u>\$3,828.55</u>		
0020210350	School Health Corporation	10-2546-490-00-79-600-14	Security Officer Supplies	698.54	8/17/2020	10-2546-490-00-79-600-14
		10-2546-490-00-79-600-14	Security Officer Supplies	698.54	8/17/2020	10-2546-490-00-79-600-14
			<b>Total</b>	<u>\$1,397.08</u>		
0020210351	School Health Corporation	10-2546-490-00-79-600-14	Security Officer Supplies	351.48	8/17/2020	10-2546-490-00-79-600-14
			<b>Total</b>	<u>\$351.48</u>		
0020210352	School Health Corporation	10-2546-490-00-79-600-14	Security Officer Supplies	196.62	8/17/2020	10-2546-490-00-79-600-14
			<b>Total</b>	<u>\$196.62</u>		
0020210353	School Health Corporation	10-2546-490-00-79-600-14	Security Officer Supplies	610.60	8/17/2020	10-2546-490-00-79-600-14
			<b>Total</b>	<u>\$610.60</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020210354	School Health Corporation	10-2546-490-00-79-600-14	Security Officer Supplies	305.30	8/17/2020	10-2546-490-00-79-600-14
		10-2546-490-00-79-600-14	Security Officer Supplies	305.30	8/17/2020	10-2546-490-00-79-600-14
		<b>Total</b>			<u>\$610.60</u>	
0020210355	School Health Corporation	10-2546-490-00-79-600-14	Security Officer Supplies	305.30	8/17/2020	10-2546-490-00-79-600-14
		10-2546-490-00-79-600-14	Security Officer Supplies	305.30	8/17/2020	10-2546-490-00-79-600-14
		<b>Total</b>			<u>\$610.60</u>	
0020210356	School Health Corporation	10-2546-490-00-79-600-14	Security Officer Supplies	98.31	8/17/2020	10-2546-490-00-79-600-14
<b>Total</b>			<u>\$98.31</u>			
0020210357	School Health Corporation	10-2546-490-00-79-600-14	Security Officer Supplies	196.62	8/17/2020	10-2546-490-00-79-600-14
<b>Total</b>			<u>\$196.62</u>			
0020210358	School Health Corporation	10-2546-490-00-79-600-14	Security Officer Supplies	305.30	8/17/2020	10-2546-490-00-79-600-14
		10-2546-490-00-79-600-14	Security Officer Supplies	305.30	8/17/2020	10-2546-490-00-79-600-14
<b>Total</b>			<u>\$610.60</u>			
0020210338	Sherwin Williams Co	20-2542-410-00-79	Supplies B & G	837.50	8/17/2020	20-2542-410-00-79
<b>Total</b>			<u>\$837.50</u>			
0020210339	Sherwin Williams Co	20-2542-410-00-79	Supplies B & G	83.75	8/17/2020	20-2542-410-00-79
<b>Total</b>			<u>\$83.75</u>			
0020210367	SiteOne Landscape Supply	20-2543-410-00-79	Grounds Supplies	204.06	8/18/2020	20-2543-410-00-79
<b>Total</b>			<u>\$204.06</u>			
0020210435	Social Thinking	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	85.62	8/20/2020	10-2130-410-92-79-605-14
<b>Total</b>			<u>\$85.62</u>			
0020210436	Social Thinking	10-2110-410-92-79-605-14	IDEA Social Work Supplies	226.31	8/20/2020	10-2110-410-92-79-605-14
<b>Total</b>			<u>\$226.31</u>			
0020210371	Sprint	20-2540-340-00-79	Telephone - Districtwide	8,918.00	8/19/2020	20-2540-340-00-79
<b>Total</b>			<u>\$8,918.00</u>			



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0020210437	Stuttering Therapy Resources	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	297.49	8/20/2020	10-2150-410-92-79-605-14
			<b>Total</b>	<u>\$297.49</u>		
0020210438	Teacher Synergy LLC	10-1200-410-92-79-600-14	IDEA Instructional Supplies	89.90	8/20/2020	10-1200-410-92-79-600-14
			<b>Total</b>	<u>\$89.90</u>		
0020210439	Therapy Shoppe Inc	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	225.49	8/20/2020	10-2130-410-92-79-605-14
			<b>Total</b>	<u>\$225.49</u>		
0020210362	Thermosystems Building System	20-2542-323-00-79	Repairs & Maint Buildings	1,011.00	8/18/2020	20-2542-323-00-79
			<b>Total</b>	<u>\$1,011.00</u>		
0020210370	Thompson Elevator Inspection Service I	20-2542-390-00-79	Other Purchased Service	900.00	8/19/2020	20-2542-390-00-79
			<b>Total</b>	<u>\$900.00</u>		
0020210465	Thompson Elevator Inspection Service I	20-2542-390-00-79	Other Purchased Service	900.00	8/25/2020	20-2542-390-00-79
			<b>Total</b>	<u>\$900.00</u>		
0020210368	Trane	20-2543-323-00-79	Repairs-Grounds	3,686.00	8/18/2020	20-2543-323-00-79
			<b>Total</b>	<u>\$3,686.00</u>		
0020210472	Trane	20-2542-410-00-79	Supplies B & G	1,951.88	8/25/2020	20-2542-410-00-79
			<b>Total</b>	<u>\$1,951.88</u>		
0020210459	Transition Curriculum Inc	10-1200-310-66-71-300-13	STEP Purchased Services	3,000.00	8/24/2020	10-1200-310-66-71-300-13
			<b>Total</b>	<u>\$3,000.00</u>		
0020210451	US Bank	30-5900-690	Bond Service Charge	350.00	8/21/2020	30-5900-690
			<b>Total</b>	<u>\$350.00</u>		
0020210361	Vernier Software & Tech	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	4,080.00	8/18/2020	10-2212-310-00-79-505-14
			<b>Total</b>	<u>\$4,080.00</u>		
0020210473	Wallingford Sales Company	20-2542-410-00-79	Supplies B & G	79.96	8/25/2020	20-2542-410-00-79
			<b>Total</b>	<u>\$79.96</u>		



# Huntley Community School District #158

## Purchase Orders Report

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0020210478	Wallingford Sales Company	20-2542-410-00-79	Supplies B & G	489.27	8/25/2020	20-2542-410-00-79
			<b>Total</b>	<u>489.27</u>		
0020210440	Whole Person Associates Inc	10-2110-410-92-79-605-14	IDEA Social Work Supplies	139.75	8/20/2020	10-2110-410-92-79-605-14
			<b>Total</b>	<u>139.75</u>		
0020210441	Whole Person Associates Inc	10-2110-410-92-79-605-14	IDEA Social Work Supplies	209.50	8/20/2020	10-2110-410-92-79-605-14
			<b>Total</b>	<u>209.50</u>		
0020210442	Wieser Educational	10-1200-410-92-79-600-14	IDEA Instructional Supplies	1,413.17	8/20/2020	10-1200-410-92-79-600-14
			<b>Total</b>	<u>1,413.17</u>		
0020210443	WPS	10-2140-410-92-79-605-14	IDEA Psychological Supplies	68.20	8/20/2020	10-2140-410-92-79-605-14
			<b>Total</b>	<u>68.20</u>		
0020210360	Zoo Fans Inc	20-2542-410-00-79	Supplies B & G	199.38	8/18/2020	20-2542-410-00-79
			<b>Total</b>	<u>199.38</u>		
			<b>Total</b>	<u><u>406,763.44</u></u>		



# Huntley Community School District 158

650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • www.district158.org

To: Board of Education and Administration  
From: Mark Altmayer, Chief Financial Officer  
Date: September 3, 2020  
Subject: **Imprest Checks Issue**  
Committee of the Whole Meeting, September 3, 2020  
Finance Committee

The following is an executive summary of the attached report titled “Imprest Checks Issued” which is a listing of payments made as of August 27, 2020 for which the Board had not previously approved purchase orders. Therefore Administration is requesting Board Approval acknowledging the issuance of payment:

Education Fund	\$	21,320.66
Operations & Maintenance Fund		63,389.31
Debt Service Fund		0.00
Transporation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>84,709.97</u>

## RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Imprest Checks Issued Report at the September 17, 2020 Regular Board meeting.



# Huntley Community School District 158

## Imprest Checks Issued

As of: 08/27/2020

Printed: 08/27/2020

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
<b>Arneson, Theresa</b>			
	Student Food Svc - Chesak	13.40	10-1611-115
		<u>\$13.40</u>	
<b>Bergren, Elizabeth</b>			
	Student Food Svc - Martin	11.00	10-1611-125
		<u>\$11.00</u>	
<b>Bickhead, Lisa</b>			
	Student Food Svc - Martin	5.70	10-1611-125
		<u>\$5.70</u>	
<b>Borkowski, Tausha</b>			
	Student Food Svc - Martin	45.45	10-1611-125
		<u>\$45.45</u>	
<b>Brockmeyer, Elizabeth</b>			
	Student Food Svc - Leggee	21.15	10-1611-105
	Student Food Svc - Leggee	17.60	10-1611-105
	Student Food Svc - Leggee	4.30	10-1611-105
		<u>\$43.05</u>	
<b>Camphouse, Jessica</b>			
	Student Food Svc - Martin	7.75	10-1611-125
		<u>\$7.75</u>	
<b>Capezzuto, Daniel</b>			
	Student Food Svc - Martin	5.55	10-1611-125
	Student Food Svc - Martin	6.90	10-1611-125
		<u>\$12.45</u>	
<b>ComEd</b>			
	Electric	16,112.80	20-2540-466-00-79
	Electric	23,482.22	20-2540-466-00-79
	Electric	20,021.05	20-2540-466-00-79
		<u>\$59,616.07</u>	
<b>CPI (Crisis Prevention Institute, Inc.)</b>			
	IDEA Impr of Instr-Staff Dev	150.00	10-2210-314-92-79-605-14
		<u>\$150.00</u>	
<b>Finnerty, Amy</b>			
	Student Food Svc - HS	28.20	10-1611-305
		<u>\$28.20</u>	
<b>Fletcher, Jodie</b>			
	Student Food Svc - Leggee	18.80	10-1611-105
		<u>\$18.80</u>	
<b>Frye, Rachel</b>			
	Student Food Svc - Leggee	8.00	10-1611-105
		<u>\$8.00</u>	
<b>Hagood, Amanda</b>			
	Student Food Svc - Leggee	44.10	10-1611-105
		<u>\$44.10</u>	
<b>Hefner, Kara</b>			
	Student Food Svc - Marlowe	11.80	10-1611-225
	Student Food Svc - Martin	3.60	10-1611-125
		<u>\$15.40</u>	



# Huntley Community School District 158

## Imprest Checks Issued

As of: 08/27/2020

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
<b>Jaiyesimi, Olumide</b>			
	Student Food Svc - Mackeben	14.40	10-1611-145
		<u>\$14.40</u>	
<b>Jones, Heather</b>			
	Student Food Svc - Mackeben	17.50	10-1611-145
		<u>\$17.50</u>	
<b>Kalemba, Kristen</b>			
	Student Food Svc - Martin	28.30	10-1611-125
	Student Food Svc - Marlowe	21.85	10-1611-225
		<u>\$50.15</u>	
<b>Kirchman, Mary Jo</b>			
	Student Food Svc - HS	7.55	10-1611-305
	Student Food Svc - HS	6.20	10-1611-305
		<u>\$13.75</u>	
<b>Kuhlman, Andrew &amp; Danielle</b>			
	Student Food Svc - Heineman	29.95	10-1611-215
		<u>\$29.95</u>	
<b>Lee, Amy</b>			
	Student Food Svc - HS	33.50	10-1611-305
		<u>\$33.50</u>	
<b>Mason, Michelle</b>			
	Student Food Svc - Marlowe	17.10	10-1611-225
	Student Food Svc - Marlowe	8.65	10-1611-225
		<u>\$25.75</u>	
<b>Michel, Kathleen</b>			
	AP Payroll Net Checks	546.28	10-475
		<u>\$546.28</u>	
<b>Mikolas, Christine</b>			
	STEP Purchased Services	49.20	10-1200-310-66-71-300-13
		<u>\$49.20</u>	
<b>Miller, Kyle</b>			
	Student Food Svc - Leggee	20.95	10-1611-105
	Student Food Svc - Leggee	5.30	10-1611-105
	Student Food Svc - Leggee	13.20	10-1611-105
		<u>\$39.45</u>	
<b>Miranda, Amy</b>			
	Student Food Svc - HS	8.80	10-1611-305
		<u>\$8.80</u>	
<b>Mullany, Nicole</b>			
	Student Food Svc - Marlowe	10.05	10-1611-225
		<u>\$10.05</u>	
<b>Ossler, Juliann</b>			
	AP Payroll Net Checks	81.01	10-475
		<u>\$81.01</u>	
<b>Overheul, Kathi</b>			
	Student Food Svc - Martin	16.20	10-1611-125
		<u>\$16.20</u>	
<b>Palmer, Nancy</b>			



# Huntley Community School District 158

## Imprest Checks Issued

As of: 08/27/2020

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Vendor Name	Description	Amount	State Account Number
<b>P.O. Number</b>	<b>Description</b>		
	AP Payroll Net Checks	592.16	10-475
		<u>\$592.16</u>	
<b>Petty, Heidi</b>			
	Student Food Svc - Heineman	13.35	10-1611-215
		<u>\$13.35</u>	
<b>Pfister, Kristen</b>			
	Student Food Svc - Chesak	27.00	10-1611-115
		<u>\$27.00</u>	
<b>Reyes, Diana</b>			
	Student Food Svc - HS	15.85	10-1611-305
		<u>\$15.85</u>	
<b>Rieke Office Furniture</b>			
0020210269	Security Officer Supplies	19,140.00	10-2546-490-00-79-600-14
		<u>\$19,140.00</u>	
<b>Schoeberlein, Nicole</b>			
	Student Food Svc - Leggee	12.20	10-1611-105
	Student Food Svc - Leggee	10.00	10-1611-105
	Student Food Svc - Leggee	11.80	10-1611-105
		<u>\$34.00</u>	
<b>United Way of McHenry Co</b>			
	United Way Payable	13.43	10-498
	United Way Payable	13.43	10-498
		<u>\$26.86</u>	
<b>Vander Hoek, Claudia</b>			
	Student Food Svc - Heineman	48.85	10-1611-215
		<u>\$48.85</u>	
<b>Village of Algonquin</b>			
	Water/Sewer	156.85	20-2540-370-00-79
	Water/Sewer	103.45	20-2540-370-00-79
	Water/Sewer	183.55	20-2540-370-00-79
	Water/Sewer	544.00	20-2540-370-00-79
	Water/Sewer	10.00	20-2540-370-00-79
	Water/Sewer	(310.40)	20-2540-370-00-79
	Water/Sewer	757.60	20-2540-370-00-79
	Water/Sewer	170.20	20-2540-370-00-79
	Water/Sewer	891.10	20-2540-370-00-79
	Water/Sewer	156.85	20-2540-370-00-79
		<u>\$2,663.20</u>	
<b>Village of Huntley</b>			
	Water/Sewer	148.92	20-2540-370-00-79
	Water/Sewer	148.92	20-2540-370-00-79
	Water/Sewer	506.20	20-2540-370-00-79
	Water/Sewer	84.50	20-2540-370-00-79
	Water/Sewer	140.50	20-2540-370-00-79
	Water/Sewer	81.00	20-2540-370-00-79
		<u>\$1,110.04</u>	
<b>Yedida, Srinivas</b>			
	Student Food Svc - Chesak	15.75	10-1611-115
		<u>\$15.75</u>	
<b>Zadorozny, Valentina</b>			
	Student Food Svc - Heineman	67.55	10-1611-215



# Huntley Community School District 158

## Imprest Checks Issued

As of: 08/27/2020

Printed: 08/27/2020

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
		\$67.55	
	Report Total	\$84,709.97	



# Huntley Community School District 158

650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • www.district158.org

To: Board of Education and Administration  
From: Mark Altmayer, Chief Financial Officer  
Date: September 3, 2020  
Subject: **Accounts Payable Report**  
Committee of the Whole Meeting, September 3, 2020  
Finance Committee

The following is an executive summary of the attached report titled "Accounts Payable" which is a listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration is requesting Board Approval to issue payment:

Education Fund	\$	93.99
Operations & Maintenance Fund		0.00
Debt Service Fund		0.00
Transporation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>93.99</u>

At this time there is no Supplemental Accounts Payable Report for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled "Accounts Payable" which will include an additional listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration will request Board Approval to issue payment.

### RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Accounts Payable Report at the September 17, 2020 Regular Board meeting.



# Huntley Community School District #158 Accounts Payable Report

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Vendor Name	A.S.N.	Description	Amount	State Account Number
Molda, Erika	10-2560-410-00-71-300-13	Cafe Supplies HS	64.99	10-2560-410-00-71-300-13
		<b>Total</b>	<u>\$64.99</u>	
Walsh, Tracy	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	29.00	10-2212-310-00-79-505-14
		<b>Total</b>	<u>\$29.00</u>	
		<b>Total</b>	<u><u>\$93.99</u></u>	



# Huntley Community School District 158

650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: September 3, 2020

Subject: **Disbursements Issued**  
Committee of the Whole Meeting, September 3, 2020  
Finance Committee

The following is an executive summary of the attached report titled “Disbursements Issued” which is a listing of disbursements issued from July 30, 2020 to August 27, 2020.

Education Fund	\$ 2,398,345.36
Operations & Maintenance Fund	1,098,311.55
Debt Service Fund	0.00
Transportation Fund	419,060.11
Municipal Retirement and Social Security Fund	154,341.35
Capital Projects Fund	186,057.70
Working Cash Fund	0.00
Fire Prevention and Safety Fund	0.00
Total	<u>\$ 4,256,116.07</u>

## RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Disbursements Issued Report at the September 17, 2020 Regular Board meeting.



# Huntley Community School District #158

## Disbursements Issued

### From July 30, 2020 to August 27, 2020

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
1ST Ayd Corporation							
	53877	7/31/2020	40-2554-410-00-79	Fleet Supplies	84.75	0021070677	40-2554-410-00-79
	54038	8/21/2020	40-2554-410-00-79	Fleet Supplies	3,181.60	0020210146	40-2554-410-00-79
	54038	8/21/2020	40-2554-410-00-79	Fleet Supplies	470.00	0020210208	40-2554-410-00-79
				<b>Total</b>	<u>\$3,736.35</u>		
ABM Industry Groups LLC							
	53878	7/31/2020	20-2542-310-00-79	Custodial Contract Service	89,600.00	0021070207	20-2542-310-00-79
	53960	8/14/2020	20-2542-410-00-79	Supplies B & G	780.00	0020203370	20-2542-410-00-79
				<b>Total</b>	<u>\$90,380.00</u>		
Academic Therapy Publications							
	54039	8/21/2020	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	45.00	0020210112	10-2150-410-92-79-605-14
				<b>Total</b>	<u>\$45.00</u>		
ACR Inc							
	54040	8/21/2020	20-2549-323-00-74-600	Insurance Claim Repair	2,500.00	0020210175	20-2549-323-00-74-600
				<b>Total</b>	<u>\$2,500.00</u>		
ADP LLC							
	53879	7/31/2020	10-1100-220-00-79-600-14	Regular Programs Insurance	1,846.90	0021070337	10-1100-220-00-79-600-14
	53879	7/31/2020	10-2520-310-00-74-500-14	Prof & Tech Fiscal	13,058.43	0021070437	10-2520-310-00-74-500-14
	53961	8/14/2020	10-2520-310-00-74-500-14	Prof & Tech Fiscal	3,780.72	0021070437	10-2520-310-00-74-500-14
				<b>Total</b>	<u>\$18,686.05</u>		
Advance Auto Parts							
	52673	8/10/2020	40-2554-410-00-79	Fleet Supplies	-419.70	0020030717	40-2554-410-00-79
	53962	8/14/2020	40-2554-410-00-79	Fleet Supplies	419.70	0020030717	40-2554-410-00-79
	53962	8/14/2020	40-2554-410-00-79	Fleet Supplies	117.54	0021070717	40-2554-410-00-79
				<b>Total</b>	<u>\$117.54</u>		
Advanced Fitness Designs LLC							
	54041	8/21/2020	10-1100-421-00-74-500-14	Materials K-12	765.00	0020210137	10-1100-421-00-74-500-14
				<b>Total</b>	<u>\$765.00</u>		
Advantage Mechanical Inc							
	53963	8/14/2020	20-2542-390-00-79	Other Purchased Service	4,629.32	0021070317	20-2542-390-00-79
	54042	8/21/2020	20-2542-323-00-79	Repairs & Maint Buildings	1,718.00	0021080027	20-2542-323-00-79
	54042	8/21/2020	20-2542-390-00-79	Other Purchased Service	4,629.32	0021080317	20-2542-390-00-79
				<b>Total</b>	<u>\$10,976.64</u>		



# Huntley Community School District #158

## Disbursements Issued

### From July 30, 2020 to August 27, 2020

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
AFLAC Group							
	53927	8/7/2020	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	3,487.20	0020040427	10-2310-220-00-79-600-14
	53927	8/7/2020	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	3,474.27		10-2310-220-00-79-600-14
	53927	8/7/2020	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	3,498.56	0020060427	10-2310-220-00-79-600-14
	53927	8/7/2020	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	3,544.29	0021070427	10-2310-220-00-79-600-14
	53927	8/7/2020	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	3,487.20	0020050427	10-2310-220-00-79-600-14
<b>Total</b>					<u>\$17,491.52</u>		
Airgas USA LLC							
	53964	8/14/2020	20-2542-410-00-79	Supplies B & G	260.06	0021070237	20-2542-410-00-79
<b>Total</b>					<u>\$260.06</u>		
Albourn & Associates LLC							
	54043	8/21/2020	10-2213-310-00-79-600-14	Special Svcs Pur Svc	1,320.64	0020210256	10-2213-310-00-79-600-14
<b>Total</b>					<u>\$1,320.64</u>		
Alexander Leigh Center for Autism							
	53928	8/7/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition	28,459.92	0021071617	10-4220-670-00-79-600-14
	53959	8/7/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,400.00		10-4220-670-00-79-600-14
<b>Total</b>					<u>\$30,859.92</u>		
Amaro, David							
	53880	7/31/2020	10-1611-305	Student Food Svc - HS	25.50		10-1611-305
<b>Total</b>					<u>\$25.50</u>		
American Reading Company							
	54044	8/21/2020	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	1,000.00	0020210227	10-2210-390-82-79-605-14
<b>Total</b>					<u>\$1,000.00</u>		
Anderson Lock Co Inc							
	54045	8/21/2020	20-2542-410-00-79	Supplies B & G	49.30	0021080087	20-2542-410-00-79
<b>Total</b>					<u>\$49.30</u>		
Archambeau, Laura							
	54046	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	674.00		10-2310-230-00-74-500-14
<b>Total</b>					<u>\$674.00</u>		
Arneson, Theresa							
	53965	8/14/2020	10-1611-115	Student Food Svc - Chesak	13.40		10-1611-115
<b>Total</b>					<u>\$13.40</u>		
Arrow Road Construction							
	53881	7/31/2020	20-2543-530-00-79	Improvements not Buildings	536,428.49	0020202967	20-2543-530-00-79
<b>Total</b>					<u>\$536,428.49</u>		



# Huntley Community School District #158

## Disbursements Issued

### From July 30, 2020 to August 27, 2020

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
Artlow Systems, Inc	53882	7/31/2020	20-2542-323-00-79	Repairs & Maint Buildings	4,195.00	0020203419	20-2542-323-00-79
	53882	7/31/2020	20-2549-323-00-74-600	Insurance Claim Repair	11,305.00	0020203355	20-2549-323-00-74-600
					<b>Total</b>	<u>\$15,500.00</u>	
Ary, Todd	54047	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00		10-2310-230-00-74-500-14
					<b>Total</b>	<u>\$375.00</u>	
ASCD Membership	54048	8/21/2020	10-2323-640-00-74-500-14	Dues & Fees Curr & Inst	49.00	0020210138	10-2323-640-00-74-500-14
	54048	8/21/2020	10-2323-640-00-74-500-14	Dues & Fees Curr & Inst	239.00	0020210025	10-2323-640-00-74-500-14
					<b>Total</b>	<u>\$288.00</u>	
AT&T	53883	7/31/2020	20-2540-340-00-79	Telephone - Districtwide	6,339.63	0021070327	20-2540-340-00-79
					<b>Total</b>	<u>\$6,339.63</u>	
Auto Tech Centers Inc	54049	8/21/2020	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	33.95	0020210184	10-1700-323-21-71-300-13
	54049	8/21/2020	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	27.95	0020210299	20-2545-323-00-79-600-14
	54049	8/21/2020	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	19.95	0020210192	20-2545-323-00-79-600-14
	54049	8/21/2020	40-2550-323-00-79	Repairs and Maintenance	286.90	0020210320	40-2550-323-00-79
					<b>Total</b>	<u>\$368.75</u>	
Baltzersen, Tricia	54050	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	764.00		10-2310-230-00-74-500-14
					<b>Total</b>	<u>\$764.00</u>	
Barr Mechanical Sales Inc	54051	8/21/2020	20-2542-410-00-79	Supplies B & G	709.46	0020210300	20-2542-410-00-79
					<b>Total</b>	<u>\$709.46</u>	
Baughman, Karrie A.	54052	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	337.00		10-2310-230-00-74-500-14
					<b>Total</b>	<u>\$337.00</u>	
Benefitfocus.com Inc	2020073104	7/31/2020	10477	Flex Plan	28,190.22		10477
					<b>Total</b>	<u>\$28,190.22</u>	
Bergren, Elizabeth	53966	8/14/2020	10-1611-125	Student Food Svc - Martin	11.00		10-1611-125
					<b>Total</b>	<u>\$11.00</u>	



# Huntley Community School District #158

## Disbursements Issued

### From July 30, 2020 to August 27, 2020

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
Berman, Ryan	53884	7/31/2020	10-1611-305	Student Food Svc - HS	55.70		10-1611-305
				<b>Total</b>	<u>\$55.70</u>		
Bickhead, Lisa	53967	8/14/2020	10-1611-125	Student Food Svc - Martin	5.70		10-1611-125
				<b>Total</b>	<u>\$5.70</u>		
Blu Petroleum	53885	7/31/2020	40-2552-464-00-79	Diesel/Gasoline	803.76	0021071647	40-2552-464-00-79
				<b>Total</b>	<u>\$803.76</u>		
Boydston, Ashley	53886	7/31/2020	10-1611-215	Student Food Svc - Heineman	12.85		10-1611-215
	53886	7/31/2020	10-1611-305	Student Food Svc - HS	21.70		10-1611-305
				<b>Total</b>	<u>\$34.55</u>		
Brancato, Suzanne	54053	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	750.00		10-2310-230-00-74-500-14
				<b>Total</b>	<u>\$750.00</u>		
Brass, Laurie	53887	7/31/2020	10-1611-225	Student Food Svc - Marlowe	13.70		10-1611-225
				<b>Total</b>	<u>\$13.70</u>		
Brockmeyer, Elizabeth	53888	7/31/2020	10-1611-105	Student Food Svc - Leggee	21.25		10-1611-105
	53968	8/14/2020	10-1611-105	Student Food Svc - Leggee	43.05		10-1611-105
				<b>Total</b>	<u>\$64.30</u>		
Brucker Company	53969	8/14/2020	20-2542-410-00-79	Supplies B & G	237.10	0021070297	20-2542-410-00-79
	54054	8/21/2020	20-2542-323-00-79	Repairs & Maint Buildings	675.00	0020210142	20-2542-323-00-79
				<b>Total</b>	<u>\$912.10</u>		
Building Technology Consultants PC	53970	8/14/2020	60-2530-319-00-71-300	HS Fine Arts Expansion Prof/Tech	810.00		60-2530-319-00-71-300
				<b>Total</b>	<u>\$810.00</u>		
Camelot Education	53929	8/7/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition	14,221.20	0021070517	10-4220-670-00-79-600-14
				<b>Total</b>	<u>\$14,221.20</u>		
Camphouse, Jessica	53930	8/7/2020	10-1611-125	Student Food Svc - Martin	7.75		10-1611-125
				<b>Total</b>	<u>\$7.75</u>		



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Capezzuto, Daniel	53931	8/7/2020	10-1611-125	Student Food Svc - Martin	12.45		10-1611-125
					<b>Total</b>		
					<u>\$12.45</u>		
Carlson, Dean	54055	8/21/2020	20-2540-332-00-79	Travel	37.95		20-2540-332-00-79
					<b>Total</b>		
					<u>\$37.95</u>		
CDW Government	53889	7/31/2020	10-1200-410-92-79-600-14	IDEA Instructional Supplies	316.00		10-1200-410-92-79-600-14
	53889	7/31/2020	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	3,493.00	0020210050	10-2212-310-00-79-505-14
	53889	7/31/2020	10-2660-319-61-79-600-14	Software Maintenance	55,123.90	0020210040	10-2660-319-61-79-600-14
	53889	7/31/2020	10-2660-319-61-79-600-14	Software Maintenance	51,038.00	0020210044	10-2660-319-61-79-600-14
	53889	7/31/2020	10-2660-319-61-79-600-14	Software Maintenance	2,610.00	0020210050	10-2660-319-61-79-600-14
	53889	7/31/2020	10-2660-319-61-79-600-14	Software Maintenance	5,555.58	0020210126	10-2660-319-61-79-600-14
	53889	7/31/2020	10-2660-410-00-79-600-14	Supplies Tech	53,997.60	0020210089	10-2660-410-00-79-600-14
	53889	7/31/2020	60-2530-319-00-71-300	HS Fine Arts Expansion Prof/Tech	-677.00		60-2530-319-00-71-300
	53889	7/31/2020	60-2530-319-00-71-300	HS Fine Arts Expansion Prof/Tech	1,077.31	0020210090	60-2530-319-00-71-300
	53889	7/31/2020	60-2530-319-00-71-300	HS Fine Arts Expansion Prof/Tech	391.70	0020210110	60-2530-319-00-71-300
	53932	8/7/2020	10-2660-390-00-79-600-14	Purchased Service Technology	16,269.00	0020203203	10-2660-390-00-79-600-14
	53971	8/14/2020	10-2660-410-00-79-600-14	Supplies Tech	114.78		10-2660-410-00-79-600-14
	53971	8/14/2020	10-2660-410-00-79-600-14	Supplies Tech	362.40	0020210089	10-2660-410-00-79-600-14
	53971	8/14/2020	20-2540-410-00-79	Office Supplies B & G	197.31	0020203477	20-2540-410-00-79
	54056	8/21/2020	10-1110-410-00-74-140-13	Inst Supplies Mackeben	540.56	0020210163	10-1110-410-00-74-140-13
	54056	8/21/2020	10-1130-410-00-71-300-13	Inst Supplies HS	1,838.26	0020210167	10-1130-410-00-71-300-13
	54056	8/21/2020	10-2660-319-61-79-600-14	Software Maintenance	6,800.00	0020210041	10-2660-319-61-79-600-14
	54056	8/21/2020	10-2660-390-00-79-600-14	Purchased Service Technology	16,269.00	0020203203	10-2660-390-00-79-600-14
	54056	8/21/2020	10-2660-410-00-79-600-14	Supplies Tech	53,635.20	0020210089	10-2660-410-00-79-600-14
	54056	8/21/2020	10-2660-410-00-79-600-14	Supplies Tech	1,377.94	0020210222	10-2660-410-00-79-600-14
	54056	8/21/2020	10-2660-410-00-79-600-14	Supplies Tech	5,774.00	0020210252	10-2660-410-00-79-600-14
	54056	8/21/2020	20-2540-410-00-79	Office Supplies B & G	216.18	0020210121	20-2540-410-00-79
					<b>Total</b>		
					<u>\$276,320.72</u>		
Center for Teaching for Biliiteracy	54057	8/21/2020	10-1800-310-84-79-605-14	Title III LIPLEPS Pur Svc	3,000.00	0020210328	10-1800-310-84-79-605-14
					<b>Total</b>		
					<u>\$3,000.00</u>		
Central States Bus Sales Inc	53890	7/31/2020	40-2554-410-00-79	Fleet Supplies	314.20	0021070727	40-2554-410-00-79
					<b>Total</b>		
					<u>\$314.20</u>		



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Century Springs	54058	8/21/2020	10-2410-490-00-71-300-13	HS Staff Recognition	81.00	0020210329	10-2410-490-00-71-300-13
					<b>Total</b>		
					<u>\$81.00</u>		
CINTAS Corporation	53933	8/7/2020	10-2546-490-00-79-600-14	Security Officer Supplies	4,000.00	0020203369	10-2546-490-00-79-600-14
	53972	8/14/2020	40-2550-325-00-79	Rental Trans	168.49	0021070757	40-2550-325-00-79
	53972	8/14/2020	40-2550-325-00-79	Rental Trans	168.49	0020210209	40-2550-325-00-79
					<b>Total</b>		
					<u>\$4,336.98</u>		
Comcast	54059	8/21/2020	20-2540-340-00-79	Telephone - Districtwide	7,235.67	0021081627	20-2540-340-00-79
					<b>Total</b>		
					<u>\$7,235.67</u>		
ComEd	53973	8/14/2020	20-2540-466-00-79	Electric	16,112.80		20-2540-466-00-79
	54060	8/21/2020	20-2540-466-00-79	Electric	43,503.27		20-2540-466-00-79
					<b>Total</b>		
					<u>\$59,616.07</u>		
Complete Northern Illinois Fence Inc	54061	8/21/2020	20-2543-329-00-79	Grounds - Small Projects	4,175.00	0020210186	20-2543-329-00-79
					<b>Total</b>		
					<u>\$4,175.00</u>		
Conrad, Kristin	54062	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	337.00		10-2310-230-00-74-500-14
					<b>Total</b>		
					<u>\$337.00</u>		
Continental Athletic Supply	54063	8/21/2020	10-1500-323-00-71-300-13	Reconditioning	607.55	0020210241	10-1500-323-00-71-300-13
					<b>Total</b>		
					<u>\$607.55</u>		
Control Technology & Solutions LLC	53934	8/7/2020	20-2542-329-00-79	Buildings - Small Projects	7,000.00	0020200003	20-2542-329-00-79
	53974	8/14/2020	20-2542-520-00-79	Building projects	67,086.80	0020210122	20-2542-520-00-79
					<b>Total</b>		
					<u>\$74,086.80</u>		
CPC Inc. / Facility Tree	53975	8/14/2020	20-2542-390-00-79	Other Purchased Service	748.80	0021080277	20-2542-390-00-79
					<b>Total</b>		
					<u>\$748.80</u>		
CPI (Crisis Prevention Institute, Inc.)	53935	8/7/2020	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	150.00		10-2210-314-92-79-605-14
					<b>Total</b>		
					<u>\$150.00</u>		



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Crescent Electric Supply Co	53891	7/31/2020	20-2542-410-00-79	Supplies B & G	427.67	0021070047	20-2542-410-00-79
	53976	8/14/2020	20-2542-410-00-79	Supplies B & G	87.68	0021070047	20-2542-410-00-79
	54064	8/21/2020	20-2542-410-00-79	Supplies B & G	350.45	0021070047	20-2542-410-00-79
				<b>Total</b>	<u>\$865.80</u>		
Crespo, Danielle	54065	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00		10-2310-230-00-74-500-14
				<b>Total</b>	<u>\$390.00</u>		
D158 Activity	202073112	7/31/2020	10-158	Activity Funds	2,879.04		10-158
				<b>Total</b>	<u>\$2,879.04</u>		
Datamation Imaging Services Corp	53977	8/14/2020	10-2660-390-00-79-600-14	Purchased Service Technology	125.00	0021070397	10-2660-390-00-79-600-14
				<b>Total</b>	<u>\$125.00</u>		
Den at Fox Creek	54066	8/21/2020	10-1515-410-00-71-300-16	Golf Girls Supplies HS	498.00	0020210242	10-1515-410-00-71-300-16
				<b>Total</b>	<u>\$498.00</u>		
Dziecina, Aneta	53892	7/31/2020	10-1611-225	Student Food Svc - Marlowe	21.80		10-1611-225
	53892	7/31/2020	10-1611-305	Student Food Svc - HS	14.35		10-1611-305
				<b>Total</b>	<u>\$36.15</u>		
Easterseals	53936	8/7/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11,818.50	0021071557	10-4220-670-00-79-600-14
				<b>Total</b>	<u>\$11,818.50</u>		
ECRA Group Inc	54067	8/21/2020	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	33,520.00	0020210139	10-2212-310-00-79-505-14
				<b>Total</b>	<u>\$33,520.00</u>		
Elam, Carla	54068	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	1,125.00		10-2310-230-00-74-500-14
				<b>Total</b>	<u>\$1,125.00</u>		
Elite Uniforms Inc	54069	8/21/2020	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	224.00	0020210129	10-2546-390-00-79-600-14
				<b>Total</b>	<u>\$224.00</u>		



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ERC Midwest LLC	53937	8/7/2020	20-2542-323-00-79	Repairs & Maint Buildings	3,102.00	0020210065	20-2542-323-00-79
	53978	8/14/2020	20-2542-321-00-79	Sanitation/Exterminating	4,455.00	0020203214	20-2542-321-00-79
				<b>Total</b>	<b>\$7,557.00</b>		
Fairway Golf Cars Inc	54070	8/21/2020	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	225.00	0020210150	10-1120-323-00-74-210-13
				<b>Total</b>	<b>\$225.00</b>		
FedEx	54071	8/21/2020	10-2630-341-00-74-500-14	Postage Central Office	17.48	0020210314	10-2630-341-00-74-500-14
				<b>Total</b>	<b>\$17.48</b>		
Felde, Lauren	54072	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	1,125.00		10-2310-230-00-74-500-14
				<b>Total</b>	<b>\$1,125.00</b>		
Finnerty, Amy	53979	8/14/2020	10-1611-305	Student Food Svc - HS	28.20		10-1611-305
				<b>Total</b>	<b>\$28.20</b>		
Fletcher, Jodie	53980	8/14/2020	10-1611-105	Student Food Svc - Leggee	18.80		10-1611-105
				<b>Total</b>	<b>\$18.80</b>		
Follett School Solutions Inc	53938	8/7/2020	10-2220-430-00-71-300-13	Media Center HS	79.70	0020202641	10-2220-430-00-71-300-13
	54073	8/21/2020	10-2220-430-00-74-140-13	Media Center Mackeben	189.78	0020210239	10-2220-430-00-74-140-13
				<b>Total</b>	<b>\$269.48</b>		
Fox Valley Fire Safety	53893	7/31/2020	20-2542-323-00-79	Repairs & Maint Buildings	299.00	0021070097	20-2542-323-00-79
	53981	8/14/2020	20-2542-323-00-79	Repairs & Maint Buildings	8,168.00	0020210104	20-2542-323-00-79
	54074	8/21/2020	20-2542-323-00-79	Repairs & Maint Buildings	20,052.30	0020210301	20-2542-323-00-79
	54074	8/21/2020	20-2542-323-00-79	Repairs & Maint Buildings	1,112.00	0020210193	20-2542-323-00-79
	54074	8/21/2020	20-2542-323-00-79	Repairs & Maint Buildings	801.22	0020210176	20-2542-323-00-79
	54074	8/21/2020	20-2542-390-00-79	Other Purchased Service	40.00	0020210176	20-2542-390-00-79
	54074	8/21/2020	20-2542-390-00-79	Other Purchased Service	801.00	0021080817	20-2542-390-00-79
	54074	8/21/2020	20-2542-390-00-79	Other Purchased Service	372.00	0020210193	20-2542-390-00-79
				<b>Total</b>	<b>\$31,645.52</b>		
Frye, Rachel	53939	8/7/2020	10-1611-105	Student Food Svc - Leggee	8.00		10-1611-105
				<b>Total</b>	<b>\$8.00</b>		



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Garvalia, James	54075	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00		10-2310-230-00-74-500-14
					<b>Total</b>		
					<u>\$375.00</u>		
Garza, Jennifer	54076	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	764.00		10-2310-230-00-74-500-14
					<b>Total</b>		
					<u>\$764.00</u>		
General Parts LLC	54077	8/21/2020	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	2,769.20	0021071697	10-2560-323-00-72-220-13
					<b>Total</b>		
					<u>\$2,769.20</u>		
Gerke, Paula	54078	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	337.00		10-2310-230-00-74-500-14
					<b>Total</b>		
					<u>\$337.00</u>		
GFC Leasing WI	54079	8/21/2020	10-2900-325-00-79-600-14	Copier Leases	5,806.84	0021080617	10-2900-325-00-79-600-14
					<b>Total</b>		
					<u>\$5,806.84</u>		
Glasco, Ashley	53894	7/31/2020	10-1611-105	Student Food Svc - Leggee	27.40		10-1611-105
					<b>Total</b>		
					<u>\$27.40</u>		
Goodlow, Sarah	54080	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00		10-2310-230-00-74-500-14
					<b>Total</b>		
					<u>\$375.00</u>		
Gordon Flesch Co Inc	54081	8/21/2020	10-2900-390-00-79-600-14	Copier Maintenance	1,439.45	0020210182	10-2900-390-00-79-600-14
					<b>Total</b>		
					<u>\$1,439.45</u>		
Gordon Food Service	54082	8/21/2020	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	1,831.58	0021071197	10-2560-410-00-72-220-13
	54082	8/21/2020	10-2560-415-00-72-220-13	Cafe Food Marlowe	10,960.85	0021071277	10-2560-415-00-72-220-13
					<b>Total</b>		
					<u>\$12,792.43</u>		
Grainger	53895	7/31/2020	20-2542-410-00-79	Supplies B & G	165.15	0021070107	20-2542-410-00-79
	54083	8/21/2020	20-2542-410-00-79	Supplies B & G	318.75	0021070107	20-2542-410-00-79
					<b>Total</b>		
					<u>\$483.90</u>		
Greene, Noelle	54084	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00		10-2310-230-00-74-500-14
					<b>Total</b>		
					<u>\$390.00</u>		



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Hacker, Valerie	54085	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00		10-2310-230-00-74-500-14
					<b>Total</b>		
					<u>\$390.00</u>		
Hagood, Amanda	53982	8/14/2020	10-1611-105	Student Food Svc - Leggee	44.10		10-1611-105
					<b>Total</b>		
					<u>\$44.10</u>		
Halloran & Yauch Inc	54086	8/21/2020	20-2543-323-00-79	Repairs-Grounds	2,417.98	0020210303	20-2543-323-00-79
					<b>Total</b>		
					<u>\$2,417.98</u>		
Hanczar, Renee	54087	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	674.00		10-2310-230-00-74-500-14
					<b>Total</b>		
					<u>\$674.00</u>		
Harden, Ashley	53896	7/31/2020	10-1611-115	Student Food Svc - Chesak	19.00		10-1611-115
					<b>Total</b>		
					<u>\$19.00</u>		
Harris Bank N.A.	202072208	7/31/2020	10-2523-319-00-79-600-14	Banking Fees	1,149.95		10-2523-319-00-79-600-14
					<b>Total</b>		
					<u>\$1,149.95</u>		
Hassel, Amy	54088	8/21/2020	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	30.75		10-1800-410-84-79-605-14
					<b>Total</b>		
					<u>\$30.75</u>		
Hastings Asphalt Services Inc	53983	8/14/2020	20-2543-530-00-79	Improvements not Buildings	43,591.00	0020202608	20-2543-530-00-79
					<b>Total</b>		
					<u>\$43,591.00</u>		
Haufe, Theresa	53897	7/31/2020	10-1611-225	Student Food Svc - Marlowe	19.50		10-1611-225
					<b>Total</b>		
					<u>\$19.50</u>		
Hefner, Kara	53984	8/14/2020	10-1611-125	Student Food Svc - Martin	3.60		10-1611-125
	53984	8/14/2020	10-1611-225	Student Food Svc - Marlowe	11.80		10-1611-225
					<b>Total</b>		
					<u>\$15.40</u>		
Henricksen, Clayton	54089	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	1,170.00		10-2310-230-00-74-500-14
					<b>Total</b>		
					<u>\$1,170.00</u>		



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Hetzel, Heather	53898	7/31/2020	10-1611-105	Student Food Svc - Leggee	16.40		10-1611-105
					<b>Total</b>		
					<u>\$16.40</u>		
Higgin, Karen	54090	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	1,560.00		10-2310-230-00-74-500-14
					<b>Total</b>		
					<u>\$1,560.00</u>		
Hoffmann, Kimberlee	54091	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	750.00		10-2310-230-00-74-500-14
	54201	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00		10-2310-230-00-74-500-14
					<b>Total</b>		
					<u>\$1,125.00</u>		
Hollabaugh, Jennifer	54092	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00		10-2310-230-00-74-500-14
					<b>Total</b>		
					<u>\$375.00</u>		
Home Depot Credit Services	53940	8/7/2020	20-2542-410-00-79	Supplies B & G	277.90	0021070067	20-2542-410-00-79
					<b>Total</b>		
					<u>\$277.90</u>		
Honeywell International Inc	54093	8/21/2020	10-2546-323-00-79-600-14	Security Officer Repairs	972.18	0020210316	10-2546-323-00-79-600-14
					<b>Total</b>		
					<u>\$972.18</u>		
HR Green	54094	8/21/2020	60-2530-319-00-71-300	HS Fine Arts Expansion Prof/Tech	140.00	0020210207	60-2530-319-00-71-300
					<b>Total</b>		
					<u>\$140.00</u>		
Hudson Boiler and Tank Co	53899	7/31/2020	20-2542-323-00-79	Repairs & Maint Buildings	1,334.00	0020210124	20-2542-323-00-79
					<b>Total</b>		
					<u>\$1,334.00</u>		
Hufcor Inc	53985	8/14/2020	20-2542-323-00-79	Repairs & Maint Buildings	1,669.00	0020203215	20-2542-323-00-79
					<b>Total</b>		
					<u>\$1,669.00</u>		
Huntley Collision Center	54095	8/21/2020	40-2554-410-00-79	Fleet Supplies	2,607.20	0020210147	40-2554-410-00-79
					<b>Total</b>		
					<u>\$2,607.20</u>		
Huntley Ford	54096	8/21/2020	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	53.25	0020210304	20-2545-323-00-79-600-14
	54096	8/21/2020	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	49.31	0020210305	20-2545-323-00-79-600-14
					<b>Total</b>		
					<u>\$102.56</u>		



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IASBO	54097	8/21/2020	10-2520-640-00-74-500-14	Dues & Fees Fiscal	340.00	0020210113	10-2520-640-00-74-500-14
<b>Total</b>					<u>\$340.00</u>		
Illini Power Products	53986	8/14/2020	20-2542-390-00-79	Other Purchased Service	2,466.00	0020203290	20-2542-390-00-79
<b>Total</b>					<u>\$2,466.00</u>		
Illinois Communications Sales Inc	54098	8/21/2020	10-2546-490-00-79-600-14	Security Officer Supplies	30.00	0020210317	10-2546-490-00-79-600-14
<b>Total</b>					<u>\$30.00</u>		
Illinois State Police	53900	7/31/2020	10-2310-390-00-74-500-14	Purchased Service Board	5,000.00	0020210130	10-2310-390-00-74-500-14
<b>Total</b>					<u>\$5,000.00</u>		
Illinois Tollway	54099	8/21/2020	40-2552-640-00-79	Dues & Fees	100.90	0020210148	40-2552-640-00-79
<b>Total</b>					<u>\$100.90</u>		
IMRF	20207806	7/31/2020	50454	IMRF & SS (Board)	154,341.35		50454
<b>Total</b>					<u>\$154,341.35</u>		
Industrial Door Company	53987	8/14/2020	20-2542-390-00-79	Other Purchased Service	2,699.00	0020203109	20-2542-390-00-79
<b>Total</b>					<u>\$2,699.00</u>		
Innovative Interior Solutions & Flooring	53988	8/14/2020	20-2549-323-00-74-600	Insurance Claim Repair	2,208.35	0020201259	20-2549-323-00-74-600
<b>Total</b>					<u>\$2,208.35</u>		
Interstate Battery Center	54100	8/21/2020	20-2542-410-00-79	Supplies B & G	506.70	0020210253	20-2542-410-00-79
	54100	8/21/2020	20-2542-410-00-79	Supplies B & G	171.12	0021070077	20-2542-410-00-79
<b>Total</b>					<u>\$677.82</u>		
IPO/DBA Cardinal Office Supply	54101	8/21/2020	10-2546-490-00-79-600-14	Security Officer Supplies	198.00	0020210132	10-2546-490-00-79-600-14
	54101	8/21/2020	10-2546-490-00-79-600-14	Security Officer Supplies	44.88	0020210131	10-2546-490-00-79-600-14
	54101	8/21/2020	10-2546-490-00-79-600-14	Security Officer Supplies	64,029.54	0020210318	10-2546-490-00-79-600-14
	54101	8/21/2020	40-2550-410-00-79	Office Supplies	665.50	0020210174	40-2550-410-00-79
<b>Total</b>					<u>\$64,937.92</u>		



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J.W. Pepper & Son Inc	53941	8/7/2020	10-1130-410-12-71-300-13	Music Supplies HS	811.99	0020210075	10-1130-410-12-71-300-13
<b>Total</b>					<u>\$811.99</u>		
Jaiyesimi, Olumide	53942	8/7/2020	10-1611-145	Student Food Svc - Mackeben	14.40		10-1611-145
<b>Total</b>					<u>\$14.40</u>		
JBH Technologies Inc	54102	8/21/2020	10-1130-410-67-71-300-13	PLTW Supplies	378.00	0020210169	10-1130-410-67-71-300-13
<b>Total</b>					<u>\$378.00</u>		
Jenkins, Laura	54103	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00		10-2310-230-00-74-500-14
<b>Total</b>					<u>\$390.00</u>		
Jensens Plumbing & Heating Inc	54104	8/21/2020	20-2542-323-00-79	Repairs & Maint Buildings	22,500.00	0020210066	20-2542-323-00-79
<b>Total</b>					<u>\$22,500.00</u>		
Johnson Floor Co	54105	8/21/2020	20-2542-323-00-79	Repairs & Maint Buildings	1,285.00	0020210125	20-2542-323-00-79
	54105	8/21/2020	20-2542-329-00-79	Buildings - Small Projects	14,770.00	0020203415	20-2542-329-00-79
<b>Total</b>					<u>\$16,055.00</u>		
Jolly Learning Ltd	54106	8/21/2020	10-1110-410-00-72-110-13	Inst Supplies Chesak	2,090.10	0020210255	10-1110-410-00-72-110-13
<b>Total</b>					<u>\$2,090.10</u>		
Jones, Heather	53989	8/14/2020	10-1611-145	Student Food Svc - Mackeben	17.50		10-1611-145
<b>Total</b>					<u>\$17.50</u>		
Kalemba, Kristen	53943	8/7/2020	10-1611-125	Student Food Svc - Martin	28.30		10-1611-125
	53943	8/7/2020	10-1611-225	Student Food Svc - Marlowe	21.85		10-1611-225
<b>Total</b>					<u>\$50.15</u>		
Kalinowski, Lana	53901	7/31/2020	10-1611-105	Student Food Svc - Leggee	7.55		10-1611-105
	53901	7/31/2020	10-1811-105	Registration Fee Leggee	50.00		10-1811-105
<b>Total</b>					<u>\$57.55</u>		



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Kasnick, Melissa	53902	7/31/2020	10-1611-115	Student Food Svc - Chesak	24.00		10-1611-115
	53902	7/31/2020	10-1611-225	Student Food Svc - Marlowe	22.15		10-1611-225
					<b>Total</b>	<u>\$46.15</u>	
Katz, Domini	53903	7/31/2020	10-1611-105	Student Food Svc - Leggee	44.70		10-1611-105
					<b>Total</b>	<u>\$44.70</u>	
KelmScott Communications	54107	8/21/2020	10-2210-410-00-79-600-14	Assignment Notebooks/Locks	19,411.00	0020210234	10-2210-410-00-79-600-14
					<b>Total</b>	<u>\$19,411.00</u>	
Kelso Burnett Co	53904	7/31/2020	10-2660-390-00-79-600-14	Purchased Service Technology	706.00	0021070557	10-2660-390-00-79-600-14
	53904	7/31/2020	10-2660-390-00-79-600-14	Purchased Service Technology	11,250.00	0020210063	10-2660-390-00-79-600-14
	53904	7/31/2020	10-2660-390-00-79-600-14	Purchased Service Technology	2,080.00	0020210223	10-2660-390-00-79-600-14
	53944	8/7/2020	10-2546-323-00-79-600-14	Security Officer Repairs	4,389.00	0020203264	10-2546-323-00-79-600-14
	54108	8/21/2020	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	1,250.00	0020210319	10-2546-390-00-79-600-14
					<b>Total</b>	<u>\$19,675.00</u>	
Kempf, Thomas	54109	8/21/2020	10-2410-490-00-71-300-13	HS Staff Recognition	145.70		10-2410-490-00-71-300-13
					<b>Total</b>	<u>\$145.70</u>	
Kinzie, Andrea	54110	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	1,125.00		10-2310-230-00-74-500-14
					<b>Total</b>	<u>\$1,125.00</u>	
Kirchman, Mary Jo	53990	8/14/2020	10-1611-305	Student Food Svc - HS	13.75		10-1611-305
					<b>Total</b>	<u>\$13.75</u>	
Klein Thorpe & Jenkins Ltd	53991	8/14/2020	10-2310-318-00-74-500-14	Legal Board	280.50	0020061537	10-2310-318-00-74-500-14
					<b>Total</b>	<u>\$280.50</u>	
Knapke, Nathan	54111	8/21/2020	10-2223-410-00-79-600-14	Supplies PAC	850.69		10-2223-410-00-79-600-14
					<b>Total</b>	<u>\$850.69</u>	
Krzyszak, Amanda	54112	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00		10-2310-230-00-74-500-14
					<b>Total</b>	<u>\$375.00</u>	



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Kuhlman, Andrew & Danielle	53992	8/14/2020	10-1611-215	Student Food Svc - Heineman	29.95		10-1611-215
					<b>Total</b>		
					<u>\$29.95</u>		
Lamp Incorporated	53993	8/14/2020	60-2530-531-00-71-300	HS Fine Arts Expansion Construction	111,984.00	0020201355	60-2530-531-00-71-300
					<b>Total</b>		
					<u>\$111,984.00</u>		
Lavery, Laura	54113	8/21/2020	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	100.00	0020210235	10-2210-390-82-79-605-14
					<b>Total</b>		
					<u>\$100.00</u>		
Leach Enterprises Inc	53905	7/31/2020	40-2554-410-00-79	Fleet Supplies	2,218.01	0021070787	40-2554-410-00-79
	54114	8/21/2020	40-2554-410-00-79	Fleet Supplies	1,343.46	0020210210	40-2554-410-00-79
	54114	8/21/2020	40-2554-410-00-79	Fleet Supplies	2,558.72	0021080787	40-2554-410-00-79
					<b>Total</b>		
					<u>\$6,120.19</u>		
Lee, Amy	53994	8/14/2020	10-1611-305	Student Food Svc - HS	33.50		10-1611-305
					<b>Total</b>		
					<u>\$33.50</u>		
Lessner, Crystal	53906	7/31/2020	10-1611-215	Student Food Svc - Heineman	2.65		10-1611-215
	53906	7/31/2020	10-1611-225	Student Food Svc - Marlowe	9.30		10-1611-225
	53906	7/31/2020	10-1611-305	Student Food Svc - HS	2.10		10-1611-305
					<b>Total</b>		
					<u>\$14.05</u>		
Letheby, Corey	54115	8/21/2020	20-2540-332-00-79	Travel	15.75		20-2540-332-00-79
					<b>Total</b>		
					<u>\$15.75</u>		
LGMC	54116	8/21/2020	10-2212-332-00-74-500-14	Travel & Conference Curr	3,600.00	0020210323	10-2212-332-00-74-500-14
					<b>Total</b>		
					<u>\$3,600.00</u>		
Lincoln National Life	53907	7/31/2020	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	675.21	0021070447	10-2310-220-00-79-600-14
	53995	8/14/2020	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	69,816.34	0021080447	10-2310-220-00-79-600-14
					<b>Total</b>		
					<u>\$70,491.55</u>		
LMC	53996	8/14/2020	20-2549-323-00-74-600	Insurance Claim Repair	838.00	0020203194	20-2549-323-00-74-600
					<b>Total</b>		
					<u>\$838.00</u>		



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Lombard, Jessica	54117	8/21/2020	10-2323-332-00-74-500-14	Associate Supt Travel	129.38		10-2323-332-00-74-500-14
				<b>Total</b>	<b>\$129.38</b>		
Lucky Locators Inc	54118	8/21/2020	20-2542-323-00-79	Repairs & Maint Buildings	400.00	0020210194	20-2542-323-00-79
				<b>Total</b>	<b>\$400.00</b>		
Mainstage Theatrical Supply	53997	8/14/2020	20-2542-410-00-79	Supplies B & G	900.00	0020203303	20-2542-410-00-79
	54119	8/21/2020	60-2530-531-00-71-300	HS Fine Arts Expansion Construction	10,447.34	0020202560	60-2530-531-00-71-300
				<b>Total</b>	<b>\$11,347.34</b>		
MakeMusic Inc	54120	8/21/2020	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	13,170.00	0020210190	10-2212-310-00-79-505-14
				<b>Total</b>	<b>\$13,170.00</b>		
Mansfield, Shannon	53739	8/18/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	-750.00		10-2310-230-00-74-500-14
	54121	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	750.00		10-2310-230-00-74-500-14
				<b>Total</b>	<b>\$0.00</b>		
Marklund Children's Home	53945	8/7/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition	21,311.04	0020060507	10-4220-670-00-79-600-14
				<b>Total</b>	<b>\$21,311.04</b>		
Marsh, Ryan	54122	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	1,170.00		10-2310-230-00-74-500-14
				<b>Total</b>	<b>\$1,170.00</b>		
Mason, Michelle	53998	8/14/2020	10-1611-225	Student Food Svc - Marlowe	25.75		10-1611-225
				<b>Total</b>	<b>\$25.75</b>		
Maurer, Jodi	54123	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	1,125.00		10-2310-230-00-74-500-14
				<b>Total</b>	<b>\$1,125.00</b>		
Mazak, Sonia	53908	7/31/2020	10-1611-225	Student Food Svc - Marlowe	18.50		10-1611-225
				<b>Total</b>	<b>\$18.50</b>		
McHenry County College	54124	8/21/2020	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	1,050.00	0020210226	10-2212-310-00-79-505-14
				<b>Total</b>	<b>\$1,050.00</b>		



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MDC Environmental Serv	54125	8/21/2020	20-2542-321-00-79	Sanitation/Exterminating	2,342.75	0021080117	20-2542-321-00-79
					<b>Total</b>		
					<u>\$2,342.75</u>		
Medco Sports Medicine	54126	8/21/2020	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	101.25	0020210244	10-1500-410-00-71-300-13
					<b>Total</b>		
					<u>\$101.25</u>		
Menards Inc	53909	7/31/2020	20-2542-410-00-79	Supplies B & G	626.47	0021070127	20-2542-410-00-79
	53999	8/14/2020	20-2542-410-00-79	Supplies B & G	205.79	0021070127	20-2542-410-00-79
	54127	8/21/2020	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	928.80	0020210111	10-1120-710-00-72-220-13
	54128	8/21/2020	20-2542-410-00-79	Supplies B & G	286.43	0021080127	20-2542-410-00-79
					<b>Total</b>		
					<u>\$2,047.49</u>		
Mesirow Insurance Services Inc	54129	8/21/2020	10-1100-220-00-79-600-14	Regular Programs Insurance	16,500.00	0021080467	10-1100-220-00-79-600-14
					<b>Total</b>		
					<u>\$16,500.00</u>		
Metro Prep	54130	8/21/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition	3,944.51	0020210114	10-4220-670-00-79-600-14
					<b>Total</b>		
					<u>\$3,944.51</u>		
M-F Athletic Co LLC	54000	8/14/2020	10-1532-410-00-71-300-15	Track Boys Supplies HS	4,092.50	0020203373	10-1532-410-00-71-300-15
	54000	8/14/2020	10-1532-410-00-71-300-16	Track Girls Supplies HS	4,092.50	0020203373	10-1532-410-00-71-300-16
					<b>Total</b>		
					<u>\$8,185.00</u>		
Michel, Kathleen	54202	8/24/2020	10475	AP Payroll Net Checks	546.28		10475
					<b>Total</b>		
					<u>\$546.28</u>		
Midland Paper	54131	8/21/2020	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	3,231.92	0020210250	10-2410-410-00-72-110-14
	54131	8/21/2020	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	2,401.34	0020210058	10-2410-410-00-74-210-14
					<b>Total</b>		
					<u>\$5,633.26</u>		
Midland Standard Engineering & Testing	54132	8/21/2020	20-2540-310-00-79	Professional & Technical	11,352.55	0020210199	20-2540-310-00-79
					<b>Total</b>		
					<u>\$11,352.55</u>		
Midwest Transit Equip Kankakee	53946	8/7/2020	40-2552-540-00-79	Bus Purchases	389,396.00	0020202954	40-2552-540-00-79
					<b>Total</b>		
					<u>\$389,396.00</u>		



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Mikolas, Christine	54133	8/21/2020	10-1200-310-66-71-300-13	STEP Purchased Services	49.20		10-1200-310-66-71-300-13
				<b>Total</b>	<u>\$49.20</u>		
Miller Hall & Triggs	53910	7/31/2020	10-2310-318-00-74-500-14	Legal Board	5,890.60	0020051527	10-2310-318-00-74-500-14
	53947	8/7/2020	10-2310-318-00-74-500-14	Legal Board	3,692.50	0020061527	10-2310-318-00-74-500-14
				<b>Total</b>	<u>\$9,583.10</u>		
Miller, Kyle	54001	8/14/2020	10-1611-105	Student Food Svc - Leggee	39.45		10-1611-105
				<b>Total</b>	<u>\$39.45</u>		
Minnesota Clay	53948	8/7/2020	10-1130-410-02-71-300-13	Art Supplies HS	1,944.26	0020210170	10-1130-410-02-71-300-13
				<b>Total</b>	<u>\$1,944.26</u>		
Miranda, Amy	54002	8/14/2020	10-1611-305	Student Food Svc - HS	8.80		10-1611-305
				<b>Total</b>	<u>\$8.80</u>		
Morhardt, Wendy	53911	7/31/2020	10-1611-125	Student Food Svc - Martin	10.10		10-1611-125
	53911	7/31/2020	10-1611-305	Student Food Svc - HS	0.70		10-1611-305
				<b>Total</b>	<u>\$10.80</u>		
Mullany, Nicole	53949	8/7/2020	10-1611-225	Student Food Svc - Marlowe	10.05		10-1611-225
				<b>Total</b>	<u>\$10.05</u>		
Mystery Science	54134	8/21/2020	10-1110-410-00-74-150-13	Inst Supplies Conley	999.00	0020210069	10-1110-410-00-74-150-13
				<b>Total</b>	<u>\$999.00</u>		
Nardi, Angelo	54135	8/21/2020	20-2540-332-00-79	Travel	16.81		20-2540-332-00-79
				<b>Total</b>	<u>\$16.81</u>		
National Council Of Supervisors	54136	8/21/2020	10-2212-332-00-74-500-14	Travel & Conference Curr	99.00	0020210140	10-2212-332-00-74-500-14
				<b>Total</b>	<u>\$99.00</u>		
Nawrocki, Angela	54137	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	650.00		10-2310-230-00-74-500-14
				<b>Total</b>	<u>\$650.00</u>		



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Naymola, Michael	54138	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	1,125.00		10-2310-230-00-74-500-14
				<b>Total</b>	<u>\$1,125.00</u>		
NCS Pearson Inc.	54139	8/21/2020	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	100.50	0020200698	10-2150-410-92-79-605-14
				<b>Total</b>	<u>\$100.50</u>		
NCTE	54140	8/21/2020	10-1130-410-05-71-300-13	English Supplies HS	100.00	0020210246	10-1130-410-05-71-300-13
				<b>Total</b>	<u>\$100.00</u>		
Neuco	54003	8/14/2020	20-2542-410-00-79	Supplies B & G	57.21	0021070147	20-2542-410-00-79
				<b>Total</b>	<u>\$57.21</u>		
North American Corporation	54141	8/21/2020	20-2542-410-00-79	Supplies B & G	28,718.00	0020210135	20-2542-410-00-79
	54141	8/21/2020	20-2542-410-00-79	Supplies B & G	5,258.00	0020210178	20-2542-410-00-79
				<b>Total</b>	<u>\$33,976.00</u>		
Northwest Herald	54142	8/21/2020	10-2630-332-00-74-500-14	Communications Travel	323.40	0020210200	10-2630-332-00-74-500-14
				<b>Total</b>	<u>\$323.40</u>		
Northwestern Memorial HealthCare	54143	8/21/2020	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	8,000.00		10-1500-410-00-71-300-13
				<b>Total</b>	<u>\$8,000.00</u>		
Office Depot	54144	8/21/2020	10-1110-410-00-71-100-13	Inst Supplies Leggee	3,704.33	0020210249	10-1110-410-00-71-100-13
				<b>Total</b>	<u>\$3,704.33</u>		
Oltman, Amanda	54145	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	1,011.00		10-2310-230-00-74-500-14
				<b>Total</b>	<u>\$1,011.00</u>		
Ombudsman	54146	8/21/2020	10-1130-314-06-71-305-13	Alternative School	81,547.50	0020210324	10-1130-314-06-71-305-13
				<b>Total</b>	<u>\$81,547.50</u>		
Omni Commercial Lighting Service	54147	8/21/2020	20-2542-323-00-79	Repairs & Maint Buildings	220.00	0021070177	20-2542-323-00-79
				<b>Total</b>	<u>\$220.00</u>		



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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
Ossler, Juliann	54203	8/25/2020	10475	AP Payroll Net Checks	81.01		10475
				<b>Total</b>	<b>\$81.01</b>		
Otis Elevator Company	54148	8/21/2020	20-2542-323-00-79	Repairs & Maint Buildings	420.56	0020210196	20-2542-323-00-79
	54148	8/21/2020	20-2542-323-00-79	Repairs & Maint Buildings	420.56	0020210195	20-2542-323-00-79
				<b>Total</b>	<b>\$841.12</b>		
Ottosen DiNolfo	53950	8/7/2020	10-2310-318-00-74-500-14	Legal Board	382.50	0020060797	10-2310-318-00-74-500-14
	54149	8/21/2020	10-2310-318-00-74-500-14	Legal Board	2,420.50	0021070797	10-2310-318-00-74-500-14
				<b>Total</b>	<b>\$2,803.00</b>		
Overheul, Kathi	53951	8/7/2020	10-1611-125	Student Food Svc - Martin	16.20		10-1611-125
				<b>Total</b>	<b>\$16.20</b>		
PAHCS II Northwestern Med Occ Health	54150	8/21/2020	40-2550-310-00-79	Prof & Tech Service Trans	990.00	0020210212	40-2550-310-00-79
				<b>Total</b>	<b>\$990.00</b>		
Paint Scentsations	54151	8/21/2020	20-2542-410-00-79	Supplies B & G	24,990.00	0020210172	20-2542-410-00-79
				<b>Total</b>	<b>\$24,990.00</b>		
Palmer, Nancy	54204	8/25/2020	10475	AP Payroll Net Checks	592.16		10475
				<b>Total</b>	<b>\$592.16</b>		
Pear Deck, Inc	54152	8/21/2020	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	13,356.60	0020210325	10-2212-310-00-79-505-14
				<b>Total</b>	<b>\$13,356.60</b>		
Petty, Heidi	53952	8/7/2020	10-1611-215	Student Food Svc - Heineman	13.35		10-1611-215
				<b>Total</b>	<b>\$13.35</b>		
Pfister, Kristen	54004	8/14/2020	10-1611-115	Student Food Svc - Chesak	27.00		10-1611-115
				<b>Total</b>	<b>\$27.00</b>		
PlumbMaster Inc	54153	8/21/2020	20-2542-410-00-79	Supplies B & G	1,438.16	0020210306	20-2542-410-00-79
				<b>Total</b>	<b>\$1,438.16</b>		



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Poncio Jordan, Johanna	54154	8/21/2020	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	49.25		10-1800-410-84-79-605-14
					<b>Total</b>		
					<u>\$49.25</u>		
Porter Pipe & Supply	54155	8/21/2020	20-2542-410-00-79	Supplies B & G	106.98	0020210143	20-2542-410-00-79
					<b>Total</b>		
					<u>\$106.98</u>		
PowerSchool Group LLC	54156	8/21/2020	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	36,474.01	0020210183	10-2212-310-00-79-505-14
					<b>Total</b>		
					<u>\$36,474.01</u>		
Pro Ed Inc	54157	8/21/2020	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	2,075.70	0020203242	10-2150-410-92-79-605-14
					<b>Total</b>		
					<u>\$2,075.70</u>		
Professional Audio Designs Inc	53912	7/31/2020	60-2530-531-00-71-300	HS Fine Arts Expansion Construction	56,631.88	0020202389	60-2530-531-00-71-300
					<b>Total</b>		
					<u>\$56,631.88</u>		
Project Lead the Way	53913	7/31/2020	10-1130-410-67-71-300-13	PLTW Supplies	3,969.00	0020210057	10-1130-410-67-71-300-13
	54158	8/21/2020	10-1130-390-67-71-300-13	PLTW Pur Svc	4,750.00	0020210141	10-1130-390-67-71-300-13
	54158	8/21/2020	10-1130-410-67-71-300-13	PLTW Supplies	5,377.24	0020210077	10-1130-410-67-71-300-13
	54158	8/21/2020	10-1130-410-67-71-300-13	PLTW Supplies	277.00	0020210080	10-1130-410-67-71-300-13
	54158	8/21/2020	10-1130-410-67-71-300-13	PLTW Supplies	612.00	0020210081	10-1130-410-67-71-300-13
	54158	8/21/2020	10-1130-410-67-71-300-13	PLTW Supplies	346.50	0020210082	10-1130-410-67-71-300-13
	54158	8/21/2020	10-1130-410-67-71-300-13	PLTW Supplies	7,670.30	0020210083	10-1130-410-67-71-300-13
	54158	8/21/2020	10-1130-410-67-71-300-13	PLTW Supplies	3,839.75	0020210084	10-1130-410-67-71-300-13
	54158	8/21/2020	10-1130-410-67-71-300-13	PLTW Supplies	91.00	0020210247	10-1130-410-67-71-300-13
	54158	8/21/2020	10-1130-410-67-71-300-13	PLTW Supplies	4,121.00	0020210078	10-1130-410-67-71-300-13
					<b>Total</b>		
					<u>\$31,053.79</u>		
Read Naturally	53914	7/31/2020	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	3,040.00	0020210029	10-2212-310-00-79-505-14
					<b>Total</b>		
					<u>\$3,040.00</u>		
Reed, Richard	54159	8/21/2020	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	11.76		10-2560-410-00-72-220-13
	54159	8/21/2020	10-2560-415-00-72-220-13	Cafe Food Marlowe	71.36		10-2560-415-00-72-220-13
	54159	8/21/2020	10-2561-332-00-79-605-14	Dir Food Service Travel	53.48		10-2561-332-00-79-605-14
					<b>Total</b>		
					<u>\$136.60</u>		



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Reinke, Paul	54160	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	1,125.00		10-2310-230-00-74-500-14
				<b>Total</b>	<b>\$1,125.00</b>		
Remkes Garage LLC	54161	8/21/2020	40-2554-410-00-79	Fleet Supplies	310.00	0020210322	40-2554-410-00-79
				<b>Total</b>	<b>\$310.00</b>		
Renaissance	53953	8/7/2020	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	29,348.55	0020210007	10-2212-310-00-79-505-14
	54162	8/21/2020	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	87,166.00	0020210156	10-2212-310-00-79-505-14
				<b>Total</b>	<b>\$116,514.55</b>		
Renkosik, Doug	54163	8/21/2020	20-2540-332-00-79	Travel	83.95		20-2540-332-00-79
				<b>Total</b>	<b>\$83.95</b>		
Revtrak, Inc.	20207908	7/31/2020	10-2523-319-00-79-600-14	Banking Fees	1,696.60	560	10-2523-319-00-79-600-14
				<b>Total</b>	<b>\$1,696.60</b>		
Reyes, Diana	54005	8/14/2020	10-1611-305	Student Food Svc - HS	15.85		10-1611-305
				<b>Total</b>	<b>\$15.85</b>		
Richardson, Elizabeth	54164	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	763.32		10-2310-230-00-74-500-14
				<b>Total</b>	<b>\$763.32</b>		
Rieke Office Furniture	53954	8/7/2020	10-2546-490-00-79-600-14	Security Officer Supplies	19,140.00	0020210269	10-2546-490-00-79-600-14
				<b>Total</b>	<b>\$19,140.00</b>		
Rockford Auburn HS	53915	7/31/2020	10-1500-335-00-71-300-13	Conference Travel HS	225.00		10-1500-335-00-71-300-13
				<b>Total</b>	<b>\$225.00</b>		
Romachandran, Suresh	53916	7/31/2020	10-1611-225	Student Food Svc - Marlowe	25.80		10-1611-225
				<b>Total</b>	<b>\$25.80</b>		
Ross, Kevin	54165	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	780.00		10-2310-230-00-74-500-14
				<b>Total</b>	<b>\$780.00</b>		



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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
Rounds, Shelley	53917	7/31/2020	10-1611-105	Student Food Svc - Leggee	35.55		10-1611-105
	53917	7/31/2020	10-1611-225	Student Food Svc - Marlowe	21.80		10-1611-225
					<b>Total</b>	<u>\$57.35</u>	
Royal Pipe & Supply inc	54006	8/14/2020	20-2542-410-00-79	Supplies B & G	405.93	0020210106	20-2542-410-00-79
					<b>Total</b>	<u>\$405.93</u>	
Rush Truck Center Huntley	53918	7/31/2020	40-2554-410-00-79	Fleet Supplies	671.05	0021070747	40-2554-410-00-79
	54007	8/14/2020	40-2554-410-00-79	Fleet Supplies	154.77	0021070747	40-2554-410-00-79
	54166	8/21/2020	40-2550-323-00-79	Repairs and Maintenance	3,595.25	0020210149	40-2550-323-00-79
	54166	8/21/2020	40-2554-410-00-79	Fleet Supplies	5,664.97	0020210211	40-2554-410-00-79
	54166	8/21/2020	40-2554-410-00-79	Fleet Supplies	1,590.55	0021080747	40-2554-410-00-79
					<b>Total</b>	<u>\$11,676.59</u>	
Russo Power Equipment	54167	8/21/2020	20-2543-540-00-79	Grounds Equipment	11,626.40	0020203336	20-2543-540-00-79
					<b>Total</b>	<u>\$11,626.40</u>	
Safeway Tuckpointing Co	54168	8/21/2020	20-2542-520-00-79	Building projects	12,400.00	0020202906	20-2542-520-00-79
					<b>Total</b>	<u>\$12,400.00</u>	
Salerno, Lauren	54169	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00		10-2310-230-00-74-500-14
					<b>Total</b>	<u>\$375.00</u>	
Sargent, Stephanie	54170	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	1,064.00		10-2310-230-00-74-500-14
					<b>Total</b>	<u>\$1,064.00</u>	
Sauer, Julian	54171	8/21/2020	20-2540-332-00-79	Travel	30.36		20-2540-332-00-79
					<b>Total</b>	<u>\$30.36</u>	
Schaffer, Michelle	53919	7/31/2020	10-1611-115	Student Food Svc - Chesak	27.95		10-1611-115
	53919	7/31/2020	10-1611-125	Student Food Svc - Martin	33.70		10-1611-125
					<b>Total</b>	<u>\$61.65</u>	
Schoeberlein, Nicole	54008	8/14/2020	10-1611-105	Student Food Svc - Leggee	34.00		10-1611-105
					<b>Total</b>	<u>\$34.00</u>	



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School Health Corporation							
	54172	8/21/2020	10-2130-410-00-79-600-14	Supplies Health	85.77	0020210220	10-2130-410-00-79-600-14
	54172	8/21/2020	10-2130-410-00-79-600-14	Supplies Health	92.58	0020210219	10-2130-410-00-79-600-14
	54172	8/21/2020	10-2130-410-00-79-600-14	Supplies Health	97.97	0020210221	10-2130-410-00-79-600-14
	54172	8/21/2020	10-2130-410-00-79-600-14	Supplies Health	92.58	0020210213	10-2130-410-00-79-600-14
	54172	8/21/2020	10-2130-410-00-79-600-14	Supplies Health	97.97	0020210214	10-2130-410-00-79-600-14
	54172	8/21/2020	10-2130-410-00-79-600-14	Supplies Health	73.31	0020210218	10-2130-410-00-79-600-14
	54172	8/21/2020	10-2130-410-00-79-600-14	Supplies Health	46.32	0020210215	10-2130-410-00-79-600-14
	54172	8/21/2020	10-2130-410-00-79-600-14	Supplies Health	97.97	0020210216	10-2130-410-00-79-600-14
	54172	8/21/2020	10-2130-410-00-79-600-14	Supplies Health	97.97	0020210217	10-2130-410-00-79-600-14
	54172	8/21/2020	10-2130-410-00-79-600-14	Supplies Health	1,458.80	0020210198	10-2130-410-00-79-600-14
				<b>Total</b>	<b>\$2,241.24</b>		
Schwerzler, Therese							
	54173	8/21/2020	10-2410-332-00-71-300-13	Prin Travel HS	11.62		10-2410-332-00-71-300-13
				<b>Total</b>	<b>\$11.62</b>		
Screencastify LLC							
	54174	8/21/2020	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	6,000.00	0020210292	10-2212-310-00-79-505-14
				<b>Total</b>	<b>\$6,000.00</b>		
Seal of Illinois							
	54009	8/14/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,796.61	0020210257	10-4220-670-00-79-600-14
				<b>Total</b>	<b>\$4,796.61</b>		
Seam Group							
	54175	8/21/2020	60-2530-319-00-71-300	HS Fine Arts Expansion Prof/Tech	2,352.00	0020210205	60-2530-319-00-71-300
				<b>Total</b>	<b>\$2,352.00</b>		
Secretary of State 12							
	54010	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080957	40-2550-310-00-79
				<b>Total</b>	<b>\$4.00</b>		
Secretary of State 11							
	54011	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080947	40-2550-310-00-79
				<b>Total</b>	<b>\$4.00</b>		
Secretary of State 13							
	54012	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080967	40-2550-310-00-79
				<b>Total</b>	<b>\$4.00</b>		
Secretary of State 14							
	54013	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080977	40-2550-310-00-79
				<b>Total</b>	<b>\$4.00</b>		



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Secretary of State 15	54014	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080987	40-2550-310-00-79
				<b>Total</b>	<u>\$4.00</u>		
Secretary of State 16	54015	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080997	40-2550-310-00-79
				<b>Total</b>	<u>\$4.00</u>		
Secretary of State 17	54016	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021081007	40-2550-310-00-79
				<b>Total</b>	<u>\$4.00</u>		
Secretary of State 18	54017	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021081017	40-2550-310-00-79
				<b>Total</b>	<u>\$4.00</u>		
Secretary of State 19	54018	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021081027	40-2550-310-00-79
				<b>Total</b>	<u>\$4.00</u>		
Secretary of State 20	54019	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021081037	40-2550-310-00-79
				<b>Total</b>	<u>\$4.00</u>		
Secretary of State1	54020	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080847	40-2550-310-00-79
				<b>Total</b>	<u>\$4.00</u>		
Secretary of State10	54021	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080937	40-2550-310-00-79
				<b>Total</b>	<u>\$4.00</u>		
Secretary of State2	54022	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080857	40-2550-310-00-79
				<b>Total</b>	<u>\$4.00</u>		
Secretary of State3	54023	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080867	40-2550-310-00-79
				<b>Total</b>	<u>\$4.00</u>		
Secretary of State4	54024	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080877	40-2550-310-00-79
				<b>Total</b>	<u>\$4.00</u>		
Secretary of State5	54025	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080887	40-2550-310-00-79
				<b>Total</b>	<u>\$4.00</u>		
<b>184</b>					<b>Total</b>		
					<u>\$4.00</u>		



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Secretary of State6	54026	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080897	40-2550-310-00-79
<b>Total</b>					<b>\$4.00</b>		
Secretary of State7	54027	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080907	40-2550-310-00-79
<b>Total</b>					<b>\$4.00</b>		
Secretary of State8	54028	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080917	40-2550-310-00-79
<b>Total</b>					<b>\$4.00</b>		
Secretary of State9	54029	8/14/2020	40-2550-310-00-79	Prof & Tech Service Trans	4.00	0021080927	40-2550-310-00-79
<b>Total</b>					<b>\$4.00</b>		
Seesaw	54176	8/21/2020	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	14,175.00	0020210008	10-2212-310-00-79-505-14
<b>Total</b>					<b>\$14,175.00</b>		
Service Sanitation Inc	54030	8/14/2020	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	2,285.79	0020210245	10-1500-320-00-71-300-13
<b>Total</b>					<b>\$2,285.79</b>		
Sherwin Williams Co	54177	8/21/2020	20-2542-410-00-79	Supplies B & G	83.75	0020210309	20-2542-410-00-79
	54177	8/21/2020	20-2542-410-00-79	Supplies B & G	35.15	0020210115	20-2542-410-00-79
	54177	8/21/2020	20-2542-410-00-79	Supplies B & G	278.13	0020210116	20-2542-410-00-79
	54177	8/21/2020	20-2542-410-00-79	Supplies B & G	23.83	0020210117	20-2542-410-00-79
	54177	8/21/2020	20-2542-410-00-79	Supplies B & G	83.75	0020210236	20-2542-410-00-79
	54177	8/21/2020	20-2542-410-00-79	Supplies B & G	288.69	0020210262	20-2542-410-00-79
	54177	8/21/2020	20-2542-410-00-79	Supplies B & G	873.11	0020210307	20-2542-410-00-79
	54177	8/21/2020	20-2542-410-00-79	Supplies B & G	11.84	0020210308	20-2542-410-00-79
	54177	8/21/2020	20-2542-410-00-79	Supplies B & G	126.75	0020210310	20-2542-410-00-79
<b>Total</b>					<b>\$1,805.00</b>		
Shiffler Equipment Sales Inc	54178	8/21/2020	20-2540-410-00-79	Office Supplies B & G	1,486.52	0020210134	20-2540-410-00-79
	54178	8/21/2020	20-2542-410-00-79	Supplies B & G	-200.00		20-2542-410-00-79
<b>Total</b>					<b>\$1,286.52</b>		
SiteOne Landscape Supply	54179	8/21/2020	20-2543-410-00-79	Grounds Supplies	103.83	0020210197	20-2543-410-00-79
<b>Total</b>					<b>\$103.83</b>		



# Huntley Community School District #158

## Disbursements Issued

### From July 30, 2020 to August 27, 2020

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
Specialty Floors Inc.	54180	8/21/2020	20-2542-323-00-79	Repairs & Maint Buildings	1,349.00	0020210267	20-2542-323-00-79
					<b>Total</b>		
					<u>\$1,349.00</u>		
Stark & Son Trenching Inc	54181	8/21/2020	20-2543-329-00-79	Grounds - Small Projects	5,705.00	0020210258	20-2543-329-00-79
					<b>Total</b>		
					<u>\$5,705.00</u>		
Stroh, Justin	53926	8/5/2020	10475	AP Payroll Net Checks	2,421.22		10475
					<b>Total</b>		
					<u>\$2,421.22</u>		
SwiftReach Networks LLC	54182	8/21/2020	10-2660-319-61-79-600-14	Software Maintenance	125.00	0020210237	10-2660-319-61-79-600-14
	54182	8/21/2020	10-2660-319-61-79-600-14	Software Maintenance	11,750.00	0020210118	10-2660-319-61-79-600-14
					<b>Total</b>		
					<u>\$11,875.00</u>		
Tamis Corporation	54183	8/21/2020	20-2543-410-00-79	Grounds Supplies	975.00	0020210206	20-2543-410-00-79
					<b>Total</b>		
					<u>\$975.00</u>		
Teachers Retirement System	202071005	7/31/2020	10451	TRS Payable	853,819.44		10451
	202071005	7/31/2020	10468	TRS Health Ins	100,000.00		10468
	202072405	7/31/2020	10451	TRS Payable	22,015.31		10451
	202072405	7/31/2020	10468	TRS Health Ins	107,344.22		10468
					<b>Total</b>		
					<u>\$1,083,178.97</u>		
Tennant Sales and Service	54184	8/21/2020	20-2542-410-00-79	Supplies B & G	41.70	0020210180	20-2542-410-00-79
					<b>Total</b>		
					<u>\$41.70</u>		
The Huntley Education Association	202072012	7/31/2020	10460	IEA Dues Payable	42.44		10460
	202072812	7/31/2020	10460	IEA Dues Payable	42.44		10460
					<b>Total</b>		
					<u>\$84.88</u>		
Thermosystems Building System	54031	8/14/2020	60-2530-531-00-71-300	HS Fine Arts Expansion Construction	2,900.47	0020203105	60-2530-531-00-71-300
	54185	8/21/2020	20-2542-390-00-79	Other Purchased Service	3,137.00	0020210266	20-2542-390-00-79
					<b>Total</b>		
					<u>\$6,037.47</u>		
Thompson Elevator Inspection Service Inc	54186	8/21/2020	20-2542-390-00-79	Other Purchased Service	900.00	0020210370	20-2542-390-00-79
					<b>Total</b>		
					<u>\$900.00</u>		



# Huntley Community School District #158

## Disbursements Issued

### From July 30, 2020 to August 27, 2020

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
Tovar Snow Professional	54187	8/21/2020	20-2542-322-00-79-605-14	Snow Removal	825.00	0020210181	20-2542-322-00-79-605-14
<b>Total</b>					<u>\$825.00</u>		
TPI Tyler Press Inc	54188	8/21/2020	10-2210-490-00-74-500-14	Supplies Curr & Inst	59.95	0020210326	10-2210-490-00-74-500-14
<b>Total</b>					<u>\$59.95</u>		
Trane	54189	8/21/2020	20-2542-323-00-79	Repairs & Maint Buildings	2,454.40	0020210144	20-2542-323-00-79
	54189	8/21/2020	20-2542-390-00-79	Other Purchased Service	2,228.75	0020210119	20-2542-390-00-79
	54189	8/21/2020	20-2542-410-00-79	Supplies B & G	115.66	0020210311	20-2542-410-00-79
	54189	8/21/2020	20-2542-410-00-79	Supplies B & G	761.85	0020210145	20-2542-410-00-79
<b>Total</b>					<u>\$5,560.66</u>		
Tredroc Tire Services	54032	8/14/2020	40-2554-410-00-79	Fleet Supplies	1,326.55	0021070837	40-2554-410-00-79
<b>Total</b>					<u>\$1,326.55</u>		
TruGreen	53955	8/7/2020	20-2543-320-00-79-600-14	Grounds Contract	6,389.53	0020202211	20-2543-320-00-79-600-14
<b>Total</b>					<u>\$6,389.53</u>		
TSA Consulting Group Inc	202072003	7/31/2020	10455	Annuities Payable	66,923.13		10455
	202072803	7/31/2020	10455	Annuities Payable	66,923.13		10455
<b>Total</b>					<u>\$133,846.26</u>		
Turnitin LLC	54190	8/21/2020	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	20,456.25	0020210033	10-2212-310-00-79-505-14
<b>Total</b>					<u>\$20,456.25</u>		
Uline	54191	8/21/2020	10-1130-410-00-71-300-13	Inst Supplies HS	527.00	0020210171	10-1130-410-00-71-300-13
<b>Total</b>					<u>\$527.00</u>		
Uncharted Learning NFP	54192	8/21/2020	10-1400-390-64-71-305-13	Perkins Grant Purch Svc	7,500.00	0020210254	10-1400-390-64-71-305-13
<b>Total</b>					<u>\$7,500.00</u>		
United Art & Education	54193	8/21/2020	10-1110-410-00-74-140-13	Inst Supplies Mackeben	41.45	0020210164	10-1110-410-00-74-140-13
<b>Total</b>					<u>\$41.45</u>		



# Huntley Community School District #158

## Disbursements Issued

### From July 30, 2020 to August 27, 2020

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
United Way of McHenry Co	54033	8/14/2020	10461	United Way Payable	26.86		10461
					<b>Total</b>		
					<u>\$26.86</u>		
UPS Store #2361, The	54194	8/21/2020	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	79.12	0020210327	10-1130-490-02-71-300-13
					<b>Total</b>		
					<u>\$79.12</u>		
Vander Hoek, Claudia	53956	8/7/2020	10-1611-215	Student Food Svc - Heineman	48.85		10-1611-215
					<b>Total</b>		
					<u>\$48.85</u>		
Verizon Wireless	53920	7/31/2020	20-2540-340-00-79	Telephone - Districtwide	6,262.42	0021071607	20-2540-340-00-79
	54195	8/21/2020	20-2540-340-00-79	Telephone - Districtwide	126.44	0021081607	20-2540-340-00-79
					<b>Total</b>		
					<u>\$6,388.86</u>		
Village of Algonquin	53957	8/7/2020	20-2540-370-00-79	Water/Sewer	997.85		20-2540-370-00-79
	54034	8/14/2020	20-2546-310-00-71-305	Resource Officer HS	9,444.09	0021080137	20-2546-310-00-71-305
					<b>Total</b>		
					<u>\$10,441.94</u>		
VSP of Illinois NFP	54196	8/21/2020	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	7,346.06	0021080457	10-2310-220-00-79-600-14
					<b>Total</b>		
					<u>\$7,346.06</u>		
Wallingford Sales Company	54197	8/21/2020	20-2542-410-00-79	Supplies B & G	538.07	0020210313	20-2542-410-00-79
	54197	8/21/2020	20-2542-410-00-79	Supplies B & G	277.74	0020210312	20-2542-410-00-79
					<b>Total</b>		
					<u>\$815.81</u>		
Watts, Ryan and Melissa	53921	7/31/2020	10-1611-145	Student Food Svc - Mackeben	20.00		10-1611-145
					<b>Total</b>		
					<u>\$20.00</u>		
Weglarz, Jessica	54198	8/21/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	337.00		10-2310-230-00-74-500-14
					<b>Total</b>		
					<u>\$337.00</u>		
Wessel, Hillary	53922	7/31/2020	10-1611-105	Student Food Svc - Leggee	19.40		10-1611-105
					<b>Total</b>		
					<u>\$19.40</u>		
WEX BANK	53923	7/31/2020	10-1700-464-21-71-300-13	Driver Education Gasoline	565.99	0021070777	10-1700-464-21-71-300-13
					<b>Total</b>		
					<u>\$565.99</u>		



# Huntley Community School District #158

## Disbursements Issued

### From July 30, 2020 to August 27, 2020

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
Winston Knolls Education Group	54035	8/14/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,308.48	0021071747	10-4220-670-00-79-600-14
					<b>Total</b>		
					<u>\$4,308.48</u>		
Wold Architects and Engineers	54036	8/14/2020	20-2540-310-00-79	Professional & Technical	1,210.88	0020200581	20-2540-310-00-79
	54036	8/14/2020	20-2540-310-00-79	Professional & Technical	418.60	0020202320	20-2540-310-00-79
	54036	8/14/2020	20-2540-310-00-79	Professional & Technical	461.25	0020201097	20-2540-310-00-79
					<b>Total</b>		
					<u>\$2,090.73</u>		
Woronko, Aneta	53924	7/31/2020	10-1611-225	Student Food Svc - Marlowe	8.20		10-1611-225
					<b>Total</b>		
					<u>\$8.20</u>		
WPS	54199	8/21/2020	10-2140-310-92-79-600-14	IDEA Psychological Services	2,634.50	0020203247	10-2140-310-92-79-600-14
	54199	8/21/2020	10-2140-410-92-79-605-14	IDEA Psychological Supplies	2,013.00	0020203249	10-2140-410-92-79-605-14
	54199	8/21/2020	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	260.70	0020203248	10-2150-410-92-79-605-14
					<b>Total</b>		
					<u>\$4,908.20</u>		
Yedida, Srinivas	53958	8/7/2020	10-1611-115	Student Food Svc - Chesak	15.75		10-1611-115
					<b>Total</b>		
					<u>\$15.75</u>		
Zero Card	2020072004	7/31/2020	10-1100-220-00-79-600-14	Regular Programs Insurance	295.80		10-1100-220-00-79-600-14
	202071304	7/31/2020	10-1100-220-00-79-600-14	Regular Programs Insurance	310.50		10-1100-220-00-79-600-14
	202072704	7/31/2020	10-1100-220-00-79-600-14	Regular Programs Insurance	1,786.81		10-1100-220-00-79-600-14
	20207604	7/31/2020	10-1100-220-00-79-600-14	Regular Programs Insurance	55.93		10-1100-220-00-79-600-14
					<b>Total</b>		
					<u>\$2,449.04</u>		
Ziegler's Ace Hardware	53925	7/31/2020	20-2542-410-00-79	Supplies B & G	89.08	0021070267	20-2542-410-00-79
	53925	7/31/2020	40-2554-410-00-79	Fleet Supplies	17.98	0021071047	40-2554-410-00-79
	54037	8/14/2020	20-2542-410-00-79	Supplies B & G	84.77	0021080267	20-2542-410-00-79
	54037	8/14/2020	20-2542-410-00-79	Supplies B & G	60.73	0021070267	20-2542-410-00-79
	54037	8/14/2020	40-2554-410-00-79	Fleet Supplies	160.29	0021081047	40-2554-410-00-79
	54037	8/14/2020	40-2554-410-00-79	Fleet Supplies	13.18	0021071047	40-2554-410-00-79
	54200	8/21/2020	20-2542-410-00-79	Supplies B & G	37.53	0021080267	20-2542-410-00-79
	54200	8/21/2020	20-2542-410-00-79	Supplies B & G	95.01	0021070267	20-2542-410-00-79
					<b>Total</b>		
					<u>\$558.57</u>		
					<b>Total</b>		
					<u>\$4,256,116.07</u>		



# Huntley Community School District 158

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650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: September 3, 2020

Subject: **Activity Fund Balance Report**  
Committee of the Whole Meeting – September 3, 2020  
Finance Committee

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Presented for the Committee's review is the Activity Fund Balance Report as of July 31, 2020.



# Huntley Community School District 158

650 Dr. John Burkey Drive  
 Algonquin, Illinois 60102  
 (847) 659-6158 • www.district158.org

## July 2020 Financial Executive Summary - Activity Accounts

The Month to Date results are as follows:

Activity Accounts by Building/Class	Beginning Balance	Revenues	Expenses	Ending Balance
District Office	\$ 92,248.47	\$ 4,385.46	\$ 189.00	\$ 96,444.93
Scholarships	23,080.89	-	500.00	22,580.89
D158 Foundation	18,090.53	4,000.00	-	22,090.53
Early Childhood	7,856.31	-	-	7,856.31
Gifted	584.38	-	-	584.38
Mackeben	24,860.05	-	2,157.92	22,702.13
Heineman	37,606.46	-	13.46	37,593.00
Conley	32,487.48	-	5,545.77	26,941.71
Chesak	36,650.77	-	209.96	36,440.81
Leggee	25,150.39	-	-	25,150.39
Martin	69,839.41	-	-	69,839.41
Marlowe	103,739.20	-	53.00	103,686.20
High School Athletics	213,206.56	-	13,801.09	199,405.47
High School Activities	295,626.76	5,458.63	78,509.50	222,575.89
<b>Total All Funds</b>	<b>\$ 981,027.66</b>	<b>\$ 13,844.09</b>	<b>\$ 100,979.70</b>	<b>\$ 893,892.05</b>

The material transactions involving Revenues and Expenditures for the month are as follows:

Conley: The majority of the (\$5,500) of expenditures was for Library book fair (\$3,000), and In & Out for new water stations installed (\$5,500).

High School Athletics: The majority of the (\$13,800) of expenditures was for Girls Track equipment (\$6,300), Football supplies, apparel, & equipment (\$4,200), Athletics department apparel (\$2,200), and Girls Lacrosse apparel (\$500).

High School Activities: The majority of the \$5,500 of revenue was from Marching Band \$2,800, PE \$1,700, and FBLA \$500. The majority of the (\$78,500) of expenditures was for Assessments AP testing packets (\$69,500), PE locker locks (\$3,600), NHS scholarships & supplies (\$2,400), Journalism newspaper printing cost & NSPA membership fees (\$2,400), and Cooperative Education scholarship (\$500).

For further detail, see attached list of major cash expenditures and revenues received.



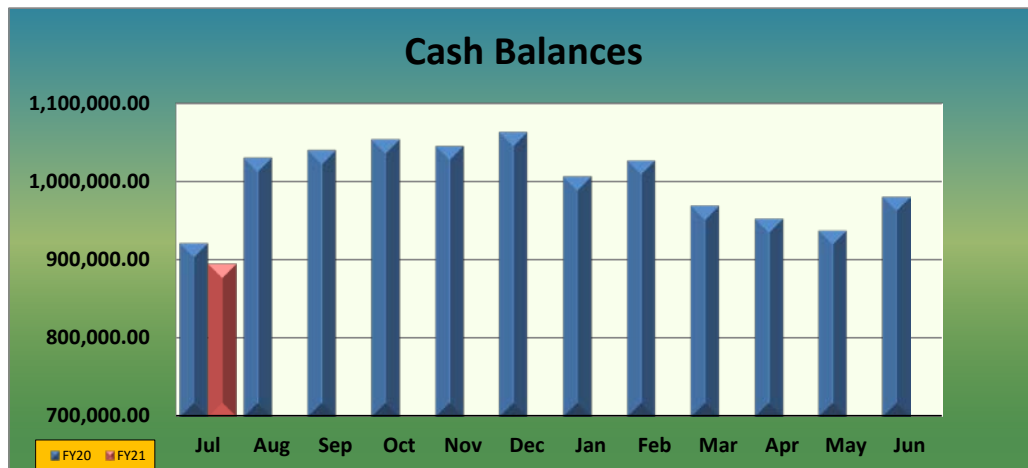
# Huntley Community School District 158

650 Dr. John Burkey Drive  
 Algonquin, Illinois 60102  
 (847) 659-6158 • www.district158.org

## July 2020 Financial Executive Summary - Activity Accounts

Major transactions for the Month include:

Major Cash Expenditures	Description	Major Revenues Received
College Board	69,495.00 Assessments AP testing packets	District Pepsi Account 4,226.00
Athletic Equipment Source	6,277.37 HS Girls Track Equipment	Huntley Hootenanny 4,000.00
Jensens Plumbing & Heating	4,389.09 Mack. & Conley water stations	HS Marching Band 2,763.84
Smallwood Lock Supply	3,600.00 HS PE locker locks	HS PE 1,739.00
Follett School Solutions	3,041.88 Leggee Library book fair	HS FBLA 510.59
MT Vinyl Designs	2,255.00 HS Football yard signs	HS Journalism 330.00
AIA Services LLC	2,137.50 HS Athletics dept. apparel	Bank Interest 164.46
Huntley Community School Dist 158	2,047.09 P-Card charges (5/21 - 6/20)	HS NHS 115.20



The above chart shows the aggregated fund balances for all Student Activity Accounts for the current and prior years.

# Fund Balance Report

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Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
100	District In & Out	0.00	0.00	0.00	0.00	0.00	3,650.42	3,650.42
101	Interest/Service Charge	34.00	164.46	34.00	164.46	130.46	61,124.54	61,255.00
102	District Pepsi Account	160.00	4,226.00	160.00	4,226.00	4,066.00	12,893.82	16,959.82
104	Activity Food Service	0.00	0.00	0.00	0.00	0.00	3,726.24	3,726.24
105	District Recycling	0.00	0.00	0.00	0.00	0.00	5,243.86	5,243.86
111	Huntley Hootenanny	0.00	4,000.00	0.00	4,000.00	4,000.00	3,298.66	7,298.66
112	Foundation Grants	0.00	0.00	0.00	0.00	0.00	14,791.87	14,791.87
113	Schaffenegger Memorial	500.00	0.00	500.00	0.00	(500.00)	23,080.89	22,580.89
115	O & M Pop Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
118	Gifted Program	0.00	0.00	0.00	0.00	0.00	584.38	584.38
1202	Mackeben Pop	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1203	Mackeben Recycling	0.00	0.00	0.00	0.00	0.00	4,051.57	4,051.57
1204	Mackeben Art	0.00	0.00	0.00	0.00	0.00	2,266.72	2,266.72
1205	Mackeben Reading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1209	Mackeben Field Trips	0.00	0.00	0.00	0.00	0.00	4,816.46	4,816.46
1210	Mackeben Library	0.00	0.00	0.00	0.00	0.00	5,806.27	5,806.27
1212	Mackeben Market Day	0.00	0.00	0.00	0.00	0.00	526.40	526.40
1240	Mackeben In & Out	2,157.92	0.00	2,157.92	0.00	(2,157.92)	7,392.63	5,234.71
1400	Heineman LRC	13.46	0.00	13.46	0.00	(13.46)	1,256.07	1,242.61
1401	Heineman Snow Hawks	0.00	0.00	0.00	0.00	0.00	451.66	451.66
1402	Heineman Play	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1403	Heineman Yearbook	0.00	0.00	0.00	0.00	0.00	2,053.25	2,053.25
1404	Heineman PBIS	0.00	0.00	0.00	0.00	0.00	117.21	117.21
1405	Heineman Service Club	0.00	0.00	0.00	0.00	0.00	42.04	42.04
1406	Heineman Chorus/Band	0.00	0.00	0.00	0.00	0.00	5,188.64	5,188.64
1407	Heineman Wrestling	0.00	0.00	0.00	0.00	0.00	274.81	274.81
1408	Heineman Cheerleading	0.00	0.00	0.00	0.00	0.00	1,170.80	1,170.80
1409	Heineman Track	0.00	0.00	0.00	0.00	0.00	917.38	917.38
1410	Heineman Charitable Contributions	0.00	0.00	0.00	0.00	0.00	1,251.30	1,251.30
1411	Heineman Cross Country	0.00	0.00	0.00	0.00	0.00	153.53	153.53
1412	Heineman Volleyball	0.00	0.00	0.00	0.00	0.00	81.41	81.41
1413	Heineman PE	0.00	0.00	0.00	0.00	0.00	909.26	909.26
1414	Heineman Student Council	0.00	0.00	0.00	0.00	0.00	1,102.86	1,102.86
1416	Heineman Poms	0.00	0.00	0.00	0.00	0.00	34.97	34.97
1417	Heineman Girls Basketball	0.00	0.00	0.00	0.00	0.00	63.16	63.16
1418	Heineman Outdoor Activity	0.00	0.00	0.00	0.00	0.00	5,381.31	5,381.31

# Fund Balance Report

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Huntley Community School District 158

Fund	Description	Month to Date		Year to Date			YTD Change	Fund Balance	
		Expense	Income	Expense	Income	Start of Year		Current	
1419	Heineman Athletics	0.00	0.00	0.00	0.00	0.00	0.00	1,963.38	1,963.38
1420	Heineman Boys Basketball	0.00	0.00	0.00	0.00	0.00	0.00	1,442.88	1,442.88
1421	Heineman Ecology Club	0.00	0.00	0.00	0.00	0.00	0.00	543.61	543.61
1422	Heineman Computer Lab	0.00	0.00	0.00	0.00	0.00	0.00	743.24	743.24
1423	Heineman Art Club	0.00	0.00	0.00	0.00	0.00	0.00	979.22	979.22
1425	Heineman Engineering Club	0.00	0.00	0.00	0.00	0.00	0.00	64.34	64.34
1440	Heineman In & Out	0.00	0.00	0.00	0.00	0.00	0.00	154.91	154.91
1441	Heineman Foods Club	0.00	0.00	0.00	0.00	0.00	0.00	1,210.74	1,210.74
1442	Heineman Board Game Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1461	Heineman 6th Grade Team 1	0.00	0.00	0.00	0.00	0.00	0.00	0.10	0.10
1462	Heineman 6th Grade Team 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1471	Heineman 7th Grade Team 1	0.00	0.00	0.00	0.00	0.00	0.00	3,771.63	3,771.63
1472	Heineman 7th Grade Team 2	0.00	0.00	0.00	0.00	0.00	0.00	132.05	132.05
1480	Heineman 8th Grade Trips	0.00	0.00	0.00	0.00	0.00	0.00	4,523.64	4,523.64
1481	Heineman 8th Grade Team 1	0.00	0.00	0.00	0.00	0.00	0.00	90.00	90.00
1482	Heineman 8th Grade Team 2	0.00	0.00	0.00	0.00	0.00	0.00	1,537.06	1,537.06
1701	Conley School Store	0.00	0.00	0.00	0.00	0.00	0.00	8,209.02	8,209.02
1702	Conley Pop	0.00	0.00	0.00	0.00	0.00	0.00	233.84	233.84
1703	Conley Recycling	0.00	0.00	0.00	0.00	0.00	0.00	106.94	106.94
1704	Conley PBIS	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00
1706	Conley Band	0.00	0.00	0.00	0.00	0.00	0.00	432.87	432.87
1707	Conley Jean Fund	0.00	0.00	0.00	0.00	0.00	0.00	736.33	736.33
1708	Conley Disc Golf Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1709	Conley Field Trips	5.00	0.00	5.00	0.00	(5.00)	3,883.41	3,883.41	3,878.41
1710	Conley Library	3,041.88	0.00	3,041.88	0.00	(3,041.88)	5,128.29	5,128.29	2,086.41
1712	Conley Art	0.00	0.00	0.00	0.00	0.00	2,933.96	2,933.96	2,933.96
1713	Conley Yearbook	0.00	0.00	0.00	0.00	0.00	3,676.36	3,676.36	3,676.36
1740	Conley In & Out	2,498.89	0.00	2,498.89	0.00	(2,498.89)	7,144.46	7,144.46	4,645.57
195	LIGHT Program	0.00	0.00	0.00	0.00	0.00	1,344.00	1,344.00	1,344.00
196	Music Camps District-wide	0.00	0.00	0.00	0.00	0.00	3,714.02	3,714.02	3,714.02
197	Pre-K Fieldtrips	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
198	MS Orchestra District-wide	0.00	0.00	0.00	0.00	0.00	551.57	551.57	551.57
199	Preschool	0.00	0.00	0.00	0.00	0.00	7,856.31	7,856.31	7,856.31
202	Chesak Pop	0.00	0.00	0.00	0.00	0.00	743.50	743.50	743.50
203	Chesak Recycling	0.00	0.00	0.00	0.00	0.00	171.34	171.34	171.34
204	Chesak Art	0.00	0.00	0.00	0.00	0.00	2,722.93	2,722.93	2,722.93

# Fund Balance Report

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Huntley Community School District 158

Fund	Description	Month to Date		Year to Date			YTD Change	Fund Balance	
		Expense	Income	Expense	Income	Start of Year		Current	
205	Chesak Yearbook	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206	Chesak Music	0.00	0.00	0.00	0.00	0.00	0.00	5,239.35	5,239.35
209	Chesak Field Trips	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	Chesak Library	0.00	0.00	0.00	0.00	0.00	0.00	10,805.37	10,805.37
212	Chesak Dine & Share	0.00	0.00	0.00	0.00	0.00	0.00	1,684.77	1,684.77
240	Chesak In & Out	209.96	0.00	209.96	0.00	(209.96)	15,283.51	15,073.55	15,073.55
301	Leggee School Store	0.00	0.00	0.00	0.00	0.00	9,403.67	9,403.67	9,403.67
302	Leggee Pop	0.00	0.00	0.00	0.00	0.00	334.71	334.71	334.71
303	Leggee Recycling	0.00	0.00	0.00	0.00	0.00	15.92	15.92	15.92
304	Leggee Art	0.00	0.00	0.00	0.00	0.00	1,819.36	1,819.36	1,819.36
306	Leggee Fundraisers	0.00	0.00	0.00	0.00	0.00	2,013.27	2,013.27	2,013.27
307	Leggee Donations & Grants	0.00	0.00	0.00	0.00	0.00	2,188.07	2,188.07	2,188.07
308	Leggee Music	0.00	0.00	0.00	0.00	0.00	416.21	416.21	416.21
309	Leggee Field Trips	0.00	0.00	0.00	0.00	0.00	6,329.43	6,329.43	6,329.43
310	Leggee Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311	Leggee Recreation	0.00	0.00	0.00	0.00	0.00	34.41	34.41	34.41
313	Leggee Yearbook	0.00	0.00	0.00	0.00	0.00	1,629.36	1,629.36	1,629.36
340	Leggee In & Out	0.00	0.00	0.00	0.00	0.00	965.98	965.98	965.98
400	Marlowe LRC	0.00	0.00	0.00	0.00	0.00	1,180.76	1,180.76	1,180.76
401	Marlowe Pop	0.00	0.00	0.00	0.00	0.00	3,426.09	3,426.09	3,426.09
402	Marlowe Fundraiser Funds	0.00	0.00	0.00	0.00	0.00	404.25	404.25	404.25
403	Marlowe Yearbook	0.00	0.00	0.00	0.00	0.00	16,427.76	16,427.76	16,427.76
404	Marlowe School Store	0.00	0.00	0.00	0.00	0.00	2,338.65	2,338.65	2,338.65
405	Marlowe Student Council	0.00	0.00	0.00	0.00	0.00	914.49	914.49	914.49
406	Marlowe Chorus/Band	0.00	0.00	0.00	0.00	0.00	5,338.37	5,338.37	5,338.37
407	Marlowe Wrestling	0.00	0.00	0.00	0.00	0.00	1,260.71	1,260.71	1,260.71
408	Marlowe Cheerleading	0.00	0.00	0.00	0.00	0.00	2,176.67	2,176.67	2,176.67
409	Marlowe Track	0.00	0.00	0.00	0.00	0.00	356.76	356.76	356.76
410	Marlowe Spanish Club	0.00	0.00	0.00	0.00	0.00	162.44	162.44	162.44
411	Marlowe Cross Country	0.00	0.00	0.00	0.00	0.00	14.71	14.71	14.71
412	Marlowe Volleyball	0.00	0.00	0.00	0.00	0.00	1,466.93	1,466.93	1,466.93
413	Marlowe Philanthropy	0.00	0.00	0.00	0.00	0.00	6,464.47	6,464.47	6,464.47
414	Marlowe Academic Club	0.00	0.00	0.00	0.00	0.00	1.68	1.68	1.68
415	Marlowe Play	0.00	0.00	0.00	0.00	0.00	4,148.96	4,148.96	4,148.96
416	Marlowe Service Club	0.00	0.00	0.00	0.00	0.00	1,594.30	1,594.30	1,594.30
417	Marlowe Girls Basketball	0.00	0.00	0.00	0.00	0.00	926.55	926.55	926.55

# Fund Balance Report

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Huntley Community School District 158

Fund	Description	Month to Date		Year to Date			YTD Change	Fund Balance	
		Expense	Income	Expense	Income	Start of Year		Current	
418	Marlowe Outdoor Activity	0.00	0.00	0.00	0.00	0.00	0.00	9,061.73	9,061.73
419	Marlowe Athletics	0.00	0.00	0.00	0.00	0.00	0.00	4,391.26	4,391.26
420	Marlowe Boys Basketball	0.00	0.00	0.00	0.00	0.00	0.00	9,930.93	9,930.93
421	Marlowe Science	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422	Marlowe Tech Lab	0.00	0.00	0.00	0.00	0.00	0.00	139.97	139.97
423	Marlowe Art Class	0.00	0.00	0.00	0.00	0.00	0.00	3,292.58	3,292.58
424	Marlowe PE	0.00	0.00	0.00	0.00	0.00	0.00	9,378.44	9,378.44
425	Marlowe Ecology	0.00	0.00	0.00	0.00	0.00	0.00	1,156.11	1,156.11
426	Marlowe Poms	0.00	0.00	0.00	0.00	0.00	0.00	7,413.82	7,413.82
427	Marlowe Musical	0.00	0.00	0.00	0.00	0.00	0.00	1,140.46	1,140.46
428	Marlowe Explorers Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440	Marlowe In & Out	53.00	0.00	53.00	0.00	(53.00)	5,657.70	5,604.70	5,604.70
441	Marlowe Foods Club	0.00	0.00	0.00	0.00	0.00	186.53	186.53	186.53
461	Marlowe 6th Grade	0.00	0.00	0.00	0.00	0.00	35.20	35.20	35.20
471	Marlowe 7th Grade	0.00	0.00	0.00	0.00	0.00	22.09	22.09	22.09
481	Marlowe 8th Grade	0.00	0.00	0.00	0.00	0.00	3,327.83	3,327.83	3,327.83
500	HS Digital Photography	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
501	HS Raider Nation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502	HS Art	0.00	0.00	0.00	0.00	0.00	543.31	543.31	543.31
503	HS Yearbook	0.00	0.00	0.00	0.00	0.00	6,348.38	6,348.38	6,348.38
504	HS Girls Cross Country	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505	HS Student Council	0.00	0.00	0.00	0.00	0.00	2,509.92	2,509.92	2,509.92
506	HS Chorus	0.00	0.00	0.00	0.00	0.00	345.53	345.53	345.53
507	HS Color Guards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
508	HS Pop	0.00	0.00	0.00	0.00	0.00	861.94	861.94	861.94
509	HS Math Club	0.00	0.00	0.00	0.00	0.00	536.52	536.52	536.52
510	HS Girls Golf	0.00	0.00	0.00	0.00	0.00	3,954.61	3,954.61	3,954.61
511	HS Drama Club	0.00	0.00	0.00	0.00	0.00	2,492.46	2,492.46	2,492.46
512	HS Pom Pons	0.00	0.00	0.00	0.00	0.00	3,653.82	3,653.82	3,653.82
513	HS Ski Club	0.00	0.00	0.00	0.00	0.00	4,395.47	4,395.47	4,395.47
514	HS World Languages Club	0.00	0.00	0.00	0.00	0.00	769.86	769.86	769.86
515	HS Boys Track	0.00	0.00	0.00	0.00	0.00	6,281.89	6,281.89	6,281.89
516	HS Dean Activity	0.00	0.00	0.00	0.00	0.00	13,671.62	13,671.62	13,671.62
517	HS HOSA Medical Club	0.00	0.00	0.00	0.00	0.00	741.63	741.63	741.63
518	HS NHS	2,385.00	115.20	2,385.00	115.20	(2,269.80)	6,778.11	4,508.31	4,508.31
519	HS Co-Op (VICA)	500.00	0.00	500.00	0.00	(500.00)	14,176.23	13,676.23	13,676.23

# Fund Balance Report

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Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
520	HS Musical	0.00	0.00	0.00	0.00	0.00	3,222.62	3,222.62
521	HS Athletic Varsity	2,218.45	0.00	2,218.45	0.00	(2,218.45)	15,747.35	13,528.90
522	HS Girls Volleyball	0.00	0.00	0.00	0.00	0.00	265.69	265.69
523	HS Boys Golf	0.00	0.00	0.00	0.00	0.00	1,303.81	1,303.81
524	HS Softball	194.90	0.00	194.90	0.00	(194.90)	11,986.73	11,791.83
525	HS Baseball	0.00	0.00	0.00	0.00	0.00	372.21	372.21
526	HS Girls Basketball	0.00	0.00	0.00	0.00	0.00	1,376.20	1,376.20
527	HS Boys Basketball	0.00	0.00	0.00	0.00	0.00	961.37	961.37
528	HS Cheerleading	0.00	0.00	0.00	0.00	0.00	42,867.61	42,867.61
529	HS Wrestling	0.00	0.00	0.00	0.00	0.00	16,003.36	16,003.36
530	HS Boys Cross Country	0.00	0.00	0.00	0.00	0.00	2,201.73	2,201.73
531	HS FBLA	177.00	510.59	177.00	510.59	333.59	10,294.14	10,627.73
532	HS Local Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
533	HS Speech	0.00	0.00	0.00	0.00	0.00	2,550.46	2,550.46
534	HS Academic Team	0.00	0.00	0.00	0.00	0.00	181.74	181.74
535	HS Journalism	2,352.50	330.00	2,352.50	330.00	(2,022.50)	8,279.49	6,256.99
536	HS Soccer	384.00	0.00	384.00	0.00	(384.00)	39,532.60	39,148.60
537	HS Field Trips	0.00	0.00	0.00	0.00	0.00	877.75	877.75
538	HS Football	4,224.62	0.00	4,224.62	0.00	(4,224.62)	37,188.75	32,964.13
539	HS Special Olympics	0.00	0.00	0.00	0.00	0.00	445.09	445.09
540	HS In & Out	0.00	0.00	0.00	0.00	0.00	4,402.92	4,402.92
541	HS Tech & Ind Arts	0.00	0.00	0.00	0.00	0.00	2,901.25	2,901.25
542	HS PE	3,600.00	1,739.00	3,600.00	1,739.00	(1,861.00)	16,516.47	14,655.47
543	HS Girls Track	6,277.37	0.00	6,277.37	0.00	(6,277.37)	21,081.49	14,804.12
544	HS Blooms Courtyard	0.00	0.00	0.00	0.00	0.00	5,060.17	5,060.17
545	HS Tennis	0.00	0.00	0.00	0.00	0.00	80.60	80.60
546	HS Media Center	0.00	0.00	0.00	0.00	0.00	2,052.25	2,052.25
547	HS Buddies Club	0.00	0.00	0.00	0.00	0.00	2,565.48	2,565.48
548	HS Robotics Club	0.00	0.00	0.00	0.00	0.00	4,325.03	4,325.03
549	HS Assessments	69,495.00	0.00	69,495.00	0.00	(69,495.00)	107,243.79	37,748.79
550	HS Community Service Club	0.00	0.00	0.00	0.00	0.00	3,490.17	3,490.17
551	HS Custom Designs	0.00	0.00	0.00	0.00	0.00	2,621.73	2,621.73
552	HS Orchesis Club	0.00	0.00	0.00	0.00	0.00	2,066.41	2,066.41
553	HS Recycling	0.00	0.00	0.00	0.00	0.00	681.75	681.75
554	HS Art Club	0.00	0.00	0.00	0.00	0.00	650.67	650.67
555	HS Boys Lacrosse	0.00	0.00	0.00	0.00	0.00	1,229.66	1,229.66

# Fund Balance Report

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Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
556	HS Marching Band	0.00	2,763.84	0.00	2,763.84	2,763.84	8,313.39	11,077.23
557	HS Culinary Club	0.00	0.00	0.00	0.00	0.00	288.08	288.08
558	HS Fashion Club	0.00	0.00	0.00	0.00	0.00	27.17	27.17
559	HS Social Studies Trips	0.00	0.00	0.00	0.00	0.00	100.07	100.07
560	HS PBIS Raider Way	0.00	0.00	0.00	0.00	0.00	961.83	961.83
561	HS Bowling	0.00	0.00	0.00	0.00	0.00	424.02	424.02
562	HS Swimming	0.00	0.00	0.00	0.00	0.00	473.90	473.90
563	HS Fishing Club	0.00	0.00	0.00	0.00	0.00	34.04	34.04
564	HS Science Club	0.00	0.00	0.00	0.00	0.00	5,598.67	5,598.67
565	HS Psychology Club	0.00	0.00	0.00	0.00	0.00	1,657.42	1,657.42
566	HS Horticulture Club	0.00	0.00	0.00	0.00	0.00	2,887.14	2,887.14
567	HS Orchestra	0.00	0.00	0.00	0.00	0.00	0.00	0.00
568	HS Medical Academy	0.00	0.00	0.00	0.00	0.00	300.21	300.21
569	HS Operation Click	0.00	0.00	0.00	0.00	0.00	2,065.70	2,065.70
570	HS SES Coffee Cart	0.00	0.00	0.00	0.00	0.00	1,273.08	1,273.08
571	HS Girls Lacrosse	501.75	0.00	501.75	0.00	(501.75)	6,219.16	5,717.41
572	HS Autos Club	0.00	0.00	0.00	0.00	0.00	419.40	419.40
573	HS Boys Volleyball	0.00	0.00	0.00	0.00	0.00	6.71	6.71
574	HS Life Skills	0.00	0.00	0.00	0.00	0.00	255.76	255.76
575	HS Job Skills	0.00	0.00	0.00	0.00	0.00	861.66	861.66
576	HS Chess Team	0.00	0.00	0.00	0.00	0.00	344.07	344.07
598	HS Incubator Pgm	0.00	0.00	0.00	0.00	0.00	19,295.73	19,295.73
599	HS Senior Class Gift	0.00	0.00	0.00	0.00	0.00	16,336.27	16,336.27
701	Martin School Store	0.00	0.00	0.00	0.00	0.00	8,504.99	8,504.99
702	Martin Pop	0.00	0.00	0.00	0.00	0.00	129.53	129.53
703	Martin Recycling	0.00	0.00	0.00	0.00	0.00	99.86	99.86
704	Martin Art	0.00	0.00	0.00	0.00	0.00	7,141.27	7,141.27
706	Martin Band	0.00	0.00	0.00	0.00	0.00	1,283.52	1,283.52
709	Martin Fieldtrips	0.00	0.00	0.00	0.00	0.00	5,655.00	5,655.00
710	Martin Library	0.00	0.00	0.00	0.00	0.00	10,191.79	10,191.79
712	Martin Fundraising	0.00	0.00	0.00	0.00	0.00	32,265.23	32,265.23
713	Martin Yearbook	0.00	0.00	0.00	0.00	0.00	4,181.37	4,181.37
740	Martin In & Out	0.00	0.00	0.00	0.00	0.00	386.85	386.85
		<u>\$100,984.70</u>	<u>\$13,849.09</u>	<u>\$100,984.70</u>	<u>\$13,849.09</u>	<u>(\$87,135.61)</u>	<u>\$981,027.66</u>	<u>\$893,892.05</u>



# Huntley Community School District 158

650 Dr. John Burkey Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: September 3, 2020

Subject: **Monthly Fiscal Updates**  
Committee of the Whole Meeting, September 3, 2020

Listed below are major tasks and/or projects the Fiscal Department has been working on during the month.

## GENERAL

During the month, Fiscal’s primary projects included:

- ✓ **July month-end close and Yearend Forecast** - See the Executive Summary attached under separate cover. In addition, based upon the draft of the June 30, 2020 audit, the preliminary operating results follow:

<b>FY21 YTD Audited Figures</b>	
Total Local	68,377,446
Total State	74,039,382
Total Federal	3,471,956
<b>Total Operating Revenue</b>	<b>145,888,784</b>
Salaries	66,021,803
Employee Benefits	56,605,553
Purchased Services	8,791,482
Supplies & Materials	8,545,186
Capital Outlay	3,974,270
Other Objects	4,601,315
<b>Total Operating Expense</b>	<b>148,539,610</b>
<b>Operating Surplus</b>	<b>749,174</b>
<b>Operating Deficit Considering Transfer of \$3.4M Reserve for Replacement to Fund 60</b>	<b>(2,650,826)</b>

- ✓ **COVID19 Planning** – During the last several months, the Operations & Facilities Planning team have been getting together to focus on essential needs to ensure the District and school facilities are, and remain, safe for students and staff to inhabit upon reopening in response to student need amidst the COVID-19 crisis. With numerous Departments

supporting the overall operations of the District, each Department/service has been heavily involved creating an FAQ so that the mission above can be accomplished.

- ✓ **FY21 Budget-** Continuing the process of finalizing the District’s FY21 Budget. The final draft of the FY21 Budget will be shared at the September Board/Budget Hearing Meeting.
- ✓ **Final Phases of the District’s Debt Restructuring Plan** – During the month, after the Board’s approval of the Parameter’s Resolution, Administration and a few board members met with PMA and Piper Jaffrey to further discuss the next phase/refunding of the district’s upcoming increase in debt payments, “the wall”. Both PMA and Piper are preparing several options for the resolution team to consider.
- ✓ **Propane Buses - Fuel Tank** – AmeriGas has installed the Propane Fuel tank as well as trained key Transportation employees. Once the Fire Marshall approves the installation we will be operational.

## July 2020 Financial Executive Summary

The July 2020 month and YTD results are as follows:

Operating Funds: 10, 20, 40, 50, and 70	FY21 July	FY21 YTD	FY21 Tentative Budget	
Total Local	\$ 5,949,788	\$ 5,949,788	\$ 74,959,225	8%
Total State	2,622,531	2,622,531	\$ 31,876,291	8%
Total Federal	10,614	10,614	\$ 4,045,247	0%
<b>Operating Revenues</b>	<b>\$ 8,582,933</b>	<b>\$ 8,582,933</b>	<b>\$ 110,880,763</b>	<b>8%</b>
Salaries	\$ 5,166,286	\$ 5,166,286	\$ 68,668,419	8%
Employee Benefits	\$ 749,246	\$ 749,246	\$ 16,858,824	4%
Purchased Services	\$ 1,956,507	\$ 1,956,507	\$ 10,006,711	20%
Supplies & Materials	\$ 130,191	\$ 130,191	\$ 10,074,434	1%
Capital Outlay	\$ 29,703	\$ 29,703	\$ 2,666,000	1%
Other Objects	\$ 38,692	\$ 38,692	\$ 2,491,204	2%
<b>Operating Expenses</b>	<b>8,070,625</b>	<b>8,070,625</b>	<b>110,765,592</b>	<b>7%</b>
<b>Net Operating Surplus (Deficit)</b>	<b>\$ 512,308</b>	<b>\$ 512,308</b>	<b>\$ 115,171</b>	

All Funds:	FY21 July	FY21 YTD	FY21 Tentative Budget	
Total Revenues	\$ 9,513,479	\$ 9,513,479	\$ 121,922,609	8%
Total Expenses	9,449,717	9,449,717	122,310,542	8%
<b>Net All Funds Surplus (Deficit)</b>	<b>\$ 63,762</b>	<b>\$ 63,762</b>	<b>\$ (387,933)</b>	

The District closed July with an all funds net surplus of \$64k and an operating net surplus of \$512k. The majority of the revenue was due to recognition of monthly 2019 Levy as well as EBF and MCAT revenue. Total revenues are at 8% of budget, and total expenditures are at 8% of the budget.

July operating revenues of \$8.6M are primarily due to the recognition of \$5.53M levy 2019 property taxes, the recognition of \$2.3M State Evidence Based Funding (EBF), and the recognition of \$364k for July FY21 SpEd Tuition, Regular and Special Ed Transportation. Aside from levy recognition, local revenue of \$5.95M includes registration fees (\$311k).

Approximately 73 percent of July operating expenditures cover salaries and benefits. Major expenditures making up the \$2.0M in operating Purchased Services was for CLIC insurance (Workers Comp \$540k, liability \$322k, property \$120k, and vehicle \$60k), software maintenance (\$252k), bus leases (\$122k), and curriculum (\$108k). The \$130k in operating Supplies & Materials was primarily for technology supplies (\$72k). The \$30k of Capital Outlay was primarily for an O&M projects. The majority of the \$39k of Other Objects was for the treasurer's bond (\$24k).

The District began FY21 with \$56.5 million in cash and as of the end of July 2020, the cash balance approximated \$46.5 million. The District holds \$6.5M with BMO and \$40.0M through PMA.

## July 2020 Financial Executive Summary

Major transactions for July 2020 include:

Non-Salary Major Cash Expenditures		Major Revenues Received/Recognized	
UMB Bank NA (Bond)	\$ 1,259,613	Monthly Op Levy 2019 Recognition	\$5,526,052
CLIC (District Insurances)	\$ 1,042,342	Evidence Based Model Funding	\$2,258,657
Blue Cross Blue Shield (Medical Ins.)	\$ 863,303	Monthly MCAT Recognition	\$363,654
Arrow Road Const. (Pavement)	\$ 536,428	Registration Fees	\$310,917
Central States (New Buses)	\$ 379,364		
CDW Government (Technology)	\$ 218,835		
Santander Leasing (Bus Leases)	\$ 122,297		
PowerSchool Group (Student DBs)	\$ 95,332		
ABM Industry Groups (Custodial)	\$ 89,600		
Gaggle.Net Inc (Technology)	\$ 72,474		
Prof Audio Designs (HHS Fine Arts)	\$ 56,632		
ComEd (Electricity)	\$ 50,629		
Edmentum (Curriculum)	\$ 41,250		
ClassLink Inc. (Technology)	\$ 33,000		
Follett School (Technology)	\$ 26,127		
Naviance Inc (Curriculum)	\$ 24,082		
Sandner Group (Treasurers Bond)	\$ 23,995		
		<b>July 31, 2020 ISBE (State) Receivable</b>	
		FY20 Q4 Other	\$64,022
		FY20 Q4 MCATs	\$1,123,052
		FY21 Q1 MCATs	\$363,654
		<b>Total</b>	<b>\$1,550,728</b>

Monthly Insurance Update:

Claims Paid by Week	May 2020	Jun 2020	Jul 2020	FY21 YTD
Week 1	\$ 75,551	\$ 145,990	\$ 87,318	\$ 87,318
Week 2	\$ 50,583	\$ 137,641	\$ 149,764	\$ 149,764
Week 3	\$ 90,042	\$ 94,359	\$ 203,903	\$ 203,903
Week 4	\$ 101,855	\$ 137,923	\$ 127,572	\$ 127,572
Week 5	\$ 148,261	\$ 76,703	\$ 134,876	\$ 134,876
<b>Total</b>	<b>\$ 466,292</b>	<b>\$ 592,616</b>	<b>\$ 703,433</b>	<b>\$ 703,433</b>
Settlement Costs - BC/BS	207,262	207,691	206,790	206,790
Average Monthly Claims Based upon the last 12 months of claims	\$ 675,823	\$ 676,249	\$ 666,610	
<b>Total Insurance Costs</b>	<b>\$ 582,421</b>	<b>\$ 690,449</b>	<b>\$ 804,549</b>	<b>\$ 804,549</b>

Includes employee contributions

**FY21 Budget**

**\$ 10,064,351**

July 2020 claims of \$703,433 include a stoploss credit of \$106,239 and compares to \$819,103 in July 2019. FY21 total health costs, including employee contributions, are \$805k.

Enrollment in the health insurance plan is 1750, which is a 2% increase over prior year. Material claims over \$10k is currently at 121 from September 2019 through July 2020. Of these 121 material claims, 12 are over \$50k.

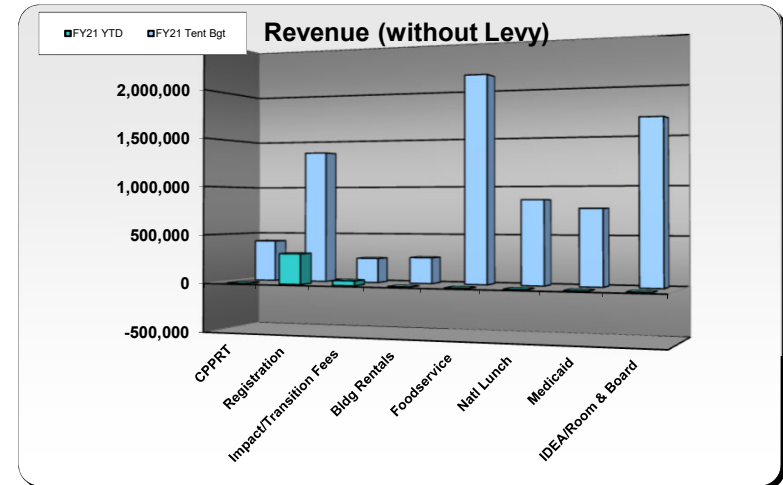
## July 2020 Dashboard

Revenue					
	Prior YTD	FY21 YTD	FY21 Tent Bgt	%	Variance
Operating Levies	5,393,546	5,526,052	67,389,484	8%	61,863,432
MCATs	378,961	363,654	4,390,841	8%	4,027,187
CPPRT	0	0	421,258	0%	421,258
Registration	321,405	310,867	1,361,367	23%	1,050,500
Impact/Transition Fees	0	47,837	250,000	19%	202,163
Bldg Rentals	18,906	383	265,000	0%	264,617
Foodservice	3,117	-2,014	2,132,864	0%	2,134,878
Natl Lunch	0	0	860,163	0%	860,163
Medicaid	0	0	775,000	0%	775,000
IDEA/Room & Board	0	0	1,664,127	0%	1,664,127

- Tracking with Budget
- Plus or minus 10 percent of Budget
- Unfavorable budget variance exceeding 10%

### Monthly Notes - Revenue

- ▶ All revenues are consistent with prior years.
- ▶ The credit to Foodservice is due to refunds.

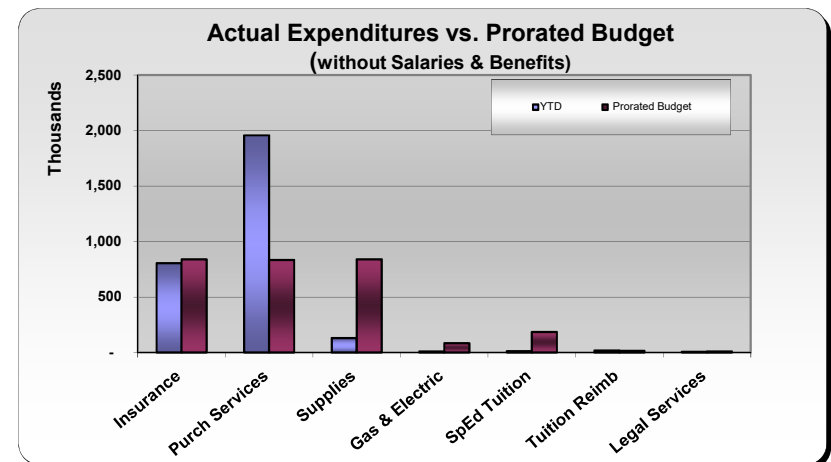


Key Operating Expenditures					
	Prior YTD	FY21 YTD	FY21 Tent Bgt	%	Budget Bal.
Salaries & Benefits	5,942,027	5,915,532	85,440,502	7%	79,524,970
Insurance	830,654	804,549	10,064,351	8%	9,259,802
Purchased Services	2,051,636	1,956,507	10,006,711	20%	8,050,204
Supplies	201,642	130,191	10,074,434	1%	9,944,244
Gas & Electric	0	9,761	989,292	1%	979,531
SpEd Tuition	59,254	11,355	2,205,000	1%	2,193,645
Tuition Reimb	7,735	16,906	165,000	10%	148,094
Legal Services	0	6,543	100,000	7%	93,457

- Tracking with Budget
- Plus or minus 10 percent of Budget
- Unfavorable budget variance exceeding 10%

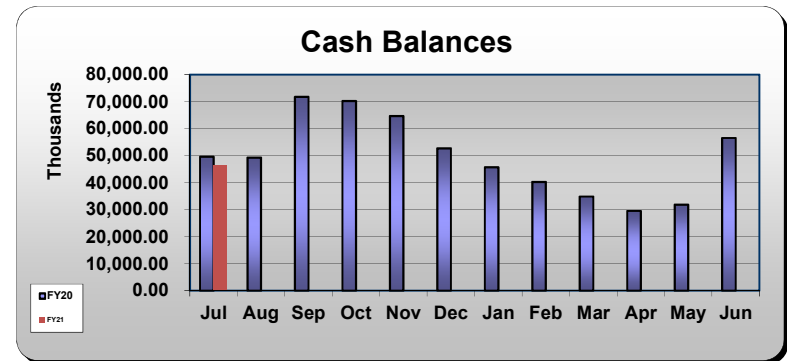
### Monthly Notes - Expenditures

- ▶ Purchased services are at 20% of budget primarily due to \$1.04M paid to CLIC for annual property, liability, and workers compensation insurance, consistent with prior year.



**July 2020 Dashboard**

Balance Sheet - Cash Flow				
	Prior YTD	FY21 YTD	%	Variance
<b>Cash and Investments</b>	49,584,928	46,456,705	94%	(3,128,223)
A/R Total	2,477,839	2,247,588	91%	(230,252)
A/R State	2,163,445	1,739,612	80%	(423,832)
Deferred Revenue	29,729,016	31,550,650	106%	1,821,634
Contracts Payable	7,078,035	7,228,892	102%	150,858
Self Insurance Res.	2,158,025	2,158,025	100%	0

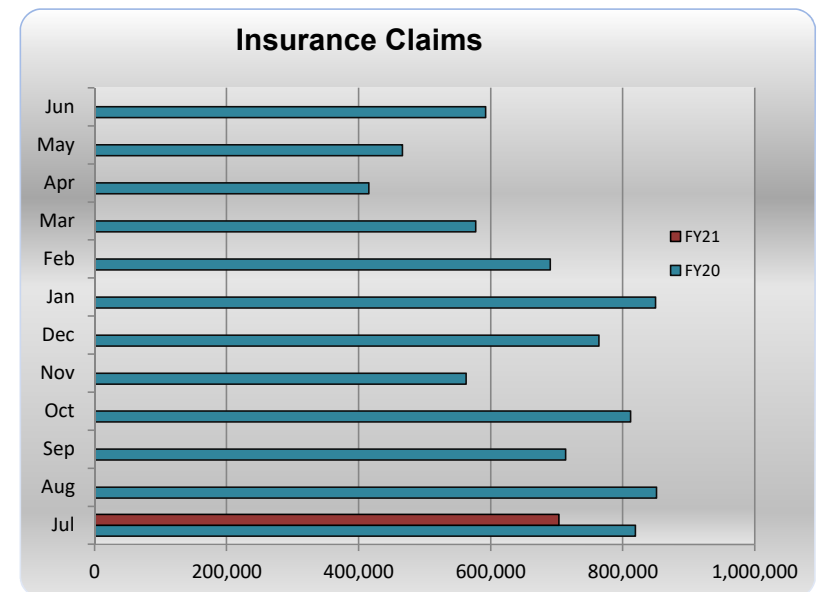


**Monthly Notes - Balance Sheet**

- ▶ Following the budget, Cash and Investments are (\$3.1M) less than prior year.
- ▶ Accounts receivables are \$230k less than PY due to receipt of Title funding in July 2020.
- ▶ Contracts payable reflect FY20 July and August payrolls.

FY19 AFR Data				
	FY19	FY18	%	Variance
Fund Balance to Revenue Ratio	0.37	0.37	102%	0.01
Expenditure to Revenue Ratio	0.98	0.98	100%	0.00
Days Cash on Hand	170.82	185.35	92%	(14.53)
Percent Short-Term Borrowing Max Remaining	100.00	100.00	100%	0.00
Percent Long-Term Debt Margin Remaining	54.12	50.12	108%	4.00
ISBE Rating	<b>3.80</b>	<b>3.90</b>	97%	(0.10)
Operating Expense per Pupil	11,439.32	10,570.00	108%	869.32
	<b>RECOGNITION</b>	<b>RECOGNITION</b>		

- ▶ The District continues to improve financially resulting in an ISBE rating of RECOGNITION for FY13 through FY19.
- ▶ The District's Operating Expense per Pupil, utilizing FY17 State Report Card data, continues to be the lowest in McHenry County for all K-12 districts and is well below the State's FY17 Operating Expense per Pupil average of \$13,337.



# Revenue Report

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Huntley Community School District 158

Educational Fund 10						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1100	Designated Levies				
Description	M.T.D. Revenue	Y.T.D. Revenue	Next Year Proposed	Budget Bal	% of Budget	Account Number
1100 Designated Levies	4,397,494.69	4,397,494.69	(53,626,910.00)	(47,559,805.31)	8.46	
1200 Payments In Lieu Of Taxes	0.00	0.00	(256,808.00)	(309,636.00)	0.00	
1300 Tuition	350.00	350.00	(336,982.02)	(336,632.02)	0.10	
1500 Earnings On Investments	1,520.58	1,520.58	(101,849.90)	(158,479.42)	0.95	
1600 Food Service	(2,014.26)	(2,014.26)	(2,132,864.18)	(2,636,878.44)	0.04	
1700 District/School Activity Income	92,620.00	92,620.00	(393,613.14)	(300,993.14)	23.53	
1800 Textbook Income	310,867.01	310,867.01	(1,361,367.36)	(1,150,500.35)	21.27	
1900 Other Local Revenues	13,368.37	13,368.37	(2,355,204.70)	(2,336,836.33)	0.57	
<b>1000 RECEIPTS/REVENUE FROM LOCAL SOURCES</b>	<b>4,814,206.39</b>	<b>4,814,206.39</b>	<b>(60,565,599.30)</b>	<b>(54,789,761.01)</b>	<b>8.08</b>	* Source of Revenue
3001 General State Aide	0.00	0.00	(25,103,881.00)	(22,503,881.00)	0.00	
3100 Special Education	0.00	0.00	(1,249,494.04)	(1,249,494.04)	0.00	
3200 Career And Technical Education (Cte) - Tech Prep	0.00	0.00	(34,058.00)	(34,058.00)	0.00	
3300 Bilingual/StateFreeLunch/Dr Ed	0.00	0.00	(67,279.86)	(67,279.86)	0.00	
3500 Transportation - Reg/Voc/SpEd	0.00	0.00	0.00	0.00	0.00	
3700 Early Childhood	0.00	0.00	(285,261.02)	(285,261.02)	0.00	
3900 Other State Revenue	220.00	220.00	0.00	220.00	0.00	
<b>3000 RECEIPTS/REVENUE FROM STATE SOURCES</b>	<b>220.00</b>	<b>220.00</b>	<b>(26,739,973.92)</b>	<b>(24,139,753.92)</b>	<b>0.00</b>	* Source of Revenue
4100 Title V	0.00	0.00	0.00	0.00	0.00	
4200 Child Nutrition	0.00	0.00	(880,463.92)	(705,463.92)	0.00	
4300 Title I - Low Income	0.00	0.00	(187,667.00)	(201,261.00)	0.00	
4400 Title IV - Safe And Drug-Free Schools - Formula	0.00	0.00	(12,970.00)	(13,513.00)	0.00	
4620 Federal Special Education - IDEA Flow-Through/ Low	0.00	0.00	(1,664,127.14)	(1,520,745.14)	0.00	
4700 CTE	0.00	0.00	(34,345.00)	(34,345.00)	0.00	
4800 Federal - ARRA	0.00	0.00	0.00	0.00	0.00	
4900 Other Restricted Grants Received From Federal	10,614.00	10,614.00	(1,265,674.00)	(1,076,279.00)	0.98	
<b>4000 RECEIPTS/REVENUE FROM FEDERAL SOURCES</b>	<b>10,614.00</b>	<b>10,614.00</b>	<b>(4,045,247.06)</b>	<b>(3,551,607.06)</b>	<b>0.30</b>	* Source of Revenue
7100 Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00	
7200 Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	
7300 Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00	

# Revenue Report

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Huntley Community School District 158

Educational Fund 10						
Source of Revenue	7000	SOURCES OF FUNDS				
Source of Revenue	7400	Transfers From Other Funds To Pay Principal On Cap				
Description	M.T.D. Revenue	Y.T.D. Revenue	Next Year Proposed	Budget Bal	% of Budget	Account Number
7400 Transfers From Other Funds To Pay Principal On Cap	0.00	0.00	0.00	0.00	0.00	
7500 Transfers From Other Funds To Pay Interest On Capi	0.00	0.00	0.00	0.00	0.00	
7900 Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00	
7000 SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
10 Educational Fund	<u>4,825,040.39</u>	<u>4,825,040.39</u>	<u>(91,350,820.28)</u>	<u>(82,481,121.99)</u>	<u>5.53</u>	Fund

# Revenue Report

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Huntley Community School District 158

Operations & Maintenance Fund 20						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1100	Designated Levies				
Description	M.T.D. Revenue	Y.T.D. Revenue	Next Year Proposed	Budget Bal	% of Budget	Account Number
1100 Designated Levies	692,027.11	692,027.11	(8,301,880.00)	(7,344,612.89)	8.61	
1500 Earnings On Investments	2,192.92	2,192.92	(73,204.62)	(112,807.08)	1.91	
1900 Other Local Revenues	3,075.29	3,075.29	(247,119.00)	(244,043.71)	1.24	
<b>1000 RECEIPTS/REVENUE FROM LOCAL SOURCES</b>	<b>697,295.32</b>	<b>697,295.32</b>	<b>(8,622,203.62)</b>	<b>(7,701,463.68)</b>	<b>8.30</b>	* Source of Revenue
3001 General State Aide	0.00	0.00	(2,000,000.00)	(4,600,000.00)	0.00	
3900 Other State Revenue	0.00	0.00	0.00	0.00	0.00	
<b>3000 RECEIPTS/REVENUE FROM STATE SOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,000,000.00)</b>	<b>(4,600,000.00)</b>	<b>0.00</b>	* Source of Revenue
4500	0.00	0.00	0.00	0.00	0.00	
4900 Other Restricted Grants Received From Federal	0.00	0.00	0.00	0.00	0.00	
<b>4000 RECEIPTS/REVENUE FROM FEDERAL SOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Source of Revenue
7100 Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00	
7200 Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	
7300 Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00	
7900 Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00	
<b>7000 SOURCES OF FUNDS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Source of Revenue
<b>20 Operations &amp; Maintenance Fund</b>	<b>697,295.32</b>	<b>697,295.32</b>	<b>(10,622,203.62)</b>	<b>(12,301,463.68)</b>	<b>5.36</b>	Fund

# Revenue Report

Printed: 8/20/2020 11:07 AM  
Huntley Community School District 158

Debt Service Fund or Fund Group 30						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1100	Designated Levies				
Description	M.T.D. Revenue	Y.T.D. Revenue	Next Year Proposed	Budget Bal	% of Budget	Account Number
1100 Designated Levies	879,858.08	879,858.08	(10,843,179.00)	(9,134,279.92)	8.79	
1500 Earnings On Investments	2,741.35	2,741.35	(89,118.66)	(137,258.65)	1.96	
1900 Other Local Revenues	0.00	0.00	0.00	0.00	0.00	
<b>1000 RECEIPTS/REVENUE FROM LOCAL SOURCES</b>	<b>882,599.43</b>	<b>882,599.43</b>	<b>(10,932,297.66)</b>	<b>(9,271,538.57)</b>	<b>8.69</b>	* Source of Revenue
7100 Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00	
7200 Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	
7400 Transfers From Other Funds To Pay Principal On Cap	0.00	0.00	0.00	0.00	0.00	
7500 Transfers From Other Funds To Pay Interest On Capi	0.00	0.00	0.00	0.00	0.00	
7600 Transfers From Other Funds To Pay Principal On Rev	0.00	0.00	0.00	0.00	0.00	
7700 Transfers From Other Funds To Pay Interest On Reve	0.00	0.00	0.00	0.00	0.00	
7900 Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00	
<b>7000 SOURCES OF FUNDS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Source of Revenue
<b>30 Debt Service Fund or Fund Group</b>	<b>882,599.43</b>	<b>882,599.43</b>	<b>(10,932,297.66)</b>	<b>(9,271,538.57)</b>	<b>8.69</b>	Fund

# Revenue Report

Printed: 8/20/2020 11:07 AM  
Huntley Community School District 158

Transportation Fund 40						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1100	Designated Levies				
Description	M.T.D. Revenue	Y.T.D. Revenue	Next Year Proposed	Budget Bal	% of Budget	Account Number
1100 Designated Levies	173,008.64	173,008.64	(2,165,005.00)	(2,557,574.36)	6.34	
1400 Transportation Fees	0.00	0.00	(69,699.93)	(69,699.93)	0.00	
1500 Earnings On Investments	810.48	810.48	(41,376.52)	(64,189.52)	1.25	
1900 Other Local Revenues	0.00	0.00	0.00	0.00	0.00	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	173,819.12	173,819.12	(2,276,081.45)	(2,691,463.81)	6.07	* Source of Revenue
3500 Transportation - Reg/Voc/SpEd	0.00	0.00	(3,136,317.00)	(3,270,000.00)	0.00	
3000 RECEIPTS/REVENUE FROM STATE SOURCES	0.00	0.00	(3,136,317.00)	(3,270,000.00)	0.00	* Source of Revenue
7300 Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00	
7900 Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00	
7000 SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
40 Transportation Fund	173,819.12	173,819.12	(5,412,398.45)	(5,961,463.81)	2.83	Fund

# Revenue Report

Printed: 8/20/2020 11:07 AM  
Huntley Community School District 158

## Municipal Retirement and Social Security Fund 50

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES

Source of Revenue 1100 Designated Levies

Description	M.T.D. Revenue	Y.T.D. Revenue	Next Year Proposed	Budget Bal	% of Budget	Account Number
1100 Designated Levies	230,039.94	230,039.94	(2,887,392.00)	(2,595,743.06)	8.14	
1200 Payments In Lieu Of Taxes	0.00	0.00	(164,450.00)	(126,802.00)	0.00	
1500 Earnings On Investments	788.82	788.82	(25,462.48)	(39,211.18)	1.97	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	230,828.76	230,828.76	(3,077,304.48)	(2,761,756.24)	7.71	* Source of Revenue
50 Municipal Retirement and Social Security Fund	230,828.76	230,828.76	(3,077,304.48)	(2,761,756.24)	7.71	Fund

# Revenue Report

Printed: 8/20/2020 11:07 AM  
Huntley Community School District 158

Capital Projects Fund or Fund Group 60						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1500	Earnings On Investments				
Description	M.T.D. Revenue	Y.T.D. Revenue	Next Year Proposed	Budget Bal	% of Budget	Account Number
1500 Earnings On Investments	109.60	109.60	(9,548.43)	(14,890.40)	0.73	
1900 Other Local Revenues	47,836.78	47,836.78	(100,000.00)	(152,163.22)	23.92	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	47,946.38	47,946.38	(109,548.43)	(167,053.62)	22.30	* Source of Revenue
3900 Other State Revenue	0.00	0.00	0.00	0.00	0.00	
3000 RECEIPTS/REVENUE FROM STATE SOURCES	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
7100 Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00	
7200 Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	
7300 Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00	
7900 Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00	
7000 SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
60 Capital Projects Fund or Fund Group	47,946.38	47,946.38	(109,548.43)	(167,053.62)	22.30	Fund

# Revenue Report

Printed: 8/20/2020 11:07 AM  
Huntley Community School District 158

Working Cash Fund 70						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1100	Designated Levies				
Description	M.T.D. Revenue	Y.T.D. Revenue	Next Year Proposed	Budget Bal	% of Budget	Account Number
1100 Designated Levies	33,481.58	33,481.58	(408,297.00)	(366,084.42)	8.38	
1500 Earnings On Investments	156.79	156.79	(9,548.43)	(14,843.21)	1.05	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	<u>33,638.37</u>	<u>33,638.37</u>	<u>(417,845.43)</u>	<u>(380,927.63)</u>	<u>8.11</u>	* Source of Revenue
70 Working Cash Fund	<u>33,638.37</u>	<u>33,638.37</u>	<u>(417,845.43)</u>	<u>(380,927.63)</u>	<u>8.11</u>	Fund

# Revenue Report

Printed: 8/20/2020 11:07 AM  
Huntley Community School District 158

Fire Prevention and Safety Fund or Fund Group 90						
Source of Revenue		1000	RECEIPTS/REVENUE FROM LOCAL SOURCES			
Source of Revenue		1100	Designated Levies			
Description	M.T.D. Revenue	Y.T.D. Revenue	Next Year Proposed	Budget Bal	% of Budget	Account Number
1100 Designated Levies	0.00	0.00	0.00	0.00	0.00	
1500 Earnings On Investments	0.50	0.50	(190.97)	(299.50)	0.17	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	0.50	0.50	(190.97)	(299.50)	0.17	* Source of Revenue
90 Fire Prevention and Safety Fund or Fund Group	0.50	0.50	(190.97)	(299.50)	0.17	Fund
<b>Report Total:</b>	<u>6,891,168.27</u>	<u>6,891,168.27</u>	<u>(121,922,609.32)</u>	<u>(113,325,625.04)</u>	<u>5.73</u>	

# Expenditure Report - Board of Education

Printed: 8/20/2020 11:12 AM  
Huntley Community School District 158

Educational Fund 10								
Function	1000	INSTRUCTION						
Object	100	SALARIES						
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Next Year Proposed	Budget Balance	% of Budget	Account Number	
100 SALARIES	3,532,057.07	3,532,057.07	0.00	47,026,933.00	41,869,126.54	7.78		
200 EMPLOYEE BENEFITS	300,570.78	300,570.78	852,000.00	9,091,692.00	7,016,924.23	14.28		
300 PURCHASED SERVICES	219,290.00	219,290.00	39,297.22	1,179,068.00	875,069.03	28.89		
400 SUPPLIES & MATERIALS	14,537.88	14,537.88	106,246.42	4,399,278.00	4,137,944.14	3.84		
500 CAPITAL OUTLAY	0.00	0.00	0.00	26,000.00	132,700.00	0.00		
600 OTHER OBJECTS	0.00	0.00	500.00	17,994.00	17,494.94	2.78		
700 NON-CAPITALIZED EQUIPMENT	0.00	0.00	1,989.00	61,294.00	58,376.35	4.76		
<b>1000 INSTRUCTION</b>	<b>4,066,455.73</b>	<b>4,066,455.73</b>	<b>1,000,032.64</b>	<b>61,802,259.00</b>	<b>54,107,635.23</b>	<b>8.81</b>	*	Function
100 SALARIES	1,372,563.75	1,372,563.75	0.00	16,949,921.00	15,648,211.16	8.06		
200 EMPLOYEE BENEFITS	253,621.63	253,621.63	46,548.67	2,905,510.00	2,316,788.51	15.32		
300 PURCHASED SERVICES	917,641.80	917,641.80	229,787.28	3,600,168.00	2,076,087.91	41.77		
400 SUPPLIES & MATERIALS	93,983.89	93,983.89	820,544.41	3,201,791.00	2,496,137.18	30.77		
500 CAPITAL OUTLAY	0.00	0.00	0.00	40,000.00	40,000.00	0.00		
600 OTHER OBJECTS	24,044.00	24,044.00	1,834.00	94,585.00	69,818.62	27.52		
700 NON-CAPITALIZED EQUIPMENT	0.00	0.00	0.00	25,447.00	26,446.63	0.00		
<b>2000 SUPPORT SERVICES</b>	<b>2,661,855.07</b>	<b>2,661,855.07</b>	<b>1,098,714.36</b>	<b>26,817,422.00</b>	<b>22,673,490.01</b>	<b>16.30</b>	*	Function
100 SALARIES	0.00	0.00	0.00	23,659.00	23,000.00	0.00		
300 PURCHASED SERVICES	0.00	0.00	0.00	400.00	25,558.00	0.00		
400 SUPPLIES & MATERIALS	0.00	0.00	0.00	10,200.00	7,827.58	0.00		
<b>3000 COMMUNITY SERVICES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34,259.00</b>	<b>56,385.58</b>	<b>0.00</b>	*	Function
300 PURCHASED SERVICES	0.00	0.00	0.00	10,000.00	30,000.00	0.00		
600 OTHER OBJECTS	11,354.71	11,354.71	340,637.07	2,205,000.00	1,761,747.96	20.10		
<b>4000 PAYMENTS TO OTHER DISTRICTS AND GOVERNMENTAL UNITS</b>	<b>11,354.71</b>	<b>11,354.71</b>	<b>340,637.07</b>	<b>2,215,000.00</b>	<b>1,791,747.96</b>	<b>19.83</b>	*	Function
<b>10 Educational Fund</b>	<b>6,739,665.51</b>	<b>6,739,665.51</b>	<b>2,439,384.07</b>	<b>90,868,940.00</b>	<b>78,629,258.78</b>	<b>11.37</b>		Fund

# Expenditure Report - Board of Education

Printed: 8/20/2020 11:12 AM  
Huntley Community School District 158

Operations & Maintenance Fund 20							
Function	2000	SUPPORT SERVICES					
Object	100	SALARIES					
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Next Year Proposed	Budget Balance	% of Budget	Account Number
100 SALARIES	116,124.29	116,124.29	0.00	1,409,261.00	1,244,384.03	8.54	
200 EMPLOYEE BENEFITS	(6,085.14)	(6,085.14)	0.00	230,579.00	225,750.74	-2.77	
300 PURCHASED SERVICES	357,640.22	357,640.22	494,219.83	4,676,542.00	3,360,037.14	23.39	
400 SUPPLIES & MATERIALS	14,720.07	14,720.07	176,212.89	1,676,890.00	1,403,743.01	18.71	
500 CAPITAL OUTLAY	29,702.80	29,702.80	331,808.88	1,600,000.00	2,727,931.52	15.08	
600 OTHER OBJECTS	0.00	0.00	0.00	3,247.00	3,366.00	0.00	
2000 SUPPORT SERVICES	512,102.24	512,102.24	1,002,241.60	9,596,519.00	8,965,212.44	17.82	* Function
600 OTHER OBJECTS	3,293.75	3,293.75	0.00	165,434.00	163,021.25	1.98	
5000 DEBT SERVICE	3,293.75	3,293.75	0.00	165,434.00	163,021.25	1.98	* Function
20 Operations & Maintenance Fund	515,395.99	515,395.99	1,002,241.60	9,761,953.00	9,128,233.69	17.58	Fund

# Expenditure Report - Board of Education

Printed: 8/20/2020 11:12 AM  
Huntley Community School District 158

Debt Service Fund or Fund Group 30							
Function	5000	DEBT SERVICE					
Object	600	OTHER OBJECTS					
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Next Year Proposed	Budget Balance	% of Budget	Account Number
600 OTHER OBJECTS	1,259,612.50	1,259,612.50	0.00	10,828,900.00	9,505,490.50	11.70	
5000 DEBT SERVICE	1,259,612.50	1,259,612.50	0.00	10,828,900.00	9,505,490.50	11.70	* Function
30 Debt Service Fund or Fund Group	1,259,612.50	1,259,612.50	0.00	10,828,900.00	9,505,490.50	11.70	Fund

# Expenditure Report - Board of Education

Printed: 8/20/2020 11:12 AM  
Huntley Community School District 158

Transportation Fund 40								
Function	2000	SUPPORT SERVICES						
Object	100	SALARIES						
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Next Year Proposed	Budget Balance	% of Budget	Account Number	
100 SALARIES	145,540.87	145,540.87	0.00	3,171,904.00	2,912,073.54	4.76		
200 EMPLOYEE BENEFITS	(9,775.16)	(9,775.16)	0.00	1,536,015.00	1,472,770.14	-0.67		
300 PURCHASED SERVICES	461,935.47	461,935.47	7,100.00	540,533.00	342,674.24	58.06		
400 SUPPLIES & MATERIALS	6,948.66	6,948.66	188,408.74	786,275.00	570,753.59	27.41		
500 CAPITAL OUTLAY	0.00	0.00	932,700.00	1,000,000.00	(322,096.00)	132.21		
600 OTHER OBJECTS	0.00	0.00	0.00	4,944.00	4,843.21	2.04		
2000 SUPPORT SERVICES	604,649.84	604,649.84	1,128,208.74	7,039,671.00	4,981,018.72	30.13	*	Function
40 Transportation Fund	604,649.84	604,649.84	1,128,208.74	7,039,671.00	4,981,018.72	30.13		Fund

# Expenditure Report - Board of Education

Printed: 8/20/2020 11:12 AM  
Huntley Community School District 158

Municipal Retirement and Social Security Fund 50								
Function	1000	INSTRUCTION						
Object	200	EMPLOYEE BENEFITS						
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Next Year Proposed	Budget Balance	% of Budget	Account Number	
200 EMPLOYEE BENEFITS	80,267.89	80,267.89	0.00	1,259,808.00	1,137,910.17	6.59		
1000 INSTRUCTION	80,267.89	80,267.89	0.00	1,259,808.00	1,137,910.17	6.59	*	Function
200 EMPLOYEE BENEFITS	130,646.22	130,646.22	0.00	1,835,220.00	1,638,491.91	7.38		
2000 SUPPORT SERVICES	130,646.22	130,646.22	0.00	1,835,220.00	1,638,491.91	7.38	*	Function
50 Municipal Retirement and Social Security Fund	210,914.11	210,914.11	0.00	3,095,028.00	2,776,402.08	7.06	Fund	

# Expenditure Report - Board of Education

Printed: 8/20/2020 11:12 AM  
Huntley Community School District 158

Capital Projects Fund or Fund Group 60								
Function	2000	SUPPORT SERVICES						
Object	300	PURCHASED SERVICES						
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Next Year Proposed	Budget Balance	% of Budget	Account Number	
300	PURCHASED SERVICES	792.01	792.01	11,963.55	0.00	533,942.44	2.92	
500	CAPITAL OUTLAY	111,499.38	111,499.38	618,828.02	0.00	3,029,298.79	22.02	
2000	SUPPORT SERVICES	112,291.39	112,291.39	630,791.57	0.00	3,563,241.23	19.66	* Function
600	OTHER OBJECTS	7,187.50	7,187.50	0.00	716,050.00	707,540.50	1.01	
5000	DEBT SERVICE	7,187.50	7,187.50	0.00	716,050.00	707,540.50	1.01	* Function
60	Capital Projects Fund or Fund Group	119,478.89	119,478.89	630,791.57	716,050.00	4,270,781.73	17.07	Fund
<b>Report Total:</b>		<b>9,449,716.84</b>	<b>9,449,716.84</b>	<b>5,200,625.98</b>	<b>122,310,542.00</b>	<b>109,291,185.50</b>	<b>13.14</b>	



# Huntley Community School District 158

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650 Academic Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

**To:** Human Resources Committee  
**From:** Adam Zehr, Assistant Superintendent of Human Resources  
**Date:** September 3, 2020  
**Subject:** Monthly Human Resources Updates

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**During the month of August Human Resources' primary projects included:**

- Processing of new hires and or resignations
- Mentor Training Information sent out to mentors
- New Teacher Orientation
- Review of enrollment and staffing levels
- Preparing and submitting reports to the Illinois State Board of Education pertaining to salaries, evaluations, and teacher attendance

**Specific tasks to address for the month of September:**

- Processing lane changes
- Sick Bank Enrollment
- Administrator and Teacher Salary and Benefits Report
- Certified Administrator Compensation Report
- IMRF Compensation Report
- Prepare to start registration for health screenings
- Finalize health insurance rates for 2021



# Huntley Community School District 158

650 Academic Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

DATE: September 3, 2020

TO: Building and Grounds Committee

FROM: Doug Renkosik, Director of Operations and Maintenance

RE: O & M Updates(**R**)  
Building and Grounds Committee  
Committee of the Whole Meeting September 3, 2020

## Work completed for August

1. Lead the District towards development of Solar PV Installation Project with our partner; ForeFront Power, who will be installing a renewable energy system which could generate up to 80% of the School District's annually consumed power. Highlights of project status include:

- Zoning reviews with the three Villages (;LITH, Algonquin, and Huntley) are completed.
- All nine ComEd Interconnect Agreements are approved.
- Forefront's applications for Renewable Energy Credits have been approved by the Illinois Power Agency, the Illinois Commerce Commission and ComEd.
- District 158 has transitioned to ComEd as their retail electricity provider effective meter read dates in July 2019.
- Net Zero Metering tariff applications have been tentatively approved by ComEd contingent on the commercial operational start-up test.
- Construction review with all three villages completed and acceptance letters in hand.
- Building Permit Applications to be submitted to McHenry County Regional Office of Education pending peer review endorsement of ForeFront Power's electrical plan set.
- Forefront's applications for Smart Inverter rebates from ComEd have not yet been submitted.
- Construction started at Reed Road on November 18, 2019.
- Construction started on Square Barn Road Campus on November 25, 2019.
- Construction started at Harmony Road Campus on December 20, 2019.
- Commissioning of Reed Road Campus system is in progress.
- Final punchlist development for Square Barn and Reed Road sites was developed this month.
- Commissioning of the solar arrays on at all three D158 Campus properties is underway.

2. Coordinate construction administration of the following construction projects:

- Huntley High School Fine Arts Addition with Wold Architects & Engineers and Lamp Inc. - *95% complete.*
- Pavement Improvements at Conley and Mackeben. - *97% complete.*
- RTU replacements (2) at Mackeben. - *95% complete.*
- Preheat system installation at Conley. – *substantially complete at this time.*
- Exterior window repairs at Marlowe. – *complete, waiting for closeout documents.*
- Thru-wall flashing replacement at Martin and Heineman. - *complete.*
- Asphalt crackfill, sealcoating and traffic paint at Leggee Huntley High, and Heineman – *complete.*
- Dry pendant fire sprinkler heads replacement at HHS, Leggee, Chesak and Martin – *Substantially complete*
- Guaranteed Energy Savings RFP 2020-32 project for LED lighting retrofits in Heineman, Leggee, and Martin Schools and kitchenhood controls installation at all eight D158 commercial kitchens . *retrofit lighting is 85% complete.*

3. Coordinate development of custodial service contract adjustment with ABM and procurement of necessary supplies / equipment in response to D158's Return to School Plan for Fall 2020 in light of the CoVid19 pandemic.
4. Continue Strategic Energy Management CoHort program participation by moving into the Alumni Group. The program is offered thru the support of NiCor and ComEd via their agent; CLEARResult. Delivered a presentation to a new SEM CoHort on 7-22-20.
5. Commence participation in the ComEd Emerging Tech SEM Water-Energy ("Program") administered by CLEARResult.

### **Project Goals for September 2020**

6. Lead the District towards development of Solar PV Installation Project with our partner; ForeFront Power, who will be installing a renewable energy system which could generate up to 80% of the School District's annually consumed power. Highlights of project status include:
  - Zoning reviews with the three Villages (;LITH, Algonquin, and Huntley) are completed.
  - All nine ComEd Interconnect Agreements are approved.
  - Forefront's applications for Renewable Energy Credits have been approved by the Illinois Power Agency, the Illinois Commerce Commission, and ComEd.
  - District 158 has transitioned to ComEd as their retail electricity provider effective meter read dates in July 2019.
  - Net Zero Metering tariff applications have been tentatively approved by ComEd contingent on the commercial operational start-up test.
  - Construction review with all three villages completed and acceptance letters in hand.
  - Building Permit Applications to be submitted to McHenry County Regional Office of Education pending peer review endorsement of ForeFront Power's electrical plan set.
  - Forefront's applications for Smart Inverter rebates from ComEd have not yet been submitted.
  - Construction started at Reed Road on November 18, 2019.
  - Construction started on Square Barn Road Campus on November 25, 2019.
  - Construction started at Harmony Road Campus on December 20, 2019.
  - Look for completion of commissioning of Reed Road Campus and Square Barn Road system and commencement of commercial operation.
  - Final punchlist development for Harmony Road site.
  - Commissioning of the solar arrays on Harmony Road Campus.
7. Coordinate delivery of completion of the following construction projects:
  - Huntley High School Fine Arts Addition with Wold Architects & Engineers and Lamp Inc.
  - Pavement Improvements at Conley and Mackeben.
  - RTU replacements (2) at Mackeben.
  - Dry pendant fire sprinkler heads replacement at HHS, Leggee, Chesak and Martin.
8. Commence design development of the larger projects on FY21 O&M Deferred Maintenance Capital Improvements project report (which was delivered to the Board of Education at the August 2020 Committee of the Whole meeting.
9. Coordinate construction administration of the following construction projects:
  - Guaranteed Energy Savings contract RFP 2020-32 work including Lighting retro-fits at Leggee, Heineman and Martin, and installation of demand control ventilation on commercial exhaust hoods at all D158 schools.
10. Lead D158 Facilities Department team in participation in the ComEd Emerging Tech SEM Water-Energy ("Program") administered by CLEARResult.

**Attachments:** None



# Huntley Community School District 158

650 Academic Drive  
 Algonquin, Illinois 60102  
 (847) 659-6158 • [www.district158.org](http://www.district158.org)

DATE: September 3, 2020

TO: Building and Grounds Committee

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: HHS Fine Arts Addition Construction Update(R)  
 Building and Grounds Committee  
 Committee of the Whole Meeting, September 3, 2020

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## Background:

At the September 6, 2018 Committee of the Whole meeting, Superintendent Rowe presented the Board of Education with the outcome of the Huntley High School Fine Arts 3000 committee's needs assessment.

At the September 20, 2018 Regular Board Meeting, the Board of Education approved the proposed fee from Wold Architects and Engineers for the Schematic Design Phase of improvements to the Fine Arts wing of Huntley High School.

At the January 17, 2019 Regular Board meeting, Wold Architect's presented the Schematic Design of the proposed project with considered budgets for the final proposed developments.

At the February 7, 2019 Special Board Meeting, the Board of Education approved:

- Engagement of Wold Architects and Engineers for development of bid specifications and plans.
- Fee letter proposal from Lamp Inc. for Construction Manager as Adviser services for this project.

At the June 6, 2019 Committee of the Whole meeting, Wold and Lamp presented the updated design with a revised estimated total project budget.

On July 6, 2019, an advertisement for bids was published.

Bids were received and opened on July 23, 2019.

At the August 15, 2019 Regular Board meeting, the Board of Education approved the award of the bids for the Huntley High School Fine Arts Addition which included award of all trade package bids except the Stage Curtains and the Electrical work.

At the October 10, 2019 Special Board meeting, the Board of Education awarded the bid for the electrical trade package #26-1a for the Huntley High School Fine Arts Addition.

Final punch-list inspections of the project by Architect, Civil Engineer, Mechanical Engineer, and Electrical Engineer are all created.

Commissioning of the Roof-Top HVAC units serving the blackbox theater and the expanded band room are underway as of the writing of this memorandum.

Attached are records of minor change orders recently processed for this project.

Lamp will be working on development on summary reconciliation of allowances for the project in the very near future.

Lamp Inc will be coordinating all trade contractors completion of punchlist items for review by the architect, engineer's and District representative.

**Attachments**

- A. Lamp Inc. Fiscal Status Report
- B. PCO 023 patching Tyvek
- C. PCO 036 relocate duct detector and CO2 detector in RTUs
- D. PCO 037 corner wall detailing
- E. PCO 038 swap grass for sidewalk
- F. PCO 039 adding 2 occ sensors in blackbox
- G. PCO 041 block infill at set shop
- H. PCO 042 extra blocking for safety rail in blackbox

DR/jw



## 16172 - D158 Huntley High School Fine Arts Addition

### Contract Value Log

August 27, 2020

PCO's 000 through 044

PKG #	DESCRIPTION	TRADE CONTRACTOR	ALLOWANCES (\$115,000 beg bal)	ORIGINAL CONTRACT	CURRENT CHANGE ORDERS	CURRENT CONTRACT	PENDING CHANGE ORDERS	Potential Contract Value
03A-1	Building Concrete	JB Contractors	\$ 8,812	\$ 188,131	\$ (539)	\$ 187,592	\$ -	\$ 187,592
04A-1	Masonry	Joe's Masonry	\$ -	\$ 573,000	\$ 5,930	\$ 578,930	\$ -	\$ 578,930
05A-1	Structural Steel	Guardian Construction Products	\$ 5,783	\$ 205,000	\$ 7,112	\$ 212,112	\$ -	\$ 212,112
06A-1	General Trades (incl. Demo, DW, Doors, OH Doors)	Hargrave Builders	\$ -	\$ 365,220	\$ 24,345	\$ 389,565	\$ 14,445	\$ 404,010
07A-1	Roofing	Weatherguard Roofing	\$ 1,613	\$ 272,000	\$ 4,609	\$ 276,609	\$ 2,543	\$ 279,152
08B-1	Aluminum, Glass, and Glazing	Rock Valley Glass of Rockford	\$ 3,614	\$ 175,420	\$ (196)	\$ 175,224	\$ -	\$ 175,224
09B-1	Acoustical Ceilings	Heitkotter, Inc.	\$ 4,725	\$ 58,191	\$ (49)	\$ 58,142	\$ -	\$ 58,142
09F-1	Flooring	Pinnacle Flooring Company	\$ 5,000	\$ 44,800	\$ -	\$ 44,800	\$ -	\$ 44,800
09G-1	Painting	Oosterbaan & Sons	\$ 5,000	\$ 42,620	\$ (98)	\$ 42,522	\$ -	\$ 42,522
21A-1	Fire Protection	Absolute Fire Protection	\$ 2,911	\$ 44,300	\$ (147)	\$ 44,153	\$ -	\$ 44,153
22A-1	Plumbing	Joe Bero Plumbing	\$ 3,292	\$ 59,000	\$ (147)	\$ 58,853	\$ -	\$ 58,853
23A-1	HVAC	Hartwig Plumbing & Heating	\$ -	\$ 505,088	\$ 11,211	\$ 516,299	\$ -	\$ 516,299
26A-1	Electrical	Carey Electric Contracting	\$ -	\$ 519,900	\$ 3,739	\$ 523,639	\$ -	\$ 523,639
31A-1	Excavation (incl. Site Utilities & Landscaping)	DuPage Topsoil	\$ -	\$ 229,000	\$ 14,922	\$ 243,922	\$ 8,155	\$ 252,077
32A-1	Asphalt Paving	Schroeder Asphalt Services	\$ 5,000	\$ 81,300	\$ -	\$ 81,300	\$ -	\$ 81,300
32C-1	Site Concrete	Chadwick Contracting Company	\$ 5,000	\$ 63,947	\$ -	\$ 63,947	\$ 1,800	\$ 65,747
11A-1	Stage Curtain & Rigging	(*Reject and Rebid)	\$ -	*Inc. in FF&E	\$ -	\$ -	\$ -	\$ -
		<i>Remaining Allowance Subtotal</i>	\$ 50,750					
				\$ 3,426,917	\$ 70,692	\$ 3,497,609	\$ 26,943	\$ 3,524,552
701		Preconstruction		\$ 27,500	\$ -	\$ 27,500	\$ -	\$ 27,500
702		General Conditions (Supervision)		\$ 284,610	\$ -	\$ 284,610	\$ -	\$ 284,610
703		Project General Conditions		\$ 105,340	\$ -	\$ 105,340	\$ -	\$ 105,340
704		Lamp Overhead & Fee (3.5%)		\$ 118,865	\$ -	\$ 118,865	\$ -	\$ 118,865
705		Insurance		\$ 14,894	\$ -	\$ 14,894	\$ -	\$ 14,894
		<b>SUBTOTAL</b>		<b>\$ 3,978,126</b>	<b>\$ 70,692</b>	<b>\$ 4,048,818</b>	<b>\$ 26,943</b>	<b>\$ 4,075,761</b>
		Contingency		\$ -	\$ -	\$ -	\$ -	\$ -
		<b>SUBTOTAL</b>		<b>\$ 3,978,126</b>	<b>\$ -</b>	<b>\$ 4,048,818</b>	<b>\$ 26,943</b>	<b>\$ 4,075,761</b>
		Architectural & Engineering Fees		\$ 199,535	\$ -	\$ 199,535	\$ -	\$ 199,535
		Reimbursables		\$ 44,012	\$ -	\$ 44,012	\$ -	\$ 44,012
		<b>SUBTOTAL</b>		<b>\$ 243,547</b>	<b>\$ -</b>	<b>\$ 243,547</b>	<b>\$ -</b>	<b>\$ 243,547</b>
		Owner Direct Purchase RTUs		\$ 78,867		\$ 78,867		\$ 78,867
		Owner Direct Costs		\$ 361,500	\$ 26,544	\$ 388,044	\$ -	\$ 388,044
		<b>SUBTOTAL</b>		<b>\$ 440,367</b>	<b>\$ 26,544</b>	<b>\$ 466,911</b>	<b>\$ -</b>	<b>\$ 466,911</b>
				<b>TOTAL</b>	<b>\$ 4,662,040</b>	<b>\$ 26,544</b>	<b>\$ 4,759,276</b>	<b>\$ 4,786,219</b>
						APPROVED BUDGET		\$ 4,677,925
						OVER/(UNDER) BUDGET		\$ 81,351
						BALANCE OF ALLOWANCES REMAINING		\$ (50,750)
						PROJECTED COMPLETION COST		\$ 4,735,469



**PCO #023**

Lamp Incorporated  
460 N. Grove Avenue  
Elgin, Illinois

**Project:** 16172 - D158 - HHS Fine Arts Addition  
13917 Harmony Road  
Huntley, Illinois 60142

**Potential Change Order #023: Vapor Barrier repair at East PAC wall**

<b>TO:</b> Huntley Community School District 158 650 Dr. John Burkey Drive Algonquin 60102		<b>FROM:</b>	
<b>PCO NUMBER/REVISION:</b>	023 / 0	<b>CONTRACT:</b>	1 - D158 - HHS Fine Arts Addition Prime Contract
<b>REQUEST RECEIVED FROM:</b>	Kirsta Ehmke (Wold Architects & Engineers)	<b>CREATED BY:</b>	Jay Schaack (Lamp Incorporated)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	4/6 /2020
<b>REFERENCE:</b>		<b>LOCATION:</b>	East PAC wall

**CHANGE REASON:** Architect request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

This PCO is in regards to taping the seams in the vapor barrier and repairing any damage before reinstalling the Metal wall panels. This work to be performed on t&m basis by EQ Sheetmetal through Weatherguard,

**ATTACHMENTS:**

HHS Weatherguard CO #4 - (Repairing Vapor Barrier)REVISED.pdf

#	Cost Code	Description	Type	Amount
1	07-07A-01A - Roofing Allowance	Vapro barrier repair T&M	Commitment	\$ 2,775.00
<b>Subtotal:</b>				\$2,775.00
<b>Grand Total:</b>				\$2,775.00

8/12/20

SIGNATURE

DATE

226

SIGNATURE

DATE



## PROPOSED CHANGE ORDER

<b>Project Job Name:</b>	Huntley High School - Fine Arts
<b>Project Address:</b>	Huntley IL
<b>General Contractor:</b>	LAMP
<b>Attention:</b>	Jay

<b>Date</b>	7/6/20
<b>Job Number</b>	19-135
<b>Change Order #</b>	4
<b>Contract Amount</b>	\$ -

### Proposed Change Order Description

T & M Ticket Work: (Repairing Vapor Barrier) REVISED	
<i>T &amp; M Ticket Work: (Repairing Vapor Barrier)</i>	
<i>Break Out:</i>	
1) Foreman Time – 5 hrs @ \$93.43/hr .....	\$467.15
2) Journeyman's Time – 20hrs @ \$90.98/hr .....	\$1,819.60
3) Materials .....	\$109.29
<i>Sub-Total .....</i>	\$2,396.04
<i>15% OVH &amp; Profit .....</i>	\$359.41
<b>TOTAL .....</b>	<b>\$2,755.00</b>

### Change Order Schedule of Values

Labor	\$ -	0	x	\$82.00		Subtotal	\$ 2,755.00	
Material	\$ -				No oh&p on allowance	<del>10%</del> Sub Markup	<del>\$ 275.50</del>	
Sheet Metal	\$ 2,755.00					Profit	\$ -	
Dumpster	\$ -							\$2,775
NA	\$ -						<b>Total Change Order</b>	\$ <del>3,030.00</del>

By signing below the contracting company hereby agrees the above specified change order description is accepted and shall be considered part of the contracted work. The original contract amount will be adjusted to include change order amount.

Note: No additional work will be performed until the proposed change order is approved.

The owner or authorized person who signs this change order agrees that Weatherguard Roofing Co. will be paid in full for the change order amount and also agrees to pay for any and all legal fees that may be incurred by Weatherguard Roofing Co. to recover payment.

Date of Acceptance: \_\_\_\_\_ Print Name/Title: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_  
227

# ADDITIONAL WORK AUTHORIZATION

CHANGE ORDER #	DATE 3-11-2020
CUSTOMER NAME Lamp Inc.	
STREET	
CITY	STATE/ZIP

Original Job Information:

JOB NAME Huntly High School	LOCATION Huntly
JOB/CONTRACT #	DATE

We hereby submit the following specifically described additional work:

Repair vapor barrier at fine arts addition

Tue Jim }  
 Sam } 7 hr.  
 Bob }  
 Frank }

wed Jim }  
 Sam } 3 hr  
 Bob }  
 Frank }

Total 4 men 10 hrs

Additional charge for above described work is: \$ \_\_\_\_\_ Dollars

with payments to be made as follows: \_\_\_\_\_

Additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.


We propose hereby to furnish material and labor --- complete in accordance with these specifications at above stated price.

Respectfully submitted 

ACCEPTANCE OF ADDITIONAL WORK

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date of Acceptance 3-11-2020

228  
 Signature  Lamp INC.

# MENARDS

MACHESNEY PARK  
 1600 W LANE RD  
 MACHESNEY PARK, IL 61115



Not valid for rebate submissions

Allowable returns for items on this receipt  
 will be in the form of an in store credit  
 voucher if the return is done after  
 06/04/2020

1.89"X54.67 YARD WHITE BLOCK-IT TAPE	
1613240 5@13.86	69.30
3' X 100' BLOCK-IT HOUSE WRAP	
1612993 1@39.99	39.99
Subtotal	109.29
Taxes and Fees	9.02
Total	118.31
Payment Method(s) Used:	
Visa - 8985	118.31



Doug Renkosik <drenkosik@district158.org>

**16172 - D158 Huntley High School Fine Arts Addition - PCO #'s 023 & 042**

1 message

Emily Quillinan <equillinan@lampinc.net>  
To: drenkosik@district158.org  
Cc: jschaack@lampinc.net, mweeks@lampinc.net

Wed, Aug 12, 2020 at 11:31 AM

Good Morning Doug,

Please see the attached PCO's for your approval.

Thank you,

Emily Quillinan

**Project Manager Assistant | Lamp Incorporated**

460 North Grove Avenue | Elgin, IL 60120

P 847.741.7220 x324 | F 847.741.9677 | lampinc.net



**2 attachments**

**PCO #023 - Vapor Barrier Revised T&M Costs.pdf**  
4418K

**PCO #042 Black Box Guardrail System Added Costs.pdf**  
1208K





### Change Order Request Detail

Project Name	HUNTLEY HS FINE ARTS			Date Submitted	7.7.20
Project Number	H19-146				
Contractor/Subcontractor	LAMP, INC.			Contractor's Request No.	
Description of Change	FURNISH AND INSTALL DUCT MOUNT CO2 & HUMIDITY SENSORS				

Labor					
Description	Classification	Hours	Hourly Rate	Raw Cost	
			X	= \$	-
			X	= \$	-
			X	= \$	-
Subtotal					\$ -
Labor Total					\$ -

Material & Equipment					
Description	Qty	Unit	Unit Price	Raw Cost	
THERMOSYSTEMS (SENSORS)	4		X	= \$	2,250.00
			X	= \$	-
			X	= \$	-
			X	= \$	-
			X	= \$	-
			X	= \$	-
			X	= \$	-
Subtotal					\$ 2,250.00
Sales Tax					\$ -
15% Markup on M&E					\$ 337.50
Materials & Equipment Total					\$ 2,587.50

Subcontractors					
Subcontractor	Description of Subcontract Work	Raw Cost			
CTS GROUP	INSTALL HARTWIG FURNISHED CO2 & HUMID SENSORS	\$ 4,120.00			
Subtotal					\$ 4,120.00
10% Markup on Subcontract Work					\$ 412.00
Subcontract Total					\$ 4,532.00
<b>LMS: Labor + Materials &amp; Equipment + Subcontract Total</b>					<b>\$ 7,119.50</b>

Bonds & Insurance					
Description	Rate			Raw Cost	
Performance and Payment Bonds	0.00%	X	LMS Total	= \$	-
Bullder's Risk Insurance	0.00%	X	LMS Total	= \$	-
Project Protective Liability Insurance	0.00%	X	LMS Total	= \$	-
Bonds & Insurance Total					\$ -
<b>Grand Total</b>					<b>\$ 7,119.50</b>

**Thermosystems, LLC**

Building System Solutions  
 960 Industrial Drive Unit 1  
 Elmhurst, IL 60126

Phone 630-693-0920  
 Fax 630-693-0921  
 E-Mail parts@thermohvac.com

**Quote 0085774**



**Quoted 7/17/2020**

**Bill To**

Hartwig Plumbing & Heating  
 20800 E Brink St  
 Harvard, IL 60033

**Ship To**

Triton College  
 2000 Fifth Ave  
 River Grove, IL 60171

Purchase Order	Ship Via	Model	Serial Number	Lead Time	Sales rep	Terms
	UPS Ground			2-3 Days)		Credit Card
Product	W/H	Description	Ordered	Price	Disc%	Amount
910111672		SENSOR CO2-DUCT 0-10VDC (Duct Mnt)(Lead:2-3 Days)	2.00 Ea	601.42 Ea	0.00	1,202.84 T
067295001		SENSOR HUMIDITY DUCT MNT W/PLATINUM TEMP 0-10 OR 0-5 VDC OUTPUT (Duct Mnt)(Lead: 2-3 Days)	2.00 Ea	523.62 Ea	0.00	1,047.24 T
Shipping		Shipping Charges(ToBeDeterm*)	1.00 Ea	0.00 Ea	0.00	0.00

DAP018A / FBOU191100650  
 DPS015A / FBOU191100649

233

<b>Sub-total</b>	<b>\$2,250.08</b>
<b>Tax</b>	<b>180.01</b>
<b>Total</b>	<b>\$2,430.09</b>

**Brian Raffaele**

**From:** Jamie Hurley <JHurley@ctsgroup.com>  
**Sent:** Saturday, July 18, 2020 8:46 AM  
**To:** Brian Raffaele  
**Cc:** Mike Tennenbaum  
**Subject:** Huntley High School Sensors

Good Morning Brian

Please see the following quote to change the sensors on the RTUs at Huntley High School

Change Order to Contract for adder cost to base price for labor and materials for the following:

- Disconnect and remove space temp sensors.
- Install (2) duct mounted CO2 sensors.(Sensors provided by others) (1) per unit.
- Install (2) duct humidity sensors. (1) per unit.
- Install control cable and conduit were needed for new sensors.
- Lift rental included in prop

**Exclusions:**

- Permit fees
- Controllers, control panels, control devices, transformers, actuators, E-stops, motor starters and VFD's furnished by others
- Fire alarm
- Line voltage to controllers and control devices.
- Roof portals
- Start up and commissioning
- Premium time
- New Membrane to parking garage.
- Payment & Performance Bond
- Cell repeater. • Rigid conduit.
- Dedicated/leased phone line costs/installation.
- Lift rental not included in base price
- Fire stopping
- Patching
- Painting

The total for this scope will be \$4120.

Please let us know if you would like to proceed.

Thanks

**Jamie Hurley**

Controls

CTS Group, A Veregy Company  
450 East 22<sup>nd</sup> Street, Suite 173

Lombard, IL 60148

E: [jhurley@ctsgroup.com](mailto:jhurley@ctsgroup.com)

C: 847-293-4280

[www.CTSGroup.com](http://www.CTSGroup.com)





Doug Renkosik <drenkosik@district158.org>

# 16172 - D158 Huntley High School Fine Arts Add. - PCO 036 F&I Duct Mount CO2 and Humidity Sensors

1 message

**Emily Quillinan** <equillinan@lampinc.net>  
To: drenkosik@district158.org  
Cc: jschaack@lampinc.net

Mon, Aug 3, 2020 at 8:05 AM

Good Morning Doug,

Please see the attached PCO for your signature and return.

Thank you,

Emily Quillinan

**Project Manager Assistant | Lamp Incorporated**

460 North Grove Avenue | Elgin, IL 60120

P 847.741.7220 x324 | F 847.741.9677 | lampinc.net



**PCO 036 Furnish and Install Duct Mount CO2.pdf**  
904K



**PCO #037**

Lamp Incorporated  
 460 N. Grove Avenue  
 Elgin, Illinois

**Project:** 16172 - D158 - HHS Fine Arts Addition  
 13917 Harmony Road  
 Huntley, Illinois 60142

**Potential Change Order #037: PR 20 Flashing corrections**

<b>TO:</b> Huntley Community School District 158 650 Dr. John Burkey Drive Algonquin 60102	<b>FROM:</b>
<b>PCO NUMBER/REVISION:</b> 037 / 0	<b>CONTRACT:</b> 1 - D158 - HHS Fine Arts Addition Prime Contract
<b>REQUEST RECEIVED FROM:</b> Kirsta Ehmke (Wold Architects & Engineers)	<b>CREATED BY:</b> Jay Schaack (Lamp Incorporated)
<b>STATUS:</b> Pending - In Review	<b>CREATED DATE:</b> 8/3 /2020
<b>REFERENCE:</b>	<b>LOCATION:</b> Areas A and B on roof

**CHANGE REASON:** architect request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

This PCO is in regards to the requested flashing changes per PR 20 released by Wold. This PR requires work from both Joe's Masonry and Weatherguard Roofing.

**ATTACHMENTS:**

[HHS-PR 20.pdf](#) [\\_HHS Fine Arts - WGR-CO 6 - \(PR20\) REVISED.pdf](#) [\\_Joes Masonry COR PR20 HHS.pdf](#)

#	Cost Code	Description	Type	Amount
1	04-04A-01 - Masonry	Joe's Masonry	Commitment	\$ 5,560.00
2	07-07A-01A - Roofing Allowance	Weatherguard Roofing - Allowance	Commitment	\$ 1,613.00
3	07-07A-01 - Roofing	Weatherguard	Commitment	\$ 920.00
<b>Subtotal:</b>				\$6,093.00
<b>Grand Total:</b>				<b>\$6,093.00</b>

\_\_\_\_\_  
 SIGNATURE DATE

\_\_\_\_\_  
 SIGNATURE DATE



PCO #037

Lamp Incorporated  
460 N. Grove Avenue  
Elgin, Illinois

Project: 16172 - D158 - HHS Fine Arts Addition  
13917 Harmony Road  
Huntley, Illinois 60142

**Potential Change Order #037: PR 20 Flashing corrections**

TO: Huntley Community School District 158  
650 Dr. John Burkey Drive  
Algonquin 60102

FROM:

PCO NUMBER/REVISION: 037 / 0

CONTRACT: 1 - D158 - HHS Fine Arts Addition Prime Contract

REQUEST RECEIVED FROM: Kirsta Ehmke (Wold Architects & Engineers)

CREATED BY: Jay Schaack (Lamp Incorporated)

STATUS: Pending - In Review

CREATED DATE: 8/3 /2020

REFERENCE:

LOCATION: Areas A and B on roof

CHANGE REASON: architect request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

This PCO is in regards to the requested flashing changes per PR 20 released by Wold. This PR requires work from both Joe's Masonry and Weatherguard Roofing.

**ATTACHMENTS:**

HHS-PR 20.pdf | HHS Fine Arts - WGR-CO 6 - (PR20) REVISED.pdf | Joe's Masonry COR PR20 HHS.pdf

#	Cost Code	Description	Type	Amount
1	04-04A-01 - Masonry	Joe's Masonry	Commitment	\$ 5,560.00 ✓
2	07-07A-01A - Roofing Allowance	Weatherguard Roofing	Commitment 1613	\$ 2,413.00 -
Subtotal:				\$7,973.00
Grand Total:				\$7,973.00

800 gets off \* ✓

[Signature]  
SIGNATURE

8-4-20  
DATE

[Signature] 08/03/2020  
SIGNATURE DATE

[Signature] 8-5-20  
SIGNATURE DATE



From: **DUPAGE TOPSOIL, INC. -- EXCAVATORS**  
**P. O. BOX 387 WHEATON, IL 60189**  
**Offices & Yard in West Chicago, Illinois**  
**Phone (630) 682-4800, Fax 682-4996**

7/29/2020

**INVOICE FOR CHANGED SCOPE OF WORK:**

**DTI Change Request No. 1918-WALK**

To: Lamp, Inc  
 460 N Grove Ave  
 Elgin, IL 60120  
 Email: jschaack@lampinc.net  
 Telephone: 224-339-4266  
 Fax: 847-741-9677

Att: **Jay Schaack PM**

For: Huntley High School Fine Arts Addition

7.29.20

Impact of Proposed Change			
___ <b>XXX</b> ___	Addition	___ Deduct ___	___ No Change

DESCRIPTION OF PROPOSED CHANGE				
DuPage Topsoil Reference #	NA	Dated NA		
A Revise Proposed Sod Area to Sidewalk per Email of 7.7.20				
1	Sod subgrade was to be by excavator.			
2	Topsoil was by excavator.			
3	Sod was by excavator.			
4	Sidewalk subgrade is by excavator.			
5	Stone base is to be by excavator.			
6	Walk is by concrete contractor.			
Area Description	Calculation	Quantity	Unit	Notes
1 Deduct topsoil	285 sf	-5	CY	
2 Deduct sod	285 sf	-32	SY	
3 Deeper subgrade	285 sf	3	CY	
4 Import and place CA-6	285 sf	4	CY	
PLEASE NOTE!				
<b>This work will require WRITTEN authorization from Lamp, Inc to proceed.</b>				

Date	ACTIVITY/ITEM	QNTY	UNIT	RATE	AMOUNT
1	Deduct topsoil	-5	CY	\$35.00	-\$175.00
2	Deduct sod	-32	SY	\$12.00	-\$384.00
3	Deeper subgrade	3	CY	\$45.00	\$135.00
4	Import and place CA-6	4	CY	\$47.00	\$188.00
	Bond			Unless from Allowance (\$236) % 0.019	-\$4.48
	DuPage Topsoil, Inc O.H. & profit			Unless from Allowance (\$240) % 10	-\$24.05

<b>REQUESTED TOTAL:</b>	<b>(\$265)</b>
-------------------------	----------------

**B. Other Exclusions/Conditions (unless noted above as included):**

Any/All Hand Labor; Bonds; Barricades; Bracing, sheeting, and/or shoring; Engineering and initial layout (we provide rough staking and grade control only); Erosion control devices including silt fencing unless indicated above; Dewatering or pumping of anything; Frost protection, ripping, breaking, excavating; Fees, i.e. municipal/utility; Handling/removal of spoil generated by others; Hazardous and/or unsuitable material removal; Removal of project debris; Rock excavation/removal; Tree protect/relo/pruning; Stone for/under haul roads/curbs/walks/bituminous unless noted above; Sawcutting and selective demolition; Utility protection/locating/relocating or capping; Tunneling; Undercutting below plan subgrades; Subject to verification of site topo; Soil testing; Lime stabilization; Granular fill materials except as indicated above; Pricing is valid for 30 days from above date and may be extended only by/at seller's option. This document contains confidential and proprietary information, it may not be duplicated or transmitted without author's permission.

By: Joseph Kliem

Accepted By: \_\_\_\_\_  
 Date and Title: \_\_\_\_\_





PCO #039

Lamp Incorporated  
460 N. Grove Avenue  
Elgin, Illinois

Project: 16172 - D158 - HHS Fine Arts Addition  
13917 Harmony Road  
Huntley, Illinois 60142

**Potential Change Order #039: Add Two Occupancy Sensors at the Black Box Area Per PR 22**

TO: Huntley Community School District 158 650 Dr. John Burkey Drive Algonquin 60102		FROM:	
PCO NUMBER/REVISION: 039 / 0		CONTRACT: 1 - D158 - HHS Fine Arts Addition Prime Contract	
REQUEST RECEIVED FROM:		CREATED BY: Emily Quillinan (Lamp Incorporated)	
STATUS: Pending - In Review		CREATED DATE: 8/4 /2020	
REFERENCE:		LOCATION:	

CHANGE REASON:


POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

Per PR 22:  
Add 2 Occ Sensors In Black Box With Power Pack. All Cabling Is Figured Open Cable.

ATTACHMENTS:

[Carey Backup.pdf](#)

#	Cost Code	Description	Type	Amount
1	16-26A-01 - Electrical	Carey Electric	Commitment	\$ 2,224.00
Subtotal:				\$2,224.00
Grand Total:				\$2,224.00

 08/04/2020  
SIGNATURE DATE

242    
SIGNATURE DATE



3309 WEST WAUKEGAN ROAD • McHENRY, ILLINOIS 60050  
TELEPHONE 815 / 385-3600  
FAX NO. 815 / 385-3671  
EMAIL [carey@cecinc.org](mailto:carey@cecinc.org)



**CAREY**

ELECTRIC CONTRACTING INC.

July 29, 2020

Lamp Incorporated  
460 N Grove Ave  
Elgin, IL 60120

Attn: Jay Schaack

Re: HUNTLEY HS FINE ARTS ADDITION-REBID

Dear Jay,

Below, please find the additional cost for the added electrical work at the above referenced project.

Description of work:

Add 2 Occ Sensors In Black Box With Power Pack. All Cabling Is Figured Open Cable.

Cost: \$2,224.00

We have attached a copy of our back-up paperwork for your reference.

If you have any questions, please do not hesitate to contact our office.

Sincerely,  
Carey Electric Contracting Inc

A handwritten signature in cursive script that reads 'Jerry Gillund'.

Jerry Gillund



PROPOSED EXTRA: ADD 2 OCC SENSORS IN BLACK BOX WITH POWER  
 PACK. ALL CABLING IS FIGURED OPEN CABLE.

CODE	QTY	DESCRIPTION	COST	EXTENSION	LABOR	EXTENSION
	2	OCCUPANCY SENSOR	\$119.0000	\$238.00		
	1	POWER PACK	\$68.0000	\$68.00		
	1	FREIGHT	\$20.0000	\$20.00		
3177	10	2" RING	\$0.7050	\$7.05	0.0000	0.00
1934	10	1/4" BEAM CLAMPS	\$0.6609	\$6.60	0.0000	0.00
3142	100	18-3 OCCUPANCY SENSOR (PLNM)	\$0.2390	\$23.90	0.0000	0.00
2337	3	YELLOW SCOTCH-LOKS	\$0.1528	\$0.45	0.0000	0.00
4617	20	6" TY WRAP	\$0.0822	\$1.64	0.0000	0.00
2414	1	PLASTIC TAPE	\$1.7625	\$1.76	0.0000	0.00
	1	PULL STRING	\$10.0000	\$10.00		
	1	SCAFFOLDING	\$600.0000	\$600.00		
	1	LOT LABOR			8.0000	8.00
SUB TOTAL				\$977.40		8.00
	0.00%	TAX		\$0.00		
TOTAL				\$977.40		
	10.00%	PROFIT		\$97.74		
TOTAL				\$1,075.14		
	10.00%	O.H.		\$107.51		
SUB-CONTRACT COST				\$0.00		
	5.00%	SUB-CONT.MARKUP		\$0.00		
TOTAL				\$1,182.65		
	8.00	HOURS AT 127.40		\$1,019.20		
	1.00%	PERFORMANCE BOND		\$22.02		
TOTAL				\$2,224.00		



3309 WEST WAUKEGAN ROAD • McHENRY, ILLINOIS 60050  
TELEPHONE 815 / 385-3600  
FAX NO. 815 / 385-3671  
EMAIL [carey@cecinc.org](mailto:carey@cecinc.org)



July 29, 2020

Lamp Incorporated  
460 N Grove Ave  
Elgin, IL 60120

Attn: Jay Schaack

Re: HUNTLEY HS FINE ARTS ADDITION-REBID

Dear Jay,

Below, please find the additional cost for the added electrical work at the above referenced project.

Description of work:

Add 2 Occ Sensors In Black Box With Power Pack. All Cabling Is Figured Open Cable.

Cost: \$2,224.00

We have attached a copy of our back-up paperwork for your reference.

If you have any questions, please do not hesitate to contact our office.

Sincerely,  
Carey Electric Contracting Inc

A handwritten signature in black ink that reads "Jerry Gillund".

Jerry Gillund

A large handwritten note in black ink that reads "Cases to be installed Per PR." The note is written in a cursive style and is positioned to the right of the typed signature.

PROJECT: HUNTLEY HS FINE ARTS ADDITION-REBID Printed:07-29-2020 08:17 AM Page 1  
 ARCHITECT: WOLD Created:07/29/2020  
 LOCATION: HUNTLEY, IL Last Change:07/29/2020

PROPOSED EXTRA: ADD 2 OCC SENSORS IN BLACK BOX WITH POWER  
 PACK. ALL CABLING IS FIGURED OPEN CABLE.

CODE	QTY	DESCRIPTION	COST	EXTENSION	LABOR	EXTENSION
	2	OCCUPANCY SENSOR	\$119.0000	\$238.00		
	1	POWER PACK	\$68.0000	\$68.00		
	1	FREIGHT	\$20.0000	\$20.00		
3177	10	2" RING	\$0.7050	\$7.05	0.0000	0.00
1934	10	1/4" BEAM CLAMPS	\$0.6609	\$6.60	0.0000	0.00
3142	100	18-3 OCCUPANCY SENSOR (PLNM)	\$0.2390	\$23.90	0.0000	0.00
2337	3	YELLOW SCOTCH-LOKS	\$0.1528	\$0.45	0.0000	0.00
4617	20	6" TY WRAP	\$0.0822	\$1.64	0.0000	0.00
2414	1	PLASTIC TAPE	\$1.7625	\$1.76	0.0000	0.00
	1	PULL STRING	\$10.0000	\$10.00		
	1	SCAFFOLDING	\$600.0000	\$600.00		
	1	LOT LABOR			8.0000	8.00
SUB TOTAL				\$977.40		8.00
	0.00%	TAX		\$0.00		
TOTAL				\$977.40		
	10.00%	PROFIT		\$97.74		
TOTAL				\$1,075.14		
	10.00%	O.H.		\$107.51		
SUB-CONTRACT COST				\$0.00		
	5.00%	SUB-CONT.MARKUP		\$0.00		
TOTAL				\$1,182.65		
	8.00	HOURS AT 127.40		\$1,019.20		
	1.00%	PERFORMANCE BOND		\$22.02		
TOTAL				\$2,224.00		



**PROPOSAL REQUEST**

District 158 Huntley High School	HHS- Fine Arts Addition
Lamp, Inc.	Attn: Jay Schaack
460 N. Grove Avenue	
Elgin, IL 60120	
(847) 741-7220	Fax: (847) 741-9677
jschaack@lampinc.net	

Submit an itemized (labor and material) quotation for the proposed modifications to the contract documents as described herein within 21 days of receipt. If a cost is not submitted within 21 days, this Proposal Request can be accepted at no additional cost. Written approval is required prior to proceeding with this change.  COST EXPECTATIONS: <input type="checkbox"/> DEDUCT <input type="checkbox"/> NO COST <input type="checkbox"/> ADD	PR: # 22
	Comm: # 193011
	Const. Pkg: # N/A

**Distribution:**

- Doug Renkosik
- Jay Schaack
- Chris Palmer
- Kirsta Ehmke
- Tyler Severson
- Jeff Strzalka
- Kent Adams
- Bob Chen
- Dave McVey
- David Etlinger
- 
- 
- 
- 
- 
- 

Item	Description
	Modification to construction drawings.
22.1	Refer to updated Sheet E2.00 for electrical revisions to the Black Box area.

Attachments: Sheet E2.00 (Dated 07/22/2020)

Issued By: Kirsta Ehmke

Date: 07/22/2020

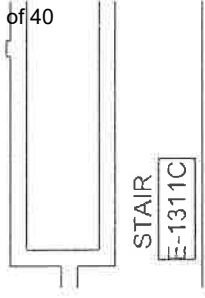


# KEY NOTES (HEXAGON):

1. ALL EXTERIOR LIGHTING FIXTURES SERVED BY LIFE SAFETY CIRCUITS SHALL BE SERVED FROM A BODINE GTD20A EMERGENCY RELAY LOCATED AFTER LIGHTING CONTACTOR LC-1. THE EMERGENCY RELAY SHALL BE WIRED IN CONJUNCTION WITH THE NORMAL LIGHTING CONTROLS SO THAT WHEN NORMAL POWER FAILS THE LUMINARIES CONNECTED TO THE EMERGENCY RELAY ARE SWITCHED ON AND WHEN NORMAL POWER RETURNS THE LUMINARIES RETURN TO THEIR ORIGINAL SWITCHING SCHEME. VERIFY ALL REQUIREMENTS WITH THE MANUFACTURER.
2. CONNECT THE NEW LIGHTS/SWITCHING TO THE EXISTING 277V LIGHTING CIRCUIT PREVIOUSLY SERVING THE ROOM.
3. CONNECT THE NEW CORRIDOR LIGHTS TO THE EXISTING 277V CORRIDOR LIGHTING CIRCUIT. PROVIDE NEW SWITCHING AS INDICATED.
4. CONNECT THE NEW EXIT SIGNS TO THE EXISTING 277V EXIT SIGN CIRCUIT SERVING THE AREA.
5. CONNECT THE NEW LIFE SAFETY EGRESS LIGHTING TO THE EXISTING 277V EGRESS LIGHTING CIRCUIT SERVING THE AREA.
6. PROVIDE 0-10V WIRING FOR ALL OF THE TYPE G FIXTURES, TERMINATED IN THE DIMMER PANEL DP2.
7. LC-1 SHALL BE A 4 POLE LIGHTING CONTACTOR WITH HAND/OFF/AUTO SWITCH MOUNTED IN THE COVER. THE CONTACTOR SHALL BE CONTROLLED BY THE BUILDING AUTOMATION SYSTEM. COORDINATE WITH THE BAS CONTRACTOR.
8. THE FOLLOWING LOW VOLTAGE CABLING SHALL BE ALLOWED TO BE RUN AT THE CEILING STRUCTURE EXPOSED, IN THE BLACK BOX: LIGHTING CONTROLS, FIRE ALARM, DATA CABLING (CONNECTED TO IDF), INTERCOM CABLING, CLOCK CABLING. ALL LOW VOLTAGE DEVICES LOCATED IN THE WALL SHALL HAVE CONDUIT STUB-UPS TO THE CEILING STRUCTURE.
9. "PB-0" INDICATES THE CONTRACTOR TO INSTALL THE JUNCTION BOX PROVIDED BY OTHERS. FROM THE JUNCTION BOX, PROVIDE (1) 120V DIMMER CIRCUITS RUN TO THE DIMMER PANEL DP-2.
10. "PB-E" INDICATES THE CONTRACTOR TO INSTALL THE JUNCTION BOX PROVIDED BY OTHERS. FROM THE JUNCTION BOX, PROVIDE (1) 120V DIMMER CIRCUITS RUN TO THE DIMMER PANEL DP-2. PROVIDE (1) CAT6 CABLES, RUN IN 3/4" CONDUIT FROM THE JUNCTION BOX TO THE DIMMER RACK. LEAVE 10' EXCESS COIL OF CABLE AT BOTH ENDS. ALL TERMINATIONS AND TESTING WILL BE BY OTHERS.

A

B







**PCO #041**

Lamp Incorporated  
460 N. Grove Avenue  
Elgin, Illinois

**Project:** 16172 - D158 - HHS Fine Arts Addition  
13917 Harmony Road  
Huntley, Illinois 60142

**Potential Change Order #041: Block Infill Scene Shop**

<b>TO:</b> Huntley Community School District 158 650 Dr. John Burkey Drive Algonquin 60102		<b>FROM:</b>	
<b>PCO NUMBER/REVISION:</b> 041 / 0		<b>CONTRACT:</b> 1 - D158 - HHS Fine Arts Addition Prime Contract	
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b> Emily Quillinan (Lamp Incorporated)	
<b>STATUS:</b> Pending - In Review		<b>CREATED DATE:</b> 8/5 /2020	
<b>REFERENCE:</b>		<b>LOCATION:</b>	

**CHANGE REASON:**

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*  
T&M requested metal stud and drywall infill of existing wall located in scene shop.

**ATTACHMENTS:**

[Hargrave Backup Scene Shop Infill.pdf](#)

#	Cost Code	Description	Type	Amount
1	06-06A-01 - General Trades	Hargrave	Commitment	\$ 771.00
<b>Subtotal:</b>				<b>\$771.00</b>
<b>Grand Total:</b>				<b>\$771.00</b>

08/05/2020

SIGNATURE

DATE

254

SIGNATURE

DATE



Hargrave Builders, Inc.

Hargrave Builders, Inc.  
 660 Schneider Dr  
 South Elgin, Illinois 60177  
 Phone: (847) 742-7828  
 Fax: (847) 742-7889

**PCO #015**

**Project:** 19073 - Lamp-D158 HHS Fine Arts Add  
 13719 Harmony Road  
 Huntley, Illinois 60142

**Prime Contract Potential Change Order #015: Block Infill Scene Shop**

<b>TO:</b>	Lamp Incorporated 460 N Grove Ave Elgin, Illinois 60120	<b>FROM:</b>	Hargrave Builders, Inc. 660 Schneider Dr South Elgin, Illinois 60177
<b>PCO NUMBER/REVISION:</b>	015 / 0	<b>CONTRACT:</b>	1 - Hargrave as Sub Template Prime Contract
<b>REQUEST RECEIVED FROM:</b>	Jay Schaack (Lamp Incorporated)	<b>CREATED BY:</b>	Steve Straub (Hargrave Builders, Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	7/30/2020
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Unit/Quantity Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$771.46

**POTENTIAL CHANGE ORDER TITLE:** Block Infill Scene Shop

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*  
 T&M requested metal stud and drywall infill of existing wall located in Scene Shop.

**ATTACHMENTS:**

[SC36020073014470.pdf](#)

#	Cost Code	Description	Type	Quantity	Units	Unit Cost	Subtotal
1	01 - General Requirements	HB-Carpenter	Labor	6.0	hours	\$102.22	\$613.32
2	01 - General Requirements	Materials-Drywall/Studs	Materials	1.0	ls	\$48.00	\$48.00
<b>Subtotal:</b>							\$661.32
<b>Overhead: 10.00% Applies to Labor, Equipment, and Materials.</b>							\$66.13
<b>Profit: 5.00% Applies to Labor, Equipment, Materials, Subcontract, and Owner Cost.</b>							\$36.37
<b>Bond: 1.00% Applies to Labor, Equipment, Materials, Subcontract, and Owner Cost.</b>							\$7.64
<b>Grand Total:</b>							<b>\$771.46</b>

Lamp Incorporated  
 460 N Grove Ave  
 Elgin, Illinois 60120

Hargrave Builders, Inc.  
 660 Schneider Dr  
 South Elgin, Illinois 60177

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



10010

ADDITIONAL WORK AUTHORIZATION

HARGRAVE BUILDERS, INC.

CUSTOMER NAME *Emp Fine*  
 STREET  
 CITY / STATE

DATE: *5-22-20*  
 JOB # *19073*

DESCRIPTION *infill Above splitface Block in Scene Shop @ Corridor  
 with 5/8 Drywall + metal Ankle*

LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	TH	F	S/S	HRS	RATE	TOTAL
<i>Carpenter</i>	<i>B Burgess</i>					<i>6</i>				

MATERIAL / EQUIPMENT

QUANTITY	ITEM	UNIT PRICE	TOTAL
<i>2</i>	<i>4x12x5/8 D/W</i>		

TOTAL MATERIAL/EQUIPMENT

TOTAL LABOR

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK

DATE: *5-22-20* AUTHORIZING SIGNATURE:

APPROVED BY: *[Signature]*

PRINT NAME:

DATE:



Doug Renkosik <drenkosik@district158.org>

**16172 - D158 Huntley High School Fine Arts Addition - PCO #'s 040 & 041**

1 message

**Emily Quillinan** <equillinan@lampinc.net>  
To: drenkosik@district158.org  
Cc: jschaack@lampinc.net, mweeks@lampinc.net

Wed, Aug 12, 2020 at 12:18 PM

Doug,

Please see the attached PCO's for your approval.

Thank you,

Emily Quillinan

**Project Manager Assistant | Lamp Incorporated**

460 North Grove Avenue | Elgin, IL 60120

P 847.741.7220 x324 | F 847.741.9677 | lampinc.net



**2 attachments**

**PCO 040 Black Box Floor Rework.pdf**  
2396K

**PCO 041 Block Infill Scene Shop.pdf**  
1252K



**PCO #042**

Lamp Incorporated  
460 N. Grove Avenue  
Elgin, Illinois

**Project:** 16172 - D158 - HHS Fine Arts Addition  
13917 Harmony Road  
Huntley, Illinois 60142

**Potential Change Order #042: Additional costs to Black Box guardrail system after submittal review**

<b>TO:</b> Huntley Community School District 158 650 Dr. John Burkey Drive Algonquin 60102		<b>FROM:</b>	
<b>PCO NUMBER/REVISION:</b>	042 / 0	<b>CONTRACT:</b>	1 - D158 - HHS Fine Arts Addition Prime Contract
<b>REQUEST RECEIVED FROM:</b>	Kirsta Ehmke (Wold Architects & Engineers)	<b>CREATED BY:</b>	Jay Schaack (Lamp Incorporated)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	8/12 /2020
<b>REFERENCE:</b>		<b>LOCATION:</b>	Black Box

**CHANGE REASON:** architect request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

This PCO is in regards to the additional costs associated with the Black Box Mezzanine Deck guardrail system. The costs are due to the submittal review requested changes after the guardrail system and costs were reviewed and accepted by Architect, engineer, and Owner.

**ATTACHMENTS:**

PCO#016- Mezzanine Fence & Gate Changes per marked up SD.pdf

#	Cost Code	Description	Type	Amount
1	06-06A-01 - General Trades	Hargrave-Additional costs for guardrail system	Commitment	\$ 701.00
<b>Subtotal:</b>				<b>\$701.00</b>
<b>Grand Total:</b>				<b>\$701.00</b>

8/12/20

SIGNATURE

DATE

258

SIGNATURE

DATE



**PCO #016**

Hargrave Builders, Inc.  
 660 Schneider Dr  
 South Elgin, Illinois 60177  
 Phone: (847) 742-7828  
 Fax: (847) 742-7889

**Project:** 19073 - Lamp-D158 HHS Fine Arts Add  
 13719 Harmony Road  
 Huntley, Illinois 60142

**Prime Contract Potential Change Order #016: Mezzanine Fence & Gate Changes per marked up Shop Drawings**

<b>TO:</b>	Lamp Incorporated 460 N Grove Ave Elgin, Illinois 60120	<b>FROM:</b>	Hargrave Builders, Inc. 660 Schneider Dr South Elgin, Illinois 60177
<b>PCO NUMBER/REVISION:</b>	016 / 0	<b>CONTRACT:</b>	1 - Hargrave as Sub Template Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Corie Turk (Hargrave Builders, Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	8/6/2020
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Unit/Quantity Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$700.86

**POTENTIAL CHANGE ORDER TITLE:** Mezzanine Fence & Gate Changes per marked up Shop Drawings

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

**ATTACHMENTS:**

[Mezannine Changes- Peerless.pdf](#)

#	Cost Code	Description	Type	Quantity	Units	Unit Cost	Subtotal
1	01 - General Requirements	Updated Brackets	Subcontract	1.0	ls	\$392.00	\$392.00
2	01 - General Requirements	Labor for Blocking	Labor	2.0	hours	\$102.22	\$204.44
3	01 - General Requirements	Materials	Materials	1.0	ls	\$40.00	\$40.00
<b>Subtotal:</b>							\$636.44
<b>Overhead: 10.00% Applies to Labor, Equipment, and Materials.</b>							\$24.44
<b>Profit: 5.00% Applies to Labor, Equipment, Materials, Subcontract, and Owner Cost.</b>							\$33.04
<b>Bond: 1.00% Applies to Labor, Equipment, Materials, Subcontract, and Owner Cost.</b>							\$6.94
<b>Grand Total:</b>							<b>\$700.86</b>

Lamp Incorporated  
 460 N Grove Ave  
 Elgin, Illinois 60120

Hargrave Builders, Inc.  
 660 Schneider Dr  
 South Elgin, Illinois 60177

\_\_\_\_\_  
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SIGNATURE

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DATE

# PEERLESS FENCE

A Division of Peerless Enterprises, Inc.  
 33 W 401 Roosevelt Road \* West Chicago, IL 60185  
 (630) 584-7710 \* Fax (630) 584-7746

**PROPOSAL AND  
ACCEPTANCE**

Attn: Corie Turk

<b>Proposal submitted to:</b> Hargrave Builders, Inc.		<b>Phone:</b> 847-742-7828	<b>Date:</b> 8.5.2020
<b>Street:</b> 660 Schneider Dr.		<b>Fax:</b>	<b>Job Phone:</b>
<b>City, State and Zip Code:</b> South Elgin, IL 60177		<b>Job Name: Mezzanine Fence and gate</b>	
<b>Email: cturk@hargravebuilders.com</b>	<b>Change Order #1</b> Request	<b>Job Location: Huntley HS</b>	

Change per approved shop drawings to modify our submitted Bracket #1. Anchors were included and correct.

Total cost this order... \$392.00

Note: Includes indoor lift

- Proposal Based on:
- Full Day Mobilizations.
  - Spoils spread along the fence line or piled on site.
  - Normal site conditions.
  - Peerless standard safety requirements.
  - Peerless standard certificate of insurance.
  - Specifications & Quantities Above.
  - Fence line established by others.
  - Ability to access fence line with digging equipment and concrete truck.
  - Private utilities located by others.

*Quoted price is based on the current market cost. We reserve the right to adjust this quote based on market conditions at the time material is ordered and delivered to the job site.*

**Work performed per our current certificate of insurance.**

Exclusions: Bonds, permits, licenses and fees.

Payment to be made as follows: Net 30 days upon credit approval.

**OWNER MUST OBTAIN ALL PERMITS.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner, on a regular time basis according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Customer hereby assumes full responsibility for the location of the line upon which fence materials are to be installed and locate any and all private cable to include sprinkler systems, electric, septic fields, gas lines, grills, lighting, etc. Peerless Fence to Call J.U.L.I.E.

Authorized Signature:

*Mark Havemann*

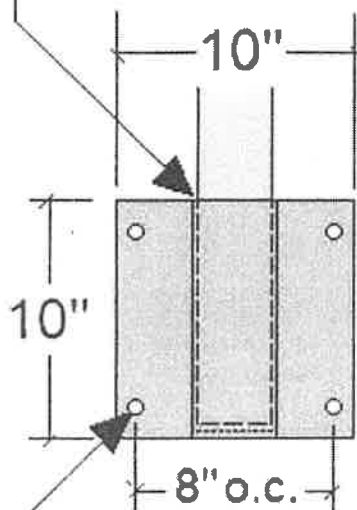
Mark Havemann, Senior Commercial Estimator

PEERLESS FENCE

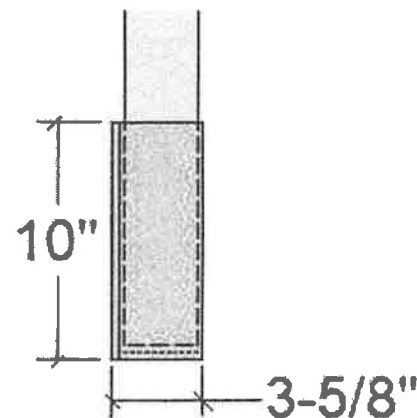
**Note: we may withdraw this proposal if not accepted within 15 days.**

I, THE UNDERSIGNED, HEREBY AGREE THAT IN THE EVENT OF DEFAULT IN THE PAYMENT OF ANY AMOUNT DUE, AND IF THIS ACCOUNT IS PLACED IN THE HANDS OF AN AGENCY OR ATTORNEY FOR COLLECTION OR LEGAL ACTION, TO PAY AN ADDITIONAL CHARGE EQUAL TO THE COST OF COLLECTIONS INCLUDING AGENCY AND ATTORNEY FEES AND COURT COSTS INCURRED AND PERMITTED BY LAWS GOVERNING THESE TRANSACTIONS. ALL PAST DUE ACCOUNTS WILL BE CHARGED AT THE RATE OF 1.5% ON UNPAID MONTHLY BALANCE.

2-1/2" O.D. post welded continuously around bracket with a 1/4" fillet weld typ.

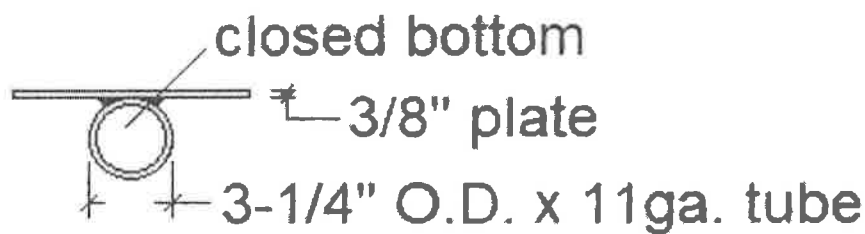


Front



Side

9/16" Holes for a 1/2" diameter Hilti Kwik Bolt TZ with 3.5" min. embedment in solid grouted CMU. 4 total.



Top

All material primed and powder coated black

### Bracket Type 1



Doug Renkosik <drenkosik@district158.org>

**16172 - D158 Huntley High School Fine Arts Addition - PCO #'s 023 & 042**

1 message

**Emily Quillinan** <equillinan@lampinc.net>  
To: drenkosik@district158.org  
Cc: jschaack@lampinc.net, mweeks@lampinc.net

Wed, Aug 12, 2020 at 11:31 AM

Good Morning Doug,

Please see the attached PCO's for your approval.

Thank you,

Emily Quillinan

**Project Manager Assistant | Lamp Incorporated**

460 North Grove Avenue | Elgin, IL 60120

P 847.741.7220 x324 | F 847.741.9677 | lampinc.net



**2 attachments**

**PCO #023 - Vapor Barrier Revised T&M Costs.pdf**  
4418K

**PCO #042 Black Box Guardrail System Added Costs.pdf**  
1208K



# Huntley Community School District 158

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650 Academic Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

**DATE:** September 3,2020

**TO:** Building and Grounds Committee

**FROM:** Doug Renkosik, Director of Operations & Maintenance

**RE:** Thermosystems Preventative Maintenance Agreement for Daikin Chillers and Roof-Top HVAC Units **(A)**  
Building and Grounds Committee  
Committee of the Whole, September 3, 2020  
**Action Item**

---

## **Background:**

On October 19, 2017, the Board of Education approved a preventative Maintenance Service contract with Daikin for preventative maintenance on three Daikin chillers (two at Huntley High School and one at Conley Elementary School) and two roof-top HVAC units at Conley Elementary School. This contract is set to expire at the end of October of 2020.

During the life of the above referenced service contract, the Daikin factory service territory has been reassigned the Thermosystems.

Presently the O&M Office is coordinating completing of two projects for which the School District will realize acquiring four more Dakin Roof-Top HVAC units;

- Mackeben Roof-top units replacements (RTU2 and RTU3)
- Huntley High School Fine Arts Addition (RTU2 and RTU3).

The O&M Office has requested Thermosystems propose anew preventative maintenance services agreement for like services for the equipment in the original 2017 agreement and add the four new Daikin Roof-Top hvAC units listed in the prior paragraph.

Attached is Thermosystems proposed maintenance agreement (proposal # HSD.MA.201101. 231031A dated August 18, 2020).

## **Recommendation:**

The Administration recommends the Building Committee make a recommendation to the Board of Education to approve the Thermosystems Preventative Maintenance Agreement proposal # # HSD.MA.201101. 231031A dated August 18, 2020 as attached at the September 17, 2020 Board meeting.



## MAINTENANCE AGREEMENT

3 Yrs | 4 Annual Visits - Planned Maintenance  
 Huntley Community School District 158  
 v 200818.2047

Date: August 18, 2020

Proposal #: **HSD.MA.201101.231031A**

Attn: Doug Renkosik / Director of Operations  
 To: Huntley Community School District 158  
 Address: 650 Dr. John Burkey Dr.  
 Algonquin, IL 60102  
 Office #: 847.659.6161  
 Cell #: 847.997.6655  
 Email: drenkosik@district158.org

Submitted by: Fred Valentini  
 From: Thermosystems, LLC  
 Address: 960 Industrial Drive, Unit # 1  
 Elmhurst, IL 60126  
 Office #: 630-616-8600  
 Cell #: 708.955.3232  
 Email: fvalentini@thermohvac.com

Thank you for selecting Thermosystems service to care for your building's system. Our factory-trained service personnel have the knowledge and experience to deliver the best support available. Thermosystems is pleased to offer this maintenance proposal for your consideration.

**Project Name:** **Huntley Community School District 158**

**Term|Visits|Type:** **3 Year 4 Visits Annually Planned Maintenance - Inspection Only**

**Response Type:** **Emergency Service: Not included in this Agreement, but available on a time and material basis.**

### Scope of Work

In consideration of their mutual agreement, Thermosystems, LLC. (hereinafter also referred to as "Thermosystems") and Customer agree that the following services and type of coverage for the noted location(s) for the equipment listed on the attached Equipment Maintenance Schedule (hereinafter referred to as "Equipment") will be provided in accordance with the Terms and Conditions, Maintenance Agreement Equipment Maintenance Schedule and Maintenance Agreement Plans and Service Programs included herein.

### Program Overview

The owner is requesting a preventive maintenance program which will provide routine inspection and maintenance of the covered equipment. Timely inspections can minimize or prevent unscheduled down-time by detecting deficiencies early. Scheduled factory recommended maintenance will ensure efficient operation and maximum equipment life. Repairs by trained technicians keep the equipment operating to specification. Owner operator knowledge is a key component of any maintenance program. During equipment inspections, Thermosystems recommends owner participation to help them learn proper equipment operation and early problem recognition that can minimize service outages and increase satisfaction.

### Personnel

Thermosystems will perform all services using factory-trained technicians who specialize in HVAC, refrigeration and electronic system maintenance and repair service.

### Emergency Service Response

Emergency service is available on a 7-day, 24 hour basis. For scheduled service and repairs covered under this agreement and performed at the Customer's request outside of normal working hours, the Customer agrees to pay the difference between the prevailing standard billing rate and the prevailing overtime rate. **For Emergency Service Call 630.616.8600.**

### Equipment Repair

Thermosystems will perform all services between **7:00 am CST|CDT and 3:30 pm CST|CDT** unless otherwise specified. Any services requested or agreed to by Customer that are outside the Scope of these Services will be performed by Thermosystems at an additional cost. Thermosystems will invoice such services at a special service and repair billing rate at Company's published labor rates under the Investment Amount and Billing Terms below.

### Standard Inclusions

The agreement includes travel to and from the site, preventative maintenance materials, and any trips to supply houses to procure materials. The customer will receive a written report for the inspection or services provided. For specific activities associated with the equipment covered under the agreement, reference the Maintenance Task List(s) below.

### Standard Clarifications

- 1.0 All work to be performed during 'normal working hours'.
- 2.0 Any and all recommended/required repairs to be quoted separately.
- 3.0 Does not include water analysis or treatment, unless specifically included in the Maintenance Task List(s).
- 4.0 Does not include oil analysis or treatment, unless specifically included in the Maintenance Task List(s).
- 5.0 Does not include filter changes, unless specifically included in the Maintenance Task List(s).
- 6.0 Does not include belt changes, unless specifically included in the Maintenance Task List(s).



**MAINTENANCE AGREEMENT**

3 Yrs | 4 Annual Visits - Planned Maintenance  
 Huntley Community School District 158  
 v 200818.2047

**Inspection Agreement**

**1) Thermosystems agrees to:**

- a) Furnish its Inspection Service during normal working hours, unless otherwise specified on page 1 herein, on the Equipment, in accordance with the Maintenance Agreement at the price stated herein and subject to the terms and conditions set forth herein.
- b) Provide a written report to the Customer about the condition of the Equipment and any recommendations for necessary repairs or enhancements to maintain capacity, reliability, and efficiency.
- c) Instruct the person(s) responsible for Equipment operation and familiarize them with normal operation.

**2) Customer agrees to:**

- a) Designate a representative in its employ to receive instructions in the operation of the Equipment. Such representative shall have authority to carry out recommendations received from Thermosystems in conjunction with the performance of this Agreement.
- b) Allow Thermosystems to start and stop the Equipment in order to perform services specified in this Agreement.
- c) Operate the Equipment in accordance with Thermosystems instruction and to notify Thermosystems promptly of any change in the usual operating conditions.
- d) Provide reasonable means of access to the Equipment and building.

**3. It is understood that,** except to the extent otherwise provided in the Maintenance Task List(s), the services and maintenance provided for herein includes only those items listed herein. It does not, for example, include any of the following:

- a) Normal daily and weekend functions of stopping/starting the Equipment covered hereunder.
- b) The maintenance of space conditions or system performance.
- c) The changing or cleaning of air filters, unless specifically referenced in the Maintenance Task List(s).
- d) Piping or ductwork.
- e) Damage due to freezing weather.
- f) Water treatment.
- g) Corrosion or erosion damage to water and/or air side of Equipment (for example, but not limited to the following: tube bundles, heat exchangers, structural supports, and coils.)
- h) Disconnect switches, fuses and circuit breakers.
- i) Portable recorders.
- j) Complementary equipment (for example, but not limited to the following: cabinets, fixtures, water boxes, water supply lines and drain lines, and painting for appearance).
- k) Boiler shell, tubes, and refractory material.
- l) Replacement of complete unit.
- m) Building Automation Systems, Building Control Systems or Temperature Control Systems.
- n) Any items of equipment that are recommended or required by Insurance Companies, Government, State, Municipal or other authorities.

**Important:** Additional Terms and Conditions are continued on the following pages.

**Pricing and Acceptance**

Feel free to contact us if you have any questions or concerns regarding the information contained in this Maintenance Agreement. If you would like us to proceed with the solution presented above, sign the acceptance line below (including PO# if applicable) and return a copy via email so we may begin to mobilize our efforts to complete services as quickly as possible. We appreciate the opportunity to provide you with this solution and look forward to working with you on this and servicing your needs in the future.

**Duration:**

This agreement shall remain in effect for a Term of:	<u>3 Year</u>	
Start date of this Maintenance Agreement:	<u>11/1/2020</u>	(the "Effective Start Date")
End date of this Maintenance Agreement:	<u>10/31/2023</u>	(the "Effective End Date")

This Proposal is only valid for: 60 Days





**MAINTENANCE AGREEMENT**

3 Yrs | 4 Annual Visits - Planned Maintenance  
 Huntley Community School District 158  
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**Investment Amount and Billing Terms:**

<b>INVESTMENT AMOUNT:</b>	Non-Contract Customer Investment Amount: \$ <u>20,450</u> Customer Discount: -10.00% \$ <u>(2,045)</u> Investment Amount (Year One): \$ <u>18,405</u> Investment Amount (Year Two): \$ <u>19,509</u> Investment Amount (Year Three): \$ <u>20,680</u>
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**Year One Payment Terms**

Payment will be in advance and as scheduled: **Quarterly** Start Date: 11/01/20 End Date: 10/31/21 ("The Effective Dates")  
 Thermosystems will provide an invoice in the amount of: \$4,601.25 and will be due upon receipt.

**Year Two Payment Terms**

Payment will be in advance and as scheduled: **Quarterly** Start Date: 11/01/21 End Date: 10/31/22 ("The Effective Dates")  
 Thermosystems will provide an invoice in the amount of: \$4,877.25 and will be due upon receipt.

**Year Three Payment Terms**

Payment will be in advance and as scheduled: **Quarterly** Start Date: 11/01/22 End Date: 10/31/23 ("The Effective Dates")  
 Thermosystems will provide an invoice in the amount of: \$5,170.00 and will be due upon receipt.

**\*\*\* Contract Customers receive a 10% discount off of all Labor and Materials for Quoted and T&M Service \*\*\***

**The Customer will receive the following benefits as a Maintenance Contract Customer**

- a) Preferential Service will be provided over non-maintenance agreement customers and is available 24 hours a day, 365 days a year.
  - i) This is not a guarantee that service will be provided in set period of time, but rather a guarantee you will be given priority.
- b) Customer shall receive a 10% discount on all service labor, material and parts not included in this Agreement.
- c) Minimum Billable Hours for T&M Service during Normal Business Hours will be two (2) hours.
- d) Minimum Billable Hours for T&M Service after Normal Business Hours will be four (4) hours.
- e) A completed copy of the Service Report with recommendations will be provided after service calls identifying the scope of work performed and any recommendations for improving the operation of the Equipment.

**CUSTOMER ACCEPTANCE OF AGREEMENT:**

**ACCEPTED BY:**

Doug Renkosik / Director of Operations

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer PO #





## MAINTENANCE AGREEMENT

3 Yrs | 4 Annual Visits - Planned Maintenance  
 Huntley Community School District 158  
 v 200818.2047

### TERMS & CONDITIONS:

1. This Standard Service Proposal or Maintenance Agreement (hereinafter sometimes referenced as "Agreement"), upon acceptance by the Customer, is made solely on the terms and conditions hereof, notwithstanding any additional or conflicting conditions that may be contained in any purchase order or other form of Customer, all of which additional or conflicting terms and conditions are hereby rejected by Thermosystems. Further, you acknowledge and agree that any purchase order issued by you in accordance with this Agreement will only establish payment authority for your internal accounting purposes. Any such purchase order will not be considered by us to be a counteroffer, amendment, modification, or other revision to the terms of this agreement. No waiver, alteration or modification of the terms and conditions herein shall be valid unless made in writing and signed by an authorized representative of Thermosystems.
2. This Maintenance Agreement or Standard Service Proposal is subject to acceptance by the Customer within 60 days from date show on the quote, unless specified otherwise. Prices quoted are for services, labor, and material as specified in this Proposal. If acceptance of this Maintenance Agreement or Standard Service Proposal is delayed or modified, prices are subject to adjustment.
3. Terms of payment are subject at all times to prior approval of Thermosystems's credit department. Terms of payment are net due upon receipt of invoice unless previously otherwise agreed in writing. Should payment become more than 30 days delinquent, Thermosystems may stop all work under this Agreement or terminate this Agreement with five (5) days written notice to Customer. Thermosystems reserves the right to add to any account outstanding more than 30 days interest at 1½% per month or the highest rate allowed by law. In the event of default in payment, Customer agrees to pay all costs of collection incurred by Thermosystems including, but not limited to, collection agency fees, attorney fees and court costs. Additional services may be performed upon request at a price to be determined, subject to these Terms and Conditions.
4. In the event that Thermosystems determines, during the first thirty (30) days of any Maintenance Agreement or upon seasonal start-up (discovery period) that any equipment covered under this Agreement in need of repair and/or replacement, Thermosystems shall inform Customer of the equipment condition and remedy. Thermosystems shall not be responsible for the present or future repair and/or replacement or operability of any specific equipment; until such time as the equipment is brought up to an acceptable condition or the Customer removes the unacceptable system(s), component(s), or part(s) from this contract.
5. Any Maintenance Agreement price is subject to adjustment once each calendar year, effective on the anniversary date, for changes in labor, subcontractor and material costs. If such adjustment is not expressly set forth in the Maintenance Agreement, the customer shall receive forty-five (45) days prior written notice of such adjustment. Customer's payment of an invoice with an adjusted price shall be Customer's acceptance of the price adjustment so long as such invoice reflects the price adjustment expressly set forth in the Maintenance Agreement or set forth in the notice of adjustment.
6. A Maintenance Agreement may be terminated: (i) by either party upon the anniversary date hereof; provided however, that written notice of such termination must be given to the non-terminating party at least thirty (30) days prior to the anniversary date; (ii) by Thermosystems upon five (5) days prior written notice to Customer, in the event that any sums or monies due or payable pursuant to this Agreement are not paid when due or in the event that additions, alterations, repairs or adjustments are made to the system or equipment without Thermosystems's prior approval; (iii) by either party, in the event that the other party commits any other material breach of this Agreement and such breach remains uncured for ten (10) business days, after written notice thereof. If a Maintenance Agreement is terminated for any reason, other than a material breach by Thermosystems, Customer shall pay, in addition to all sums currently due and owing, the entire remaining balance due for the term of the Maintenance Agreement, or an amount equal to time and materials expended for the year, whichever is less. Notices required hereunder shall be sent via Electronic Email Transmission, or Certified U.S. Mail, Return Receipt Requested and provided that such notice is postmarked by the required date, such notice shall be deemed properly given.
7. Unless Customer provides appropriate documentation of tax exemption, Customer shall pay Thermosystems, in addition to the contract price, the amount of all excise, sales, use, privilege, occupation or other similar taxes imposed by the United States Government or any other National, State or Local Government, which Thermosystems is required to pay in connection with the services or materials furnished hereunder. Customer shall promptly pay invoices within 30 days of receipt. Should payment become more than 30 days delinquent, Thermosystems may stop all work under this Agreement or terminate this Agreement as provided in the next paragraph.
8. Any and all costs, fees and expenses arising from or incurred in anticipation of any federal, state, county, local or administrative statute, law, rule, regulation or ordinance (collectively "Governmental Regulations") directly or indirectly requiring that refrigerant other than the type of refrigerant currently being utilized in connection with the equipment subject to this Agreement be used, shall be borne solely by Customer. In this regard, Thermosystems shall not be required to bear any expense in connection with the modification, removal, replacement or disposal of any refrigerant in response to any Governmental Regulation designed to reduce or eliminate the alleged environmental hazards associated with the refrigerant.
9. The contract price stated herein is predicated on the fact that all work will be done during regular working hours of regular working days unless otherwise specified. If for any reason Customer requests that work be performed other than during regular working hours or outside the scope of services specified hereunder, Customer agrees to pay Thermosystems any additional charges arising from such additional services, including but not limited to premium pay, special freight or other fees or costs associated therewith.

**MAINTENANCE AGREEMENT**

3 Yrs | 4 Annual Visits - Planned Maintenance

Huntley Community School District 158

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**TERMS & CONDITIONS (CONTINUED):**

10. Customer shall be responsible for all costs, expenses, damages, fines, penalties, claims and liabilities associated with or incurred in connection with any hazardous materials or substances, including but not limited to asbestos, upon, beneath, about or inside Customer's equipment or property. Title to, ownership of, and legal responsibility and liability for any and all such hazardous materials or substances, shall at all times remain with Customer. Customer shall be responsible for the removal, handling and disposal of all hazardous materials and substances in accordance with all applicable Governmental Regulations. Customer shall defend, indemnify, reimburse and hold harmless Thermosystems and its officers, directors, agents, and employees from and against any and all claims, damages, costs, expenses, liabilities, actions, suits, fines and penalties (including without limitation, attorneys' fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or disposal of any hazardous materials or substances, including but not limited to asbestos, in connection with the services performed hereunder. Thermosystems shall have the right to suspend its work at no penalty to Thermosystems until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. Thermosystems reserves the right to engage others in a subcontractor status to perform the work hereunder.

11. Customer agrees to provide Thermosystems personnel with the usual required utilities (water, electricity, etc.) and special tools and equipment normally used for such services unless restricted specifically in the quote. Customer agrees to ensure that sufficient service access space is provided. Thermosystems shall not be held liable for failure or damage to any equipment caused by power interruptions, single phasing, phase reversal, low voltage, or other deficiencies beyond the control of Thermosystems.

12. This agreement does not include responsibility for design of the system (unless specifically included), obsolescence, electrical power failures, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s) by others (including the Customer), negligence of the system by others (including the Customer), failure of the Customer to properly operate the system(s), or other causes beyond the control of Thermosystems.

13. In the event that Thermosystems is required to make any repairs and/or replacements or emergency calls occasioned by the improper operation of the equipment covered hereby, or any cause beyond Thermosystems's control, Customer shall pay Thermosystems for the charges incurred in making such repairs and/or replacements or emergency calls in accordance with the current established Thermosystems rates for performing such services.

14. Thermosystems shall not in any event be liable for failure to perform or for delay in performance due to fire, flood, strike or other labor difficulty, act of God, act of any Governmental Authority or of Customer, riot, war, embargo, fuel or energy shortage, wrecks or delay in transportation, inability to obtain necessary labor, materials, or equipment from usual sources, or due to any cause beyond its reasonable control. In the event of delay in performance due to any such cause, the date of delivery or time of completion will be extended by a period of time reasonably necessary to overcome the effect of such delay. If the materials or equipment included in this Proposal become temporarily or permanently unavailable for reasons beyond the control of Thermosystems, Thermosystems shall be excused from furnishing said materials or equipment and be reimbursed for the difference between cost of materials or equipment unavailable and the cost of an available reasonable substitute.

15. Thermosystems shall not in any event be liable to the Customer or to third parties for any incidental, consequential, indirect or special damages, including but not limited to, loss of production, loss of use or loss of profits or revenue arising from any cause whatsoever including, but not limited to any delay, act, error or omission of Thermosystems. In no event will Thermosystems's liability for direct or compensatory damages that exceed the limits of Thermosystems' applicable insurance coverage.

16. Thermosystems extends the manufacturer's warranties on all parts and materials and warrants labor to meet industry standards for a period of thirty (30) days from the date performed, unless a longer duration is expressly stated elsewhere in this Agreement. Thermosystems expressly limits its warranty on Customer's Equipment to cover only that portion of Equipment which had specific Services done by Thermosystems. These warranties do not extend to any Equipment or service which has been repaired by others, abused, altered, or misused, or which has not been properly maintained. These warranties are in lieu of all other warranties, expressed or implied, including, but not limited to, those of merchantability and fitness for specific purpose, which are hereby specifically disclaimed.

17. Each of us agrees that we are responsible for any injury, loss, or damage caused by any negligence or deliberate misconduct of our employees or employees of our subcontractors. If any of our employees or those of our subcontractors, cause any injury, loss or damage in connection with performing their duties under this agreement, the responsible party will pay for all costs, damages, and expenses, which arise. Each of us agrees to defend and hold harmless the other party, its officers, directors and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or resulting from the performance of work hereunder, to the extent that such claim, damage, loss, or expense is caused by an active or passive act or omission of the indemnifying party or anyone directly or indirectly employed by that party, or anyone for whose acts that party may be liable.

18. This Agreement shall be binding upon and inure to the benefit of each party's respective successors, assigns and affiliates. This Agreement is governed by and construed in accordance with the laws of the State of Illinois.



# Huntley Community School District 158

650 Academic Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

**DATE:** September 3, 2020

**TO:** Building and Grounds Committee

**FROM:** Doug Renkosik, Director of Operations & Maintenance

**RE:** Amendment No. 2 to HVAC Preventative Maintenance Services with Advantage Mechanical(A)  
Building and Grounds Committee  
Committee of the Whole, September 3, 2020  
**Action Item**

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## Background:

On September 21, 2017, the District 158 Board of Education approved the award of the HVAC Preventative Maintenance Service Contract to Advantage Mechanical for quarterly preventative maintenance on District large HVAC equipment including boilers, air-handlers, domestic water heating plants, and certain air-conditioning systems at an annual cost of \$51,090.00.

At the July 16, 2020 Board of Education meeting, the Board approved a 3-Year Contract Extension with Advantage Mechanical for HVAC Preventative Maintenance Services at the fixed annual amount of \$56,867.46 for the 3 year term at the July 16, 2020 Regular Board Meeting.

Since that date, the School District is in the midst of commissioning four additional Daikin Roof-Top HVAC units which warranty Preventative Maintenance services have been requested from the manufacturer's service department. Two of the four new units are replacements for older AAON units at Mackeben Elementary School. Therefore O&M Office has requested Advantage Mechanical to propose a reduction to their service contract charges for this reduction in services.

In addition, while researching the paperwork trail on the evolution of the Advantage Mechanical Service contract it has been discovered that a non-financial, clerical error existed in the prior amendment paperwork that was processed as acted on at the July 16, 2020 meeting.

In order to correct the clerical error on the July 16, 2020 Amendment while also addressing the reduction on service agreement costs related to the newly realized reduction in scope of work, the Administration recommends the Board of Education act to approve replacement of the July 16, 2020 amendment to the referenced service agreement with Advantage Mechanical with the revised service agreement as presented with this action item.

## Recommendation:

The Administration recommends the Board of Education approve the replacement of the July 16, 2020 version of the Amendment to the HVAC Preventative Maintenance Agreement with Advantage Mechanical with the attached revised version attached at the September 17, 2020 Regular Board Meeting.

DR/jw

**AMMENDMENT NUMBER TWO (2) TO CONTRACT BETWEEN  
ADVANTAGE MECHANICAL INC. AND HUNTLEY COMMUNITY SCHOOL DISTRICT 158.**

**SERVICE CONTRACT:** HVAC Preventative Maintenance Services RFP # 2017-44  
**CONTRACT DATE:** 09-21-17  
**CONTRACT TERM START DATE:** 10-01-17  
**ORIGINAL CONTRACT EXPIRATION DATE:** 09-30-20  
**REVISED CONTRACT TERM EXPIRATION DATE WITH THIS AMENDMENT:** 09-30-23  
**AMMENDMENT DATE:** 09-17-20

**DESCRIPTION OF CHANGES TO SERVICE CONTRACT SPECIFICATIONS WITH THIS COST ADJUSTMENT:**

- The expiration date of the service agreement is extended to expire on 9-30-23. The contract price is increased by 2.3% (PTELL CPI for December 2019) and is fixed for the full three year extension term.  
 ADDED COST for #1 = \$1,278.54 annually
  - Remove preventative maintenance services for Mackeben RTU2 and RTU3 form the scope of services  
 DEDUCT for #2 =(- \$516.00) annually
- NET TOTAL COST CHANGE WITH THIS AMENDMENT = \$762.54 annually

*This Amendment replaces the amendment approved by the Board of Education at their July 17, 2020 meeting*

*Not valid until signed by the Owner and Contractor.*

The original Annual Service Contract cost was .....	\$ 51,090.00
Net change by previously Amendments (none) and annual increases (2).....	\$ 4,498.92
The Annual Contract Sum prior to this Change Order was.....	\$ 55,588.92
The Annual Contract Sum will be increased by this Change Order in the amount of .....	\$ 762.54
The new Contract Sum including this Change Order will be .....	\$ 56,351.46

\_\_\_\_\_  
**Advantage Mechanical**  
**CONTRACTOR**

\_\_\_\_\_  
**Huntley Community School District 158**  
**OWNER**

\_\_\_\_\_  
 765 Ridgeview Drive

\_\_\_\_\_  
 650 Dr. Burkey Drive

\_\_\_\_\_  
 McHenry, IL 60050  
**ADDRESS**

\_\_\_\_\_  
 Algonquin, IL 60102  
**ADDRESS**

BY B. King  
 Signature

BY \_\_\_\_\_  
 Signature

BY Bill Konecny  
 Printed Name

BY \_\_\_\_\_  
 Printed Name

TITLE PROJECT MANAGER

TITLE \_\_\_\_\_

DATE 9-26-20

DATE \_\_\_\_\_



# Huntley Community School District 158

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650 Academic Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

**Date: September 3, 2020**

**To: Board of Education**

**From: Dr. Scott Rowe, Superintendent**

**Subject: 2020-2021 Strategic Planning Measures**

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## **Executive Summary**

The Huntley Community School District 158 Administration sets measures for school board approval in our annual pursuit to move toward attainment of the strategic planning goals. Each year the measures guide the work in the District as incremental steps toward continual improvement.

## **Recommendation**

District Administration is seeking approval of the Board at their next regular meeting on September 20, 2020.

### INTRODUCTION

Huntley 158 has over the past several years developed a national reputation as a Destination School District™ for developing excellence and innovation in a traditional public school structure. To reach those achievements required a strategic approach to goal setting, resource allocation, and action planning.

To continue that tradition of excellence in an ever-changing cultural, economic, and technological landscape likewise will require a thoughtfully crafted and community-driven strategic plan. We are pleased to present such a plan with the Destination 158 Strategic Plan 2020-2025.

As an institution that both serves and relies on its community, the school district must build its strategic plan upon the needs, desires, and support of the community. To ensure this solid foundation, the District embarked on a yearlong, intensive community engagement program to garner the input and support of the community.

The Destination 158 Community Engagement Program consisted of a series of six community engagement sessions during which hundreds of members of the community learned about the current reality and preferred future of the District before providing input to build out the plan. These sessions were supplemented by numerous online outreach efforts to gather further input.

### **MISSION: OUR LEARNING COMMUNITY WILL INSPIRE, CHALLENGE, AND EMPOWER ALL STUDENTS ALWAYS**

A facilitating team of 25 committed individuals representing key constituent groups from the community met more than 15 times to plan engagement sessions and strategy, analyze results, and craft long-term goals and aspirations. The District's administrative leadership team then translated those long-term goals into actionable strategies and annual goals to guide the work of our employees on a day-to-day basis. The Board of Education was represented with two members on the facilitating team, and the entire Board provided review and approval of the complete plan.

The primary result of this effort was the envisioning of four key long-term outcomes toward which all of the District's efforts will aim:

- ALL STUDENTS ACHIEVE PERSONAL GROWTH & DEVELOPMENT
- ALL STUDENTS ARE PREPARED TO ACHIEVE THEIR LIFELONG GOALS
- ALL STUDENTS LEARN IN ENVIRONMENTS THAT ARE SAFE, SECURE & SUPPORTIVE
- THE DISTRICT REMAINS SUSTAINABLE TO MEET THE NEEDS OF STUDENTS & THE COMMUNITY

It is our hope that every employee, and every constituent of the District, will recognize themselves in the plan and clearly see the role they play in helping us achieve these outcomes of our mission to serve the needs of *all students always*.

Scott N. Rowe, Ed.D., Superintendent

Michael J. Fleck, J.D., Board of Education President

# MISSION, VISION & VALUES



## MISSION STATEMENT

**OUR LEARNING COMMUNITY WILL  
INSPIRE, CHALLENGE, AND EMPOWER  
ALL STUDENTS ALWAYS**

## VISION STATEMENT

*District 158, together with our community, leads by inspiring everyone to be:*

- Lifelong, self-directed learners who are active participants in an ever-changing world with the confidence to take risks and “fail forward”
- 21st -Century thinkers equipped with the skills of critical thinking, problem solving, creativity, communication, and collaboration
- Globally aware, ethical, empathetic, culturally responsible citizens
- Champions of personal growth and development
- Developers of today’s learners into tomorrow’s leaders.

## VALUES

- We believe that students learn at different rates and in different ways.
- We believe assessment should drive instruction.
- We believe all individuals should be guided toward resourcefulness, problem solving, and ownership of learning.
- We believe that high expectations lead to better results.
- We believe that collaborative practices between staff and administrators foster continuous improvement.
- We believe that collaboration and communication among home, school, community and the world promotes student success.
- We believe an engaging and innovative environment enhances both learning and teaching.
- We believe professional development for teachers, leaders, and other staff to achieve excellence.
- We believe in protecting taxpayer equity through fiscal responsibility.
- We believe that a high-performing district must be forward thinking in an ever-changing educational environment.
- We believe that our rapidly changing society demands graduates who possess critical thinking and problem solving skills to be successful, regardless of the path each student chooses to take.
- We believe that today’s graduates and tomorrow’s leaders must have strong communication and collaboration skills.

### ALL STUDENTS ACHIEVE PERSONAL GROWTH & DEVELOPMENT

#### LONG-TERM GOALS

- Integrate the importance of social emotional learning into the District's culture
- Empower all staff to be partners in students' social-emotional development
- Involve & educate parents in the social-emotional development of their children.
- Instill students with the self-confidence to take risks and ability to learn from successes and failures.
- Prepare students with critical thinking and problem solving skills through innovative learning.

### ALL STUDENTS ARE PREPARED TO ACHIEVE THEIR LIFELONG GOALS

#### LONG-TERM GOALS

- Close achievement gaps between student subgroups
- Prepare students at all levels with skills to be successful in the careers of the future through technology and workforce development
- Prepare students with effective communication and collaboration skills
- Provide all students with the opportunity to engage in real-world learning
- Engage families regarding district goals and progress through regular communication and feedback structures.
- Continuously monitor and evaluate student and professional learning programs

**CROSS-CUTTING CONCEPTS: EDUCATIONAL EQUITY, TWO-WAY COMMUNICATION, INNOVATION, CONTINUOUS IMPROVEMENT, FISCAL RESPONSIBILITY**

### ALL STUDENTS LEARN IN ENVIRONMENTS THAT ARE SAFE, SECURE & SUPPORTIVE

#### LONG-TERM GOALS

- Provide learning environments where every student feels physically and emotionally safe and welcome.
- Communicate with families consistently, clearly, and transparently regarding school safety procedures and emergencies
- Involve and educate parents in how they can support school safety and security
- Prepare all staff members to provide for the safety and security of the school environment
- Continuously monitor and evaluate the effectiveness of school safety measures

### THE DISTRICT REMAINS SUSTAINABLE TO MEET THE NEEDS OF STUDENTS & THE COMMUNITY

#### LONG-TERM GOALS

- Innovate to more efficiently operate within the District
- Maintain fiscal responsibility, meeting fiscal health guidelines and annual fund balances according to state standards
- Increase recruitment of a workforce representative of our diverse community
- Improve recruitment and retention by continuing to provide competitive salaries and benefits.
- Effectively prioritize the use of dollars to impact instructional programming

# SHORT-TERM GOALS 2020-21

## ALL STUDENTS ACHIEVE PERSONAL GROWTH & DEVELOPMENT

### KEY PERFORMANCE INDICATORS

- Based on the local growth model in ECRISS, in the 2020-21 District Overall Summary, at least 84% of students will make expected or high growth in reading.
- Based on the local growth model in ECRISS, in the 2020-21 District Overall Summary, at least 84% of students will make expected or high growth in math.
- The 2020-21 action steps of the District Social Emotional Learning Plan will be implemented.
- A comprehensive online education program and implementation plan for high school courses will be constructed and presented to the Board of Education by year end.

## ALL STUDENTS ARE PREPARED TO ACHIEVE THEIR LIFELONG GOALS

### KEY PERFORMANCE INDICATORS

- For the 2020-21 school year, using the local growth model achievement benchmark in ECRISS, students with IEPs in grades K-8 will meet or exceed the projected proficiency benchmark of 15% in reading.
- For the 2020-21 school year, using the local growth model achievement benchmark in ECRISS, students with IEPs in grades K-8 will meet or exceed the projected proficiency benchmark of 14% in math.
- The 2020-21 phases of the District Personalization of Learning Plan will be implemented.
- The Special Services delivery model will be aligned with best practices for instructional delivery, related services, and case management, as outlined in the DM Group Opportunity Review Recommendations.
- The Instructional Coaching Model and Multi-tiered Systems of Support Model will be aligned with best practices in instructional support and academic intervention, as outlined in the DM Group Opportunity Review Recommendations.
- Staff will advance toward the “Design and Apply” stage of the District Professional Learning Continuum.

## ALL STUDENTS LEARN IN ENVIRONMENTS THAT ARE SAFE, SECURE & SUPPORTIVE

### KEY PERFORMANCE INDICATORS

- The 2020-21 action steps of the District Equity Action Plan will be implemented.
- Year Two recommendations of the 2019 Comprehensive Safety Assessment will be implemented.
- A review of after-school hours security will be completed, with a culminating recommendation report presented to the Board of Education by year end.
- A hub of school and community mental health resources will be developed and deployed on all student and staff devices.

## THE DISTRICT REMAINS SUSTAINABLE TO MEET THE NEEDS OF STUDENTS & COMMUNITY

### KEY PERFORMANCE INDICATORS

- The District website will be fully transitioned to the new huntley158.org by year end.
- Overall satisfaction with District communication will be 90% or higher, as measured by family survey.
- The District will meet or exceed State fiscal health guidelines.
- The Long-term Capital Improvement Plan will be revised reflecting prioritization of budget dollars for student needs, while maintaining safe and comfortable facilities.
- A multi-year plan identifying areas of potential increased operational efficiency will be presented to the Board by March 15, 2021.
- Parent/family education opportunities regarding student learning and support (Parent University) will be offered.