Huntley Community School District 158 – Board of Education

Regular Agenda

Date: Thursday, February 10, 2022
Meeting: Regular Meeting with Closed Session as per OMA and 5ILCS120/2c
Time: 6:00 PM
Location: District Office
650 Dr. John Burkey Drive
Algonquin, IL 60102

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. Sean 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 February 10, 2022, Regular Meeting at __ p.m. A quorum must be met.
Roll Call: Ayes /Nays / Absent / Motion _____
Members: Mr. Quagliano, Mr. Geheren, Mr. Gentry, Mr. Cratty, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

2. **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; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.
Members: Mr. Geheren, Mr. Cratty, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino
Roll Call: Ayes / Nays / Absent / Motion _____

1. **Exit or Suspend Closed Session / Voice Call (A)**

Move to exit or suspend closed session at __ p.m. and return to open session.
Voice Call: Ayes / Nays / Motion _____

3. **Resume in Public Session / Roll Call (A)** (Mr. Quagliano) *approx. 7:00 p.m*.

Resume the Regular meeting at __ p.m.
Members: Mrs. Melendy, Mr. Troy, Mrs. Maiorino, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr.Cratty
Roll Call: Ayes / Absent / Motion _____

1. **Action as Required / Roll Call** (Mr. Quagliano)

Will come from the Board.
Roll Call: Ayes / Nays / Motion _____
Action: Recommendation will come from the Board.
Members: Mr. Cratty, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

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

The Following Students from Mackeben Elementary School will lead us in the Pledge: Kayla Zerwer, Emma Garcia, Keshav Sura, Zander LaPointe, and Jordyn Moran.

5. **Student Recognition by the Board** (Mr. Quagliano)

Marlowe Middle School cheerleading team placed 2nd in the Large Division for the IESA state competition.
Congratulations to the following students:
Chloe Lombard, McKenna Dew, Paige Freier, Kinsey Hayes, Summer Mesmer, Elycia Ramos, Addyson Sittler, Yaletzi Solis, Alyssa Spaid, Chelsea Watlock, Allison Ahrens, Lauren Cardinal, Kailyn Hanson,Devin Harger, Kamryn Hunter, Mia Jacobelli, Isabella Jeanlouis, Madyson Kelley, Sunyoung Kwon, Layna Lutsch, Ryeli Saldana, Eveonna Spilotro

6. **Public Comment** (Mr. Quagliano)

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.

7. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Quagliano)
Move to adopt the agenda as presented (or with changes).
Action: Adoption of the Agenda.
Voice Call: Ayes / Nays / Motion _____
8. **Associate Superintendent's Report (R)** (Ms. Lombard)
Updates will be provided at this time.
Recommendation: For informational purposes only.
9. **Assistant Superintendent Learning and Innovation (R)** (Dr. Schlichter)
Updates will be provided at this time.
Recommendation: For informational purposes only.
10. **Assistant Superintendent for Elementary Learning and Innovation (R)** (Dr. MacCrindle)
Updates will be provided at this time.
Recommendation: For informational purposes only.
11. **Assistant Superintendent of Special Services (R)** (Dr. del Castillo)
Updates will be provided at this time.
Recommendation: For informational purposes only.
12. **Chief Financial Officer/Treasurer (R)** (Mr. Altmayer)
Updates will be provided at this time.
Recommendation: For informational purposes only.

1. **Monthly Fiscal Updates (R)** Mark Altmayer) **5**
Mr. Altmayer will provide the monthly fiscal updates and the Activity Fund Balance Report.
Recommendation: For informational purposes only.
2. **Revenue & Expenditures Report (R)** (Mr. Altmayer) **16**
Monthly Report for review and comments.
Recommendations: For informational purposes only.

13. **Assistant Superintendent of HR Report (R)** (Dr. Zehr) **52**
Updates will be provided at this time.
Recommendation: For informational purposes only.
14. **Chief Technology Officer (R)** (Dr. Budzynski)
Updates will be provided at this time.
Recommendation: For informational purposes only.
15. **Community Relations & Student Outreach** (Mrs. Melendy-Chair, Mr. Geheren, Mrs. Maiorino)

1. **Freedom of Information Act (FOIA) Requests (R)** **53**
A monthly report on the FOIA requests is provided in the packet.
Recommendation: For informational purposes only.

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

1. **Policy Updates (Dr. Rowe)** **54**
PRESS Policy Revision – First Reading

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

1. **Summer Learning Programming 2022 Update** (**R)** (Dr. MacCrindle, Dr. del Castillo, and Dr. Schlichter) **356**
Dr. MacCrindle, Dr. del Castillo, and Dr. Schlichter will present an update on plans for summer learning programming for summer 2022.
Recommendation: This report is for informational purposes.
2. **Evolution of Remote instruction during COVID (R)** (Dr. MacCrindle/Dr. Schlichter)
The updated CDC guidelines on Isolation and Quarantine has provided Huntley 158 with the opportunity to update our remote instructional practices for students excluded from school for isolation or quarantine due to COVID. Dr. MacCrindle and Dr. Schlichter will provide the board with an update.
Recommendation: For information purposes only
3. **Math Review (R)** (Dr. MacCrindle and Dr. Schlichter) **365**
The K-12 math review was conducted beginning in summer of 2021, and spanning the 21-22 school year. Dr. MacCrindle and Dr. Schlichter will provide an overview of the review process, the outcomes, and recommendations for materials adoption.

Roll Call: Ayes / Nays / Motion _____
Recommendation: Seeking approval as presented

18. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Cratty, Mr. Quagliano)
    1. **O&M updates (R)**(Mr. Renkosik) **395**
    Mr. Renkosik will give the **February 2022** O and M updates.
    Recommendation: For informational purposes only.
    2. **O&M Annual Report (R)** (Mr. Renkosik) **403**
    Mr. Renkosik will present the **O&M Annual Report.**
    Recommendation: For informational purposes only.
    3. **LIGHT Transition Center Update (R)** (Dr. Rowe)
    Dr. Rowe will provide an update and seek feedback from the board on the district's investigation into a transition center for our LIGHT program.
    Recommendation: For information purposes only

19. **Superintendent's Report (R)** (Dr. Rowe)
Recommendation: For informational purposes only.

    1. **Strategic Plan Mid-Year Update (R)** (Dr. Rowe) **422**
    Dr. Rowe will update the board on progress toward meeting the annual measures set in alignment with the strategic plan.
    Recommendation: This is for information purposes only

    2. **Update to In Person Learning Plan (R)** (Dr. Rowe)
    Dr. Rowe will share proposed updates to the Learning Forward in person learning plan, including elementary age students to the mask recommended grouping due to the vaccine being readily available to that age group. This update to the plan is necessary for the district to transition seamlessly back to a locally controlled decision.
    Recommendation: For discussion purposes.

20. **President's Report (R)** (Mr. Quagliano)
Recommendation: For informational purposes only.

21. **Legislation Committee** (Mr. Cratty- Chair, Mrs. Melendy Mrs. Maiorino)
Recommendation: For informational purposes only.
    1. **Legislative Updates (R)** (Mr. Cratty)
    Mr. Cratty will provide legislative updates.

22. **Action Items / Roll/ Voice Call** (Mr. Quagliano)
Action items require a motion and a second; discussion if needed; and roll or voice call.
    1. **Board of Education** (Mr. Quagliano)
        1. **Minutes (A)** **430**
        The following minutes are presented for approval.
        Recommendation: Seeking approval of the Board as presented.
        Roll Call: Ayes / Nays / Motion _____
    2. **Human Resources Committee** (Mr. Gentry-chair, Mrs. Melendy, Mr. Quagliano)
        1. **HR Personnel (A)** (Mr. Zehr) **435**
        Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.
        Roll Call: Ayes / Nays / Motion _____
        Recommendation: Seeking approval as presented.
        2. **Office Assistant (Covid Protocol) (A)** (Dr. Zehr) **439**
        Mr. Zehr will present the Office Assistant(Covid Protocol)
        Roll Call: Ayes / Nays / Motion _____
        Recommendation: Seeking approval of the Board as presented.

3. **Principal Job Description (A) (Dr. Zehr)** **442**
Dr. Zehr will present the Principal Job Description.
Recommendation: Seeking approval of the Board as presented.

3. **Finance Committee** (Mr. Quagliano-chair, Mr. Cratty, Mr. Gentry)

1. **Payables (A)** (Mr. Altmayer) **445**
Mr. Altmayer will seek approval of the Purchase Orders issued at $2,635,790.24; Accounts Payable issued at $17,285.70; Imprest issued at $180,848.54 and Disbursements issued at $5,052,073.64, as presented.
Recommendation: Seeking approval of the Board
Roll Call: Ayes / Nays / Motion __

2. **Revenue Contracts (A)** (Mr. Altmayer) **543**
Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.
Roll Call: Ayes / Nays / Motion __
Recommendation: Seeking approval of the revenue contracts as presented.

3. **Levy Year 2022 Abatement (A)** (MAltmayer) **545**
As discussed at the last Board Meeting, the Board approved the future debt abatement of property taxes of $750,000 for Levy Year 2022.
Recommendation: Seeking approval of the Board as presented.

23. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Cratty, Mr. Quagliano)

1. **FMX Agreements for a Computerized Maintenance Management Software Subscription and Implementation Services (A)** (Mr. Renkosik) **546**
Mr. Renkosik will present the proposed agreements and terms of the FMX proposal.
Recommendation: Seeking approval from the Board as presented.

2. **Colley Elevator preventative Maintenance Services Proposal (A)**(Mr. Renkosik) **567**
Colley Elevator Company semi-Annual Elevator Preventative Maintenance & amp; Control Program proposal as presented in the attached proposal at their.
Recommendation: Seeking approval of the Board as present.
Roll Call: Ayes /Nays / Motion _____

3. **JCI Preventative Maintenance Service Agreement (A)** (Mr. Renkosik) **574**
Mr. Renkosik will present the JCI Preventative Maintenance Service Agreement for the Variable Flow Refrigerant system at Huntley High School.
Roll Call: Ayes /Nays /Motion_____
Reccomendation: Seeking approval from the Board as presented.

24. **Adjournment (A)** (Mr. Quagliano)
Motion to adjourn the meeting at __ p.m. **Voice Call:** Ayes / Nays / **Motion** _____

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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: February 10, 2022

Subject: **Monthly Fiscal Updates**
February 10, 2022

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:

- ✓ **Propane Bus Bid** –The Bus bid has been created and has been sent out. The bid opening is scheduled at the end of February. In prior years, we entertained bids for diesel and propane. Based upon the success we are having with propane; this bid is only for propane buses. We are hoping to purchase an additional 10 propane buses this year. As you may recall, over the past two years we have purchased 24 propane buses. Propane buses are healthier for our students and the environment, are quieter, heat up quicker in the winter months, and most importantly are more operationally efficient than our current diesel buses.

- ✓ **Electric Bus Grant –** The funding is official and is located on the State's GATA website. We have "Accepted" the grant. Once all districts accept the grant, the State will send out grant forms and information regarding next steps. Meanwhile, in an effort to maximize the use of these funds, we are working with the Bus-2-Grid team, which consist of several districts, to work together on the bidding and purchasing of chargers and buses. As we progress, we will keep the board apprised.

- ✓ **Filing of the Levy Year 2021 Debt Abatements** – Filed the Districts 2016 Abatement Resolution as well as the most recent refunding abatement resolutions with both Kane and McHenry Counties.

- ✓ **FY23 Budget and 5 Year Plan –** During the month, Administration has begun the process of accumulating data to begin the FY22 Budget as well as the 5 Year Plan. The first draft of the budget and plan will be presented in March.

- ✓ **Fiscal Year 2022 Audit –** Our current Audit Engagement Letter Agreement with Evans, Marshall & Pease expired with the fiscal year 2021 audit. That said, we will be bringing the Board a new 2-year Audit Engagement Letter for approval in March.

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SPECIFIC TASKS TO ADDRESS DURING FEBRUARY:

- **February 1** – Statement of Economic Interests: Alphabetical list of names and addresses of board members and school employees required to file the Statement must be prepared by the chief administrative officer, or his or her designee (usually the Superintendent or Business Official). The list is to be certified and then sent to the county clerk (5 ILCS 420/4A-106). Each individual must file the Statement on or before May 1st with the county clerk (5 ILCS 420/4A-105).

COMING UP IN MARCH:

- **March** – Filing of Pupil Approval and IDEA Child Count (Private Facility, Excess Cost, Orphanage).

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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: February 10, 2022

Subject: **Activity Fund Balance Report**
Board of Education Meeting – February 10, 2022
Finance Committee

Presented for the Board's review is the Activity Fund Balance Report as of December 31, 2021.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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December 31, 2021 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	$ 92,334.64	$ 90.31	$ 680.74	$ 91,744.21
Scholarships	20,580.89	-	-	20,580.89
D158 Foundation	905.43	-	597.05	308.38
Early Childhood	3,892.76	-	250.50	3,642.26
Gifted	-	2,500.00	-	2,500.00
Mackeben	17,638.07	8.00	243.20	17,402.87
Heineman	47,448.42	13,315.45	14,614.23	46,149.64
Conley	13,225.88	11,068.41	746.45	23,547.84
Chesak	21,955.39	-	39.95	21,915.44
Leggee	15,338.55	1,564.86	234.21	16,669.20
Martin	38,811.88	692.00	1,940.39	37,563.49
Marlowe	113,657.70	7,690.00	24,027.39	97,320.31
High School Athletics	295,339.63	23,016.10	16,551.80	301,803.93
High School Activities	303,813.56	29,851.83	23,485.38	310,180.01
Total All Funds	**$ 984,942.80**	**$ 89,796.96**	**$ 83,411.29**	**$ 991,328.47**

The material transactions involving Revenues and Expenditures for the month are as follows:

Heineman: The majority of the $13,300 of revenue was from Snow Hawks ski trips $11,900, and Chorus/Band $1,000. The majority of the ($14,600) of expenditures was for Atwood trips ($12,700), Cheerleading apparel ($900), and Chorus/Band supplies ($400).

Conley: The majority of the $11,000 of revenues was from Library book fair ($8,900), and In & Out for "Speed Stacking cups" PE event ($2,100). The majority of the ($750) of expenditures was for school-wide lunch from Portillos ($650).

Marlowe: The majority of the $7,700 of revenue was from Snow Stangs ski trips $5,300, School Store $1,200, and Pop sales & vending machine rebates $1,200. The majority of the ($24,000) of expenditures was for Atwood trips ($18,800), Snow Stangs ski trips ($3,100), Chorus/Band solo & ensemble judges ($800), and In & Out for staff lunches ($400).

High School Athletics: The majority of the $23,000 of revenue was from Boys Basketball $11,200, Cheerleading $2,600, Swimming $2,500, Wrestling $2,400, Athletics $2,300, Poms $1,200, and Football $800. The majority of the ($16,600) of expenditures was for Cheerleading competition bows & apparel ($4,800), Poms competition apparel & supplies ($2,600), Girls Volleyball equipment & apparel ($2,300), Swimming uniforms, apparel, & supplies ($1,800), Football jackets & supplies ($1,500), Girls Track apparel & supplies ($1,000), and Boys Basketball team meals & supplies ($600).

High School Activities: The majority of the $29,900 of revenue was from Ski Club $16,000, Incubator Program $5,000, Dean's Activity $3,700, Buddies Club $2,200, Orchesis Club $700, Marching Band $600, and Fishing Club $600. The majority of the ($23,500) of expenditures was for Student Council Homecoming tents & supplies ($9,000), Journalism newspaper printing & supplies ($6,900), Fishing Club fundraiser ($2,700), Buddies Club apparel & supplies ($2,300), Bloom's Courtyard supplies ($600), and HOSA Medical Club supplies ($600).

For further detail, see attached list of major cash expenditures and revenues received.

Huntley Community School District 158

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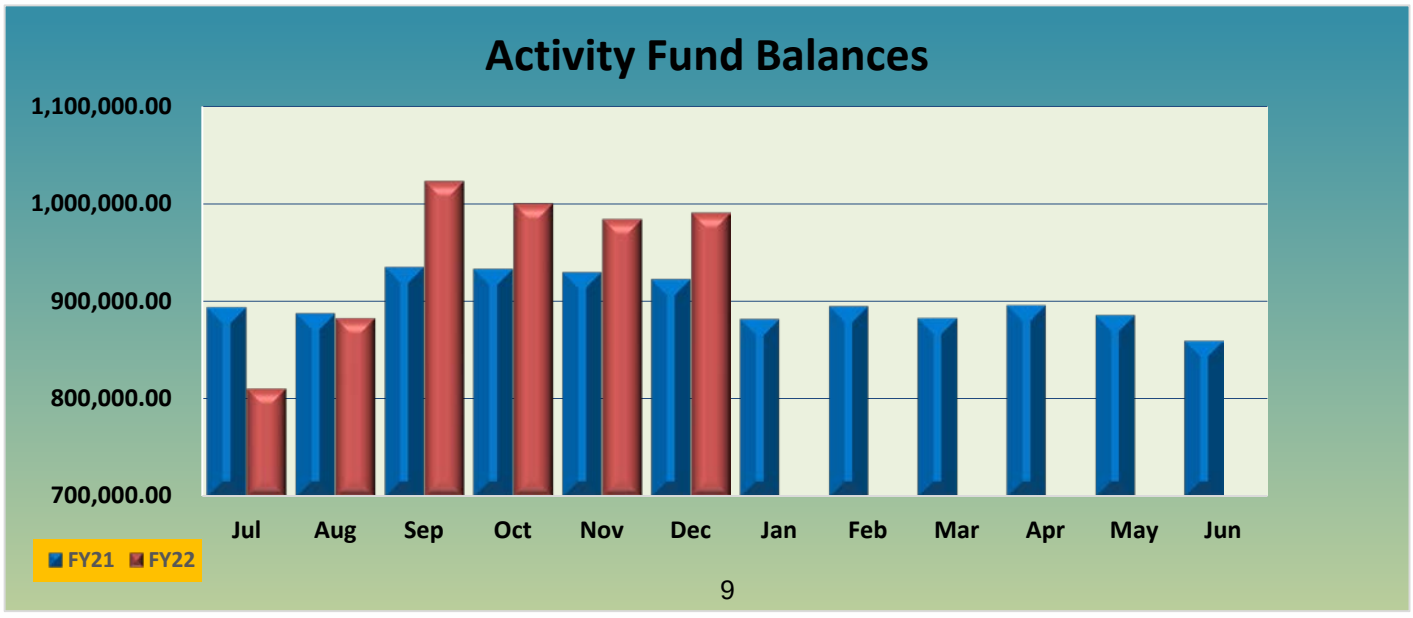
December 31, 2021 Financial Executive Summary - Activity Accounts

Major transactions for the Month include:

Major Cash Expenditures		Description	Major Revenues Received	
Rockford Park District	31,472.00	HMS &MMS Atwood trips	HS Ski Club	15,980.00
Huntley Community School Dist 158	17,783.83	P-Card charges (10/21 - 11/20)	Heineman Snow Hawks	11,905.00
Huntley Community School Dist 158	8,485.00	STUCO homecoming tents	HS Boys Basketball	11,203.00
Castle PrinTech	5,907.92	HS Newspaper printing cost	Conley Library	8,928.41
American Sportwear Group	3,302.00	HS Cheerleading sweatshirts	Marlowe Snow Stangs	5,305.00
Alpine Valley Resort	3,120.00	Marlowe Snow Stangs ski trip	HS Incubator Pgm	5,000.00
Country Meats.com	2,670.00	HS Fishing Club fundraising	HS Dean Activity	3,663.90
AIA Services LLC	2,247.50	HS Buddies Club spirit wear	HS Cheerleading	2,600.00
BSN Sports LLC	1,975.24	HS Football & Girls VB apparel	HS Swimming	2,506.00
Image Market	1,675.35	Martin Band shirts	Gifted Program	2,500.00
Get Your Bow On	1,490.00	HS Cheerleading competition bows	HS Wrestling	2,425.00
Lifeguard Store Inc, The	612.00	HS Swimming team suits	HS Athletic Varsity	2,272.10
Huntley Community School Dist 158	600.00	Marlowe solo & ensemble judges	HS Buddies Club	2,195.00
Bling and Ink LLC	500.00	HS Girls Lacrosse water bottles	Conley In & Out	2,140.00
Benson, Will	405.15	HS Girls Basketball team meals	Marlowe School Store	1,210.00
Great Lakes Coca-Cola Distribution	250.02	Refill HS Pop machines	Marlowe Pop	1,175.00
Service Printing Corp	209.00	HS Journalism recruiting flyers	HS Pom Pons	1,150.00
Magnusson, Stacey	150.00	Marlowe solo & ensemble judge	Heineman Chorus/Band	1,000.00
St. Clair, Renae	109.80	HS Medical Academy scrubs	Leggee In & Out	914.86
Pollacci, McKenzi	108.00	Heineman Cheerleading spirit wear	HS Football	760.00



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 Expense	Month to Date Income	Year to Date Expense	Year to Date Income	Fund Balance YTD Change	Fund Balance Start of Year	Fund Balance Current
100	District In & Out	0.00	0.00	4,775.72	2,054.40	(2,721.32)	3,650.42	929.10
101	Interest/Service Charge	0.00	90.31	5.00	605.09	600.09	62,843.21	63,443.30
102	District Pepsi Account	680.74	0.00	3,119.05	3,168.68	49.63	12,699.44	12,749.07
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	220.93	0.00	(220.93)	5,345.50	5,124.57
111	Huntley Hootenanny	0.00	0.00	7,473.57	5,000.00	(2,473.57)	1,000.00	(1,473.57)
112	Foundation Grants	597.05	0.00	597.05	2,304.00	1,706.95	75.00	1,781.95
113	Schaffenegger Memorial	0.00	0.00	0.00	0.00	0.00	20,580.89	20,580.89
118	Gifted Program	0.00	2,500.00	0.00	2,500.00	2,500.00	0.00	2,500.00
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	(3,551.21)	(3,551.21)	3,551.21	0.00
1204	Mackeben Art	160.14	0.00	160.14	0.00	(160.14)	2,403.49	2,243.35
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	8.00	0.00	121.06	121.06	5,670.75	5,791.81
1212	Mackeben Market Day	0.00	0.00	0.00	0.00	0.00	526.40	526.40
1240	Mackeben In & Out	83.06	0.00	1,520.96	3,601.21	2,080.25	1,944.60	4,024.85
1400	Heineman LRC	190.17	21.95	1,071.72	203.75	(867.97)	1,398.87	530.90
1401	Heineman Snow Hawks	0.00	11,905.00	0.00	12,620.00	12,620.00	627.12	13,247.12
1402	Heineman Play	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1403	Heineman Yearbook	0.00	0.00	3,068.88	1,320.00	(1,748.88)	2,143.25	394.37
1404	Heineman PBIS	0.00	0.00	0.00	0.00	0.00	5.21	5.21
1405	Heineman Service Club	17.97	2.00	17.97	2.00	(15.97)	16.08	0.11
1406	Heineman Chorus/Band	407.62	1,000.00	2,573.24	2,180.00	(393.24)	3,503.58	3,110.34
1407	Heineman Wrestling	0.00	0.00	0.00	0.00	0.00	102.31	102.31
1408	Heineman Cheerleading	941.85	190.00	966.85	1,854.00	887.15	1,014.54	1,901.69
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	1,195.87	1,195.87
1411	Heineman Cross Country	0.00	0.00	0.00	0.00	0.00	153.53	153.53
1412	Heineman Volleyball	17.98	0.00	873.98	888.00	14.02	81.41	95.43
1413	Heineman PE	0.00	0.00	0.00	0.00	0.00	852.29	852.29
1414	Heineman Student Council	0.00	168.50	0.00	168.50	168.50	856.46	1,024.96
1416	Heineman Poms	0.00	0.00	255.50	391.00	135.50	34.97	170.47
1417	Heineman Girls Basketball	0.00	0.00	0.00	0.00	0.00	63.16	63.16
1418	Heineman Outdoor Activity	12,712.00	0.00	20,312.00	21,631.00	1,319.00	5,381.31	6,700.31
1419	Heineman Athletics	148.84	0.00	394.21	187.00	(207.21)	1,807.11	1,599.90

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
1420	Heineman Boys Basketball	0.00	0.00	610.00	640.00	30.00	1,442.88	1,472.88
1421	Heineman Ecology Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1422	Heineman Computer Lab	0.00	0.00	0.00	0.00	0.00	743.24	743.24
1423	Heineman Art Club	0.00	0.00	0.00	100.00	100.00	979.22	1,079.22
1425	Heineman Engineering Club	0.00	0.00	0.00	0.00	0.00	64.34	64.34
1440	Heineman In & Out	0.00	(2.00)	106.10	216.00	109.90	453.77	563.67
1441	Heineman Foods Club	0.00	30.00	42.40	76.00	33.60	1,210.74	1,244.34
1442	Heineman Board Game Club	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	54.67	54.67	0.10	54.77
1462	Heineman 6th Grade Team 2	0.00	0.00	0.00	54.67	54.67	0.00	54.67
1471	Heineman 7th Grade Team 1	177.80	0.00	177.80	54.66	(123.14)	3,771.63	3,648.49
1472	Heineman 7th Grade Team 2	0.00	0.00	0.00	54.66	54.66	132.05	186.71
1480	Heineman 8th Grade Trips	0.00	0.00	0.00	0.00	0.00	3,340.89	3,340.89
1481	Heineman 8th Grade Team 1	0.00	0.00	195.32	194.67	(0.65)	90.00	89.35
1482	Heineman 8th Grade Team 2	0.00	0.00	50.00	54.66	4.66	1,537.06	1,541.72
1701	Conley School Store	43.00	0.00	180.76	0.00	(180.76)	2,962.32	2,781.56
1702	Conley Pop	0.00	0.00	524.78	63.11	(461.67)	562.39	100.72
1703	Conley Recycling	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	2.00	2.00
1706	Conley Band	30.98	0.00	30.98	0.00	(30.98)	372.92	341.94
1707	Conley Jean Fund	0.00	0.00	289.95	0.00	(289.95)	309.19	19.24
1708	Conley Disc Golf Club	0.00	0.00	805.82	999.00	193.18	0.00	193.18
1709	Conley Field Trips	672.47	0.00	1,245.52	0.00	(1,245.52)	2,692.91	1,447.39
1710	Conley Library	0.00	8,928.41	340.00	8,928.41	8,588.41	1,315.63	9,904.04
1712	Conley Art	0.00	0.00	0.00	0.00	0.00	1,519.17	1,519.17
1713	Conley Yearbook	0.00	0.00	0.00	0.00	0.00	2,043.55	2,043.55
1740	Conley In & Out	0.00	2,140.00	1,682.07	4,631.60	2,949.53	2,138.58	5,088.11
195	LIGHT Program	0.00	0.00	0.00	0.00	0.00	1,506.34	1,506.34
196	Music Camps District-wide	0.00	0.00	0.00	0.00	0.00	3,714.02	3,714.02
197	Pre-K Fieldtrips	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
199	Preschool	250.50	0.00	514.86	0.00	(514.86)	4,157.12	3,642.26
202	Chesak Pop	0.00	0.00	357.24	51.04	(306.20)	310.98	4.78
203	Chesak Recycling	0.00	0.00	0.00	0.00	0.00	171.34	171.34
204	Chesak Art	0.00	0.00	0.00	0.00	0.00	2,034.87	2,034.87
205	Chesak Yearbook	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
206	Chesak Music	0.00	0.00	1,307.75	0.00	(1,307.75)	5,364.21	4,056.46
209	Chesak Field Trips	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	Chesak Library	0.00	0.00	8,968.04	8,918.56	(49.48)	10,725.77	10,676.29
212	Chesak Dine & Share	0.00	0.00	28.25	0.00	(28.25)	310.70	282.45
240	Chesak In & Out	39.95	0.00	4,814.56	692.71	(4,121.85)	8,811.10	4,689.25
301	Leggee School Store	0.00	0.00	0.00	0.00	0.00	9,415.46	9,415.46
302	Leggee Pop	0.00	0.00	0.00	93.84	93.84	54.54	148.38
303	Leggee Recycling	0.00	0.00	0.00	0.00	0.00	15.92	15.92
304	Leggee Art	0.00	0.00	0.00	0.00	0.00	1,481.33	1,481.33
306	Leggee Fundraisers	0.00	0.00	519.00	0.00	(519.00)	679.05	160.05
307	Leggee Donations & Grants	0.00	0.00	0.00	0.00	0.00	1,940.52	1,940.52
308	Leggee Music	0.00	0.00	0.00	0.00	0.00	416.21	416.21
309	Leggee Field Trips	0.00	0.00	0.00	0.00	0.00	1,021.44	1,021.44
310	Leggee Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311	Leggee Recreation	41.98	650.00	208.48	650.00	441.52	459.09	900.61
313	Leggee Yearbook	192.23	0.00	1,238.29	0.00	(1,238.29)	1,430.40	192.11
340	Leggee In & Out	0.00	914.86	38.64	914.86	876.22	100.95	977.17
400	Marlowe LRC	0.00	0.00	200.54	0.00	(200.54)	1,216.51	1,015.97
401	Marlowe Pop	229.03	1,175.00	1,141.10	2,240.09	1,098.99	1,555.14	2,654.13
402	Marlowe Fundraiser Funds	0.00	0.00	0.00	0.00	0.00	404.25	404.25
403	Marlowe Yearbook	0.00	0.00	1,984.33	180.00	(1,804.33)	14,486.56	12,682.23
404	Marlowe School Store	0.00	1,210.00	0.00	2,680.00	2,680.00	2,338.65	5,018.65
405	Marlowe Student Council	305.01	0.00	330.01	0.00	(330.01)	356.74	26.73
406	Marlowe Chorus/Band	843.00	0.00	19,318.51	21,535.00	2,216.49	6,440.41	8,656.90
407	Marlowe Wrestling	0.00	0.00	0.00	500.00	500.00	1,260.71	1,760.71
408	Marlowe Cheerleading	(39.16)	0.00	1,811.06	2,148.00	336.94	2,112.83	2,449.77
409	Marlowe Track	0.00	0.00	0.00	0.00	0.00	84.47	84.47
410	Marlowe Spanish Club	0.00	0.00	0.00	0.00	0.00	162.44	162.44
411	Marlowe Cross Country	0.00	0.00	200.00	200.00	0.00	14.71	14.71
412	Marlowe Volleyball	0.00	0.00	1,755.00	2,999.00	1,244.00	1,466.93	2,710.93
413	Marlowe Philanthropy	0.00	0.00	0.00	0.00	0.00	6,464.47	6,464.47
414	Marlowe Academic Club	0.00	0.00	0.00	0.00	0.00	1.68	1.68
415	Marlowe Play	0.00	0.00	398.00	0.00	(398.00)	444.37	46.37
416	Marlowe Service Club	24.45	0.00	49.44	0.00	(49.44)	1,594.30	1,544.86
417	Marlowe Girls Basketball	0.00	0.00	0.00	0.00	0.00	755.35	755.35
418	Marlowe Outdoor Activity	18,760.00	0.00	32,464.72	36,300.00	3,835.28	9,061.73	12,897.01

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
419	Marlowe Athletics	0.00	0.00	192.93	0.00	(192.93)	4,013.49	3,820.56
420	Marlowe Boys Basketball	0.00	0.00	0.00	0.00	0.00	9,930.93	9,930.93
421	Marlowe Snow Stangs	3,120.00	5,305.00	3,120.00	5,305.00	2,185.00	0.00	2,185.00
422	Marlowe Tech Lab	0.00	0.00	0.00	0.00	0.00	139.97	139.97
423	Marlowe Art Class	74.78	0.00	214.91	810.00	595.09	3,292.58	3,887.67
424	Marlowe PE	0.00	0.00	6,050.00	0.00	(6,050.00)	9,378.44	3,328.44
425	Marlowe Ecology	0.00	0.00	0.00	0.00	0.00	1,156.11	1,156.11
426	Marlowe Poms	264.46	0.00	2,459.24	2,630.00	170.76	7,663.82	7,834.58
427	Marlowe Musical	0.00	0.00	0.00	0.00	0.00	560.96	560.96
428	Marlowe Explorers Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440	Marlowe In & Out	408.90	0.00	1,448.44	677.00	(771.44)	2,368.56	1,597.12
441	Marlowe Foods Club	36.92	0.00	36.92	75.00	38.08	186.53	224.61
461	Marlowe 6th Grade	0.00	0.00	1,521.50	0.00	(1,521.50)	1,574.45	52.95
471	Marlowe 7th Grade	0.00	0.00	154.02	0.00	(154.02)	257.09	103.07
481	Marlowe 8th Grade	0.00	0.00	714.62	0.00	(714.62)	3,861.33	3,146.71
500	HS Leos Club	0.00	490.05	0.00	490.05	490.05	0.00	490.05
501	HS Raider Nation	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
503	HS Yearbook	220.71	282.00	684.98	3,221.00	2,536.02	8,711.87	11,247.89
504	HS Girls Cross Country	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505	HS Student Council	8,993.45	(1,895.00)	19,386.44	49,161.00	29,774.56	2,216.65	31,991.21
506	HS Chorus	0.00	0.00	0.00	250.00	250.00	345.53	595.53
507	HS Color Guards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
508	HS Pop	250.02	109.00	855.09	877.40	22.31	1,182.24	1,204.55
509	HS Math Club	0.00	100.00	157.65	200.00	42.35	311.57	353.92
510	HS Girls Golf	0.00	0.00	4,926.63	7,521.17	2,594.54	4,490.04	7,084.58
511	HS Drama Club	0.00	0.00	2,059.78	2,079.95	20.17	1,324.34	1,344.51
512	HS Pom Pons	2,590.05	1,150.00	39,858.40	35,954.53	(3,903.87)	24,276.67	20,372.80
513	HS Ski Club	0.00	15,980.00	0.00	15,980.00	15,980.00	4,298.47	20,278.47
514	HS World Languages Club	0.00	0.00	0.00	0.00	0.00	769.86	769.86
515	HS Boys Track	87.50	0.00	1,479.62	1,387.50	(92.12)	5,640.64	5,548.52
516	HS Dean Activity	0.00	3,663.90	3,676.00	9,048.78	5,372.78	13,806.62	19,179.40
517	HS HOSA Medical Club	587.70	0.00	587.70	2,391.00	1,803.30	741.63	2,544.93
518	HS NHS	0.00	250.00	3,404.25	250.00	(3,154.25)	8,626.23	5,471.98
519	HS Co-Op (VICA)	0.00	0.00	500.00	0.00	(500.00)	11,926.23	11,426.23
520	HS Musical	30.00	0.00	541.24	645.00	103.76	576.22	679.98

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
521	HS Athletic Varsity	522.70	2,272.10	12,894.56	23,804.72	10,910.16	13,083.10	23,993.26
522	HS Girls Volleyball	2,348.64	0.00	29,343.15	34,688.14	5,344.99	15,126.36	20,471.35
523	HS Boys Golf	0.00	0.00	4,407.70	11,781.35	7,373.65	1,721.07	9,094.72
524	HS Softball	442.00	100.00	10,056.98	1,230.00	(8,826.98)	10,756.04	1,929.06
525	HS Baseball	410.00	0.00	6,082.15	5,455.29	(626.86)	2,183.50	1,556.64
526	HS Girls Basketball	0.00	0.00	6,717.12	8,524.76	1,807.64	5,567.96	7,375.60
527	HS Boys Basketball	595.34	11,203.00	15,100.54	22,501.08	7,400.54	8,408.70	15,809.24
528	HS Cheerleading	4,792.00	2,600.00	47,717.75	51,597.28	3,879.53	26,676.62	30,556.15
529	HS Wrestling	0.00	2,425.00	5,038.94	2,425.00	(2,613.94)	17,600.05	14,986.11
530	HS Boys Cross Country	0.00	0.00	5,240.90	4,032.58	(1,208.32)	3,810.80	2,602.48
531	HS FBLA	106.88	50.00	272.33	1,045.75	773.42	10,599.31	11,372.73
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	851.00	350.00	(501.00)	3,000.46	2,499.46
534	HS Academic Team	0.00	0.00	0.00	0.00	0.00	141.76	141.76
535	HS Journalism	6,911.34	533.00	17,154.55	39,454.79	22,300.24	11,810.16	34,110.40
536	HS Soccer	0.00	0.00	20,584.00	35,784.47	15,200.47	49,778.78	64,979.25
537	HS Field Trips	0.00	0.00	153.00	143.00	(10.00)	482.75	472.75
538	HS Football	1,458.69	760.00	112,746.76	115,538.03	2,791.27	51,811.11	54,602.38
539	HS Special Olympics	0.00	0.00	0.00	0.00	0.00	445.09	445.09
540	HS In & Out	0.00	468.00	8,259.73	7,963.00	(296.73)	3,357.72	3,060.99
541	HS Tech & Ind Arts	0.00	214.00	6,754.39	6,362.00	(392.39)	3,656.66	3,264.27
542	HS PE	0.00	331.68	26,436.41	37,175.32	10,738.91	8,371.32	19,110.23
543	HS Girls Track	988.94	0.00	4,047.16	1,880.00	(2,167.16)	7,014.02	4,846.86
544	HS Blooms Courtyard	636.78	0.00	4,487.73	0.00	(4,487.73)	5,313.84	826.11
545	HS Tennis	0.00	0.00	4,607.04	3,256.96	(1,350.08)	1,643.65	293.57
546	HS Media Center	0.00	0.00	0.00	0.00	0.00	2,052.25	2,052.25
547	HS Buddies Club	2,321.38	2,195.00	2,348.89	5,382.00	3,033.11	1,347.25	4,380.36
548	HS Robotics Club	208.71	20.00	19,052.48	10,893.00	(8,159.48)	18,204.03	10,044.55
549	HS Assessments	0.00	0.00	875.48	1,221.00	345.52	36,131.59	36,477.11
550	HS Community Service Club	0.00	0.00	0.00	0.00	0.00	2,770.12	2,770.12
551	HS Custom Designs	0.00	0.00	0.00	0.00	0.00	2,389.53	2,389.53
552	HS Orchesis Club	0.00	656.20	0.00	656.20	656.20	1,479.10	2,135.30
553	HS Recycling	0.00	0.00	0.00	229.00	229.00	550.58	779.58
554	HS Art Club	209.25	60.00	339.22	752.00	412.78	372.55	785.33
555	HS Boys Lacrosse	0.00	0.00	0.00	0.00	0.00	1,229.66	1,229.66
556	HS Marching Band	0.00	573.00	17,463.17	8,326.16	(9,137.01)	16,475.30	7,338.29

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
557	HS Culinary Club	0.00	0.00	0.00	0.00	0.00	269.99	269.99
558	HS Fashion Club	0.00	0.00	106.59	0.00	(106.59)	504.37	397.78
559	HS Social Studies Trips	0.00	0.00	0.00	0.00	0.00	3,868.07	3,868.07
560	HS PBIS Raider Way	0.00	0.00	502.50	280.00	(222.50)	909.68	687.18
561	HS Girls Bowling	0.00	0.00	0.00	0.00	0.00	415.02	415.02
562	HS Swimming	1,750.58	2,506.00	8,857.70	11,324.00	2,466.30	648.78	3,115.08
563	HS Fishing Club	2,670.00	571.00	2,670.00	3,096.00	426.00	184.04	610.04
564	HS Science Club	0.00	0.00	0.00	0.00	0.00	4,658.44	4,658.44
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	3,169.14	3,169.14
567	HS Orchestra	0.00	0.00	0.00	0.00	0.00	0.00	0.00
568	HS Medical Academy	109.80	200.00	1,043.81	860.00	(183.81)	360.21	176.40
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	1,173.08	1,173.08
571	HS Girls Lacrosse	500.00	0.00	1,812.50	3,102.67	1,290.17	8,177.85	9,468.02
572	HS Autos Club	0.00	0.00	333.79	290.00	(43.79)	419.40	375.61
573	HS Boys Volleyball	0.00	0.00	0.00	774.83	774.83	264.11	1,038.94
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	2,942.20	2,942.20
576	HS Chess Team	229.36	0.00	528.01	400.00	(128.01)	344.07	216.06
577	HS Boys Bowling	65.36	0.00	65.36	0.00	(65.36)	500.00	434.64
598	HS Incubator Pgm	0.00	5,000.00	327.92	6,500.00	6,172.08	22,817.64	28,989.72
599	HS Senior Class Gift	0.00	0.00	0.00	0.00	0.00	6,089.39	6,089.39
701	Martin School Store	0.00	0.00	0.00	0.00	0.00	4,699.79	4,699.79
702	Martin Pop	0.00	0.00	0.00	68.54	68.54	201.66	270.20
703	Martin Recycling	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704	Martin Art	0.00	0.00	0.00	0.00	0.00	7,533.44	7,533.44
706	Martin Band	1,781.30	0.00	1,860.30	2,165.00	304.70	793.04	1,097.74
709	Martin Fieldtrips	0.00	0.00	0.00	0.00	0.00	5,355.00	5,355.00
710	Martin Library	159.09	17.00	9,316.90	9,160.19	(156.71)	10,190.13	10,033.42
712	Martin Fundraising	0.00	675.00	0.00	675.00	675.00	3,330.68	4,005.68
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
		$83,411.29	$89,796.96	$641,824.96	$773,577.18	$131,752.22	$859,576.25	$991,328.47

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

December 2021 Financial Executive Summary

The December 2021 month and YTD results are as follows:

Operating Funds: 10, 20, 40, 50, and 70	FY22 December	FY22 YTD	FY22 Budget	
Total Local	$ 4,238,617	$ 34,472,999	$ 74,982,871	46%
Total State	4,273,114	16,253,434	$ 32,084,658	51%
Total Federal	422,043	2,232,509	$ 6,417,866	35%
Operating Revenues	$ 8,933,774	$ 52,958,941	$ 113,485,395	47%
Salaries	$ 5,734,717	$ 34,907,786	$ 70,467,079	**50%**
Employee Benefits	$ 1,561,728	$ 7,911,245	$ 18,167,369	**44%**
Purchased Services	$ 815,547	$ 5,774,201	$ 10,266,035	**56%**
Supplies & Materials	$ 507,046	$ 2,863,955	$ 8,188,402	**35%**
Capital Outlay	$ -	$ 135,136	$ 2,943,071	**5%**
Other Objects	$ 238,376	$ 1,098,882	$ 4,427,738	**25%**
Operating Expenses	8,857,415	52,691,206	114,459,694	46%
Net Operating Surplus (Deficit)	$ 76,359	$ 267,735	$ (974,299)	

All Funds:	FY22 December	FY22 YTD	FY22 Budget	
Total Revenues	$ 9,581,785	$ 58,521,153	$ 125,110,973	47%
Total Expenses	17,360,162	62,247,336	126,379,665	49%
Net All Funds Surplus (Deficit)	$ (7,778,378)	$ (3,726,183)	$ (1,268,692)	

The District closed December with an all funds net deficit of ($3.7M) and an operating net surplus of $268k. The majority of the revenue was due to recognition of monthly 2020 Levy as well as EBF, National School Lunch, and MCAT revenue. Total revenues are at 47% of budget, and total expenditures are at 49% of the budget.

December operating revenues of $8.9M are primarily due to the recognition of $4.1M levy 2020 property taxes, the receipt of $2.5M State Evidence Based Funding (EBF), and the recognition of $346k for December FY22 SpEd Private Facility Tuition, Regular and Special Ed Transportation. Federal revenue is primarily from National School Lunch ($329k), and the STEP Grant ($51k).

Approximately 82.3 percent of December operating expenditures cover salaries and benefits. Major expenditures making up the $816k in operating Purchased Services was for the custodial contract ($167k), substitute teacher contracted ($85k), alternative school ($83k), and resource officer ($41k). The $507k of Supplies & Materials includes cafe food ($135k), supplies buildings and grounds ($57k), electricity ($51k), and transportation fuel ($45k) . The majority of the $238k of Other Objects is for special ed tuition.

The District began FY22 with $59.6 million in cash and as of the end of December 2021, the cash balance approximated $52.1 million. The District holds $9.4M with BMO and $42.7M through PMA.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

December 2021 Financial Executive Summary

Major transactions for December 2021 include:

Non-Salary Major Cash Expenditures		
U.S. Bank (Bond)	$	7,595,000
Blue Cross Blue Shield (Medical Ins.)	$	1,060,205
JPMorgan Chase (Bond)	$	459,792
UMB Bank (Bond)	$	447,956
ABM Industry Group (Custodial)	$	171,504
Gordon Food Service (Food Service)	$	109,107
BMO Mastercard (P-Card)	$	103,259
Ombudsman (Alternative School)	$	83,175
Lincoln National (Dental,Life,AD&D)	$	72,667
Sunbelt Staffing (SpEd Contract Staff)	$	61,404
Easterseals (SpEd Tuition)	$	46,473
Blue Petroleum (Trans Fuel)	$	44,782
ComEd (Electricity)	$	41,397
Alexander Leigh (SpEd Tuition)	$	37,797
Evans Marshall & Pease (Audit)	$	33,600
Team Reil Inc (O&M-Playground Rep)	$	28,728
Riddell/All American (HHS Football)	$	28,645

Major Revenues Received/Recognized	
Monthly Op Levy 2020 Recognition	$4,145,004
Evidence Based Funding	$2,524,250
Monthly MCAT Recognition	$346,368
National School Lunch	$329,096
Student Foodservice	$69,001
Preschool for All	$59,534
ISBE School Maintenance Grant	$50,000
CPPRT	$45,739

December 2021 ISBE (State) Receivable	
FY22 Q2 MCATs	$1,039,103
FY21 Q4 Other	$12,180
FY22 Q1 Other	$8,568
FY22 Q2 Other	$98,307
Total	**$1,158,158**

Monthly Insurance Update:

Claims Paid by Week	**Oct 2021**	**Nov 2021**	**Dec 2021**	**FY22 YTD**
Week 1	$ 84,423	$ 178,723	$ 150,069	$ 808,788
Week 2	$ 136,735	$ 137,867	$ 151,040	$ 974,715
Week 3	$ 168,503	$ 191,792	$ 190,383	$ 1,006,693
Week 4	$ 172,941	$ 108,379	$ 168,631	$ 929,703
Week 5	$ 161,020	$ 75,122	$ 234,303	$ 676,399
Total	$ 723,621	$ 691,883	$ 894,424	$ 4,396,297
Settlement Costs - BC/BS	194,403	193,421	192,539	1,166,386
Average Monthly Claims Based upon the last 12 months of claims	$ 783,119	$ 784,416	$ 791,156	
Total Insurance Costs	$ 768,521	$ 703,316	$ 922,800	$ 4,572,195

Includes employee contributions

FY22 Budget	$ 10,627,568

December 2021 claims of $894,424 compares to $813,542 in December 2020. Average claims per month for FY22 (6 months) is $733k and compares to $687k for the same period in FY21. The stop loss credit for December is ($147k). FY22 total health costs, including employee contributions, are $4.57M and trending with budget.

Enrollment in the health insurance plan is 1735 which is a decrease of 13 members or (.7%) since prior year. Material claims over $10k is 39 for the plan year. Of these 39 material claims, 7 are over $50k.

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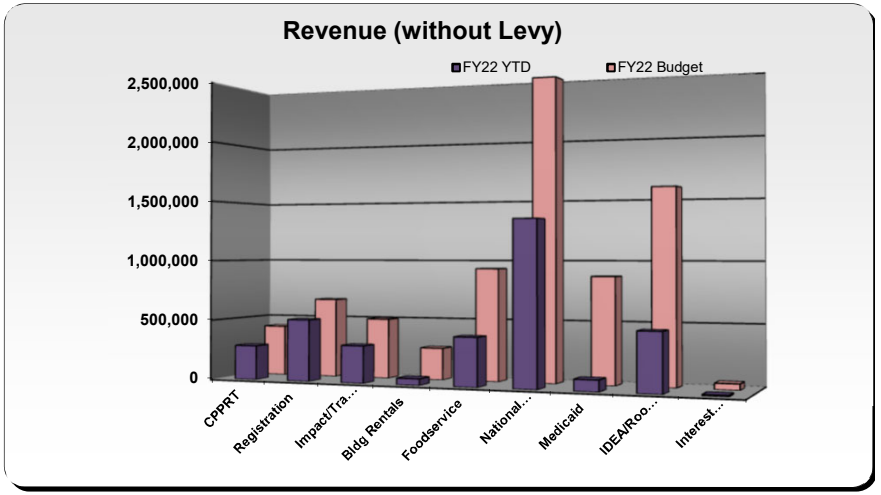
December 2021 Dashboard

Revenue					
	Prior YTD	FY22 YTD	FY22 Budget	%	Variance
Operating Levies	32,330,121	32,629,937	69,487,746	47%	36,857,809
MCATs	2,339,285	2,186,341	3,917,436	56%	1,731,095
CPPRT	138,821	282,991	421,258	67%	138,268
Registration	1,342,546	508,996	661,367	77%	152,372
Impact/Transition Fees	196,009	305,741	500,000	61%	194,259
Bldg Rentals	18,790	54,044	265,000	20%	210,956
Foodservice	3,231	397,502	933,357	43%	535,855
National School Lunch	543,008	1,335,920	2,500,000	53%	1,164,080
Medicaid	42,290	93,495	875,000	11%	781,505
IDEA/Room & Board	280,694	475,193	1,591,650	30%	1,116,457
Interest Earnings-Total	49,976	11,950	50,300	24%	38,350

Tracking with Budget
Plus or minus 10 percent of Budget
Unfavorable budget variance exceeding 10%



Monthly Notes - Revenue

►Building rentals lag budget due to Covid.

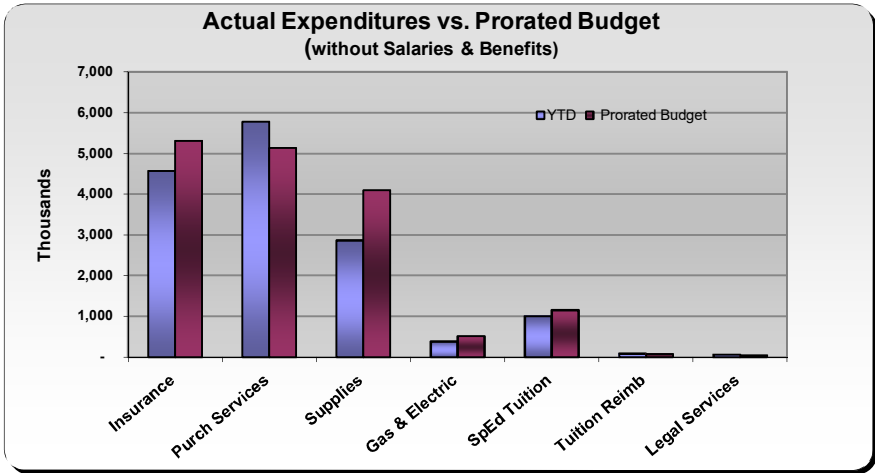
►Medicaid revenue is on a reimbursement basis and lags pre-Covid figures. We are investigating.

►IDEA/Room & Board is also on a reimbursement basis and is consistent with pre-Covid figures.

►Interest earnings continue to lag budget. We are continuing to investigate opportunities.

Key Operating Expenditures					
	Prior YTD	FY22 YTD	FY22 Budget	%	Budget Bal.
Salaries & Benefits	39,505,045	42,819,031	88,475,863	48%	45,656,832
Insurance	4,123,044	4,572,195	10,627,568	43%	6,055,373
Purchased Services	5,234,454	5,774,201	10,266,035	56%	4,491,834
Supplies	2,626,422	2,863,955	8,188,402	35%	5,324,447
Gas & Electric	261,150	384,625	1,026,905	37%	642,280
SpEd Tuition	1,014,720	1,008,954	2,305,000	44%	1,296,046
Tuition Reimb	107,003	85,383	165,000	52%	79,617
Legal Services	46,810	65,889	100,000	66%	34,111

Tracking with Budget
Plus or minus 10 percent of Budget
Unfavorable budget variance exceeding 10%



Monthly Notes - Expenditures

►Legal fees are trending up this year. We will monitor.

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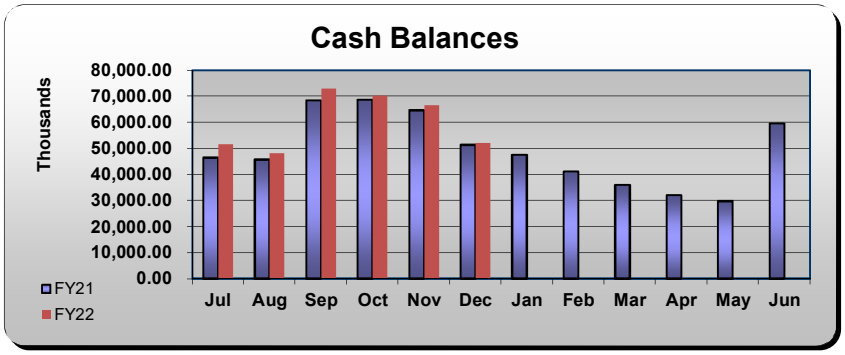
December 2021 Dashboard

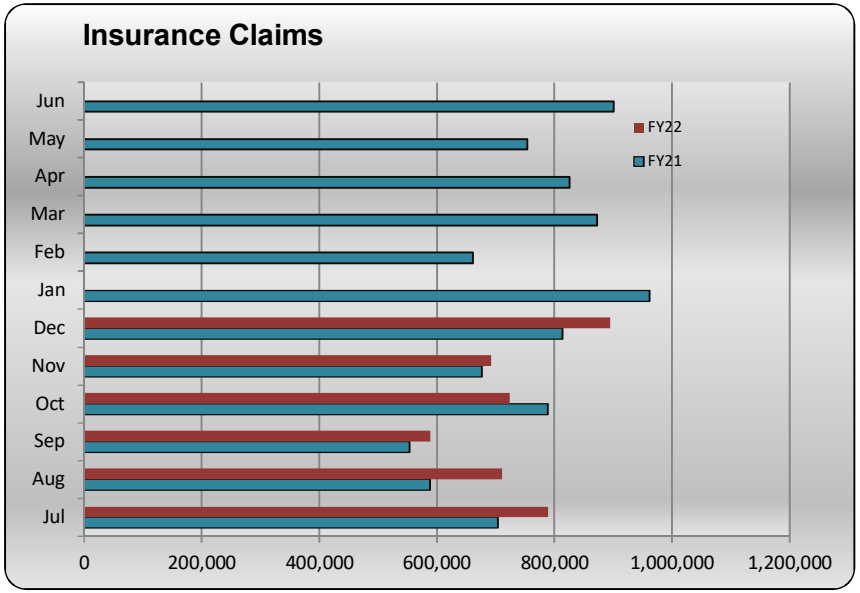
Balance Sheet - Cash Flow				
	Prior YTD	FY22 YTD	%	Variance
Cash and Investments	51,351,242	52,136,828	102%	785,586
A/R Total	2,067,996	1,813,234	88%	(254,762)
A/R State	1,362,610	1,285,612	94%	(76,999)
Deferred Revenue	269,110	248,155	92%	(20,954)
Contracts Payable	7,262,834	7,220,043	99%	(42,791)
Self Insurance Res.	2,158,025	2,487,781	115%	329,756



Monthly Notes - Balance Sheet

- ►Cash and Investments are consistent with PY.
- ►State Receivables are ($77k) less than PY due to the decrease in MCATs.
- ►Total Receivables are ($255k) less than PY due to the decrease in MCATs and registration fees.

FY21 AFR Data				
	FY21	FY20	%	Variance
Fund Balance to Revenue Ratio	0.35	0.35	101%	0.00
Expenditure to Revenue Ratio	0.98	0.99	101%	0.01
Days Cash on Hand	170.28	165.14	103%	5.14
Percent Short-Term Borrowing Max Remaining	100.00	100.00	100%	0.00
Percent Long-Term Debt Margin Remaining	58.52	57.64	102%	0.88
ISBE Rating	**3.80**	**3.80**	100%	0.00
Operating Expense per Pupil	12,616.00	11,840.51	107%	775.49
	RECOGNITION	RECOGNITION		



► The District continues to improve financially resulting in an ISBE rating of RECOGNITION for FY13 through FY21.

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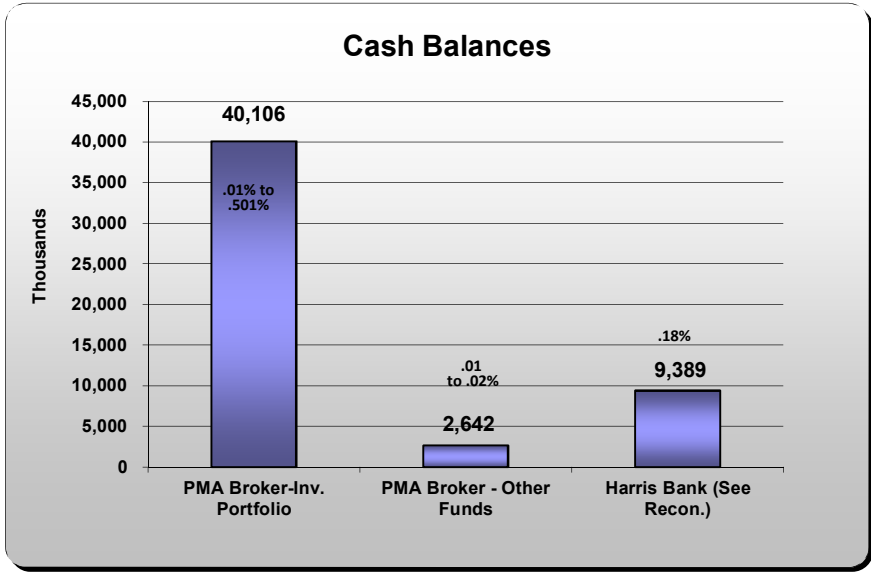
December 2021 Dashboard

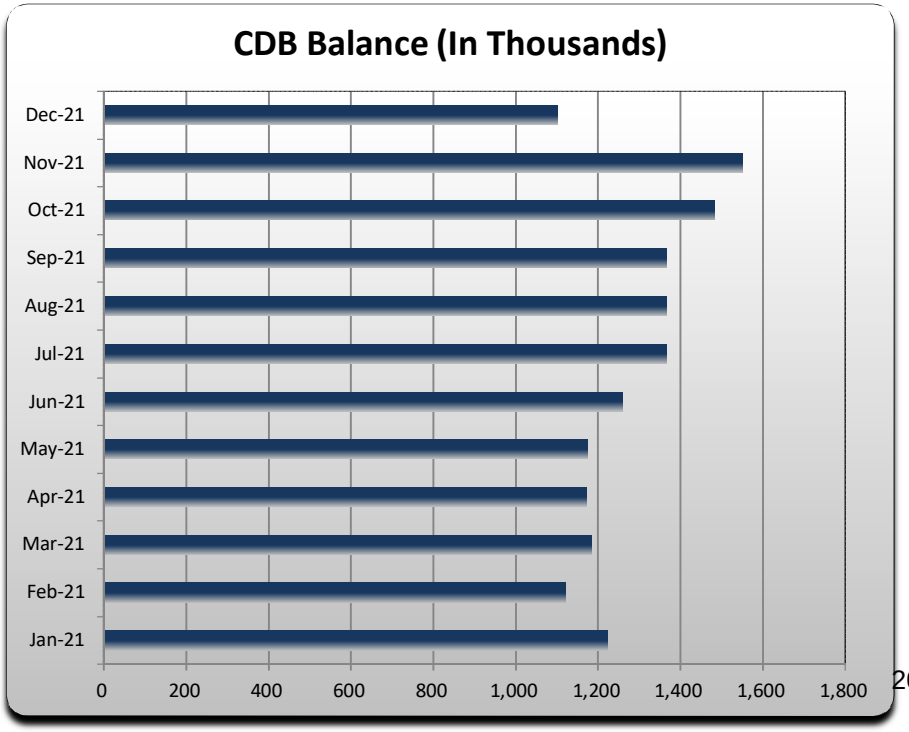
Treasury Detail

		Amount	Rates	Term
PMA Broker-Inv. Portfolio		40,105,548	0.01% to .501%	Mat. 9/24
PMA Broker - Other Funds		2,642,075	0.01% to 0.02%	
Harris Bank (See Recon.)		9,389,205	0.18%	
Cash Balance		**52,136,828**		

Please see attached investment summary report from PMA.



CDB Funds - Balances



Harris Bank Reconciliation

December Harris Bank Balance	9,040,930.29
Student Activity Funds (Fund 10)	859,576.00
Plus Deposits in Transit	2.75
Less Outstanding Checks	(511,304.02)
Ending Harris Bank Balance	9,389,205.02

Interest/Dividend Earnings

	Harris	PMA	Total
January	1,566	775	2,341
February	1,316	447	1,763
March	1,321	317	1,638
April	1,335	197	1,531
May	1,368	96	1,465
June	1,148	9,547	10,695
July	1,371	521	1,892
August	1,161	444	1,605
September	1,128	676	1,804
October	770	1,077	1,847
November	883	982	1,865
December	1,353	982	2,335

ISDLAF+ Monthly Statement

Huntley Community School District 158

Please Note:
THE FUND WILL BE CLOSED JANUARY 17TH IN OBSERVANCE OF THE MARTIN LUTHER KING, JR. HOLIDAY

Activity Summary (10537-101) General Fund

12/1/2021 - 12/31/2021

Investment Pool Summary	LIQ	MAX	LTD
Beginning Balance	$151.08	$45,887,960.78	$1,996,800.00
Dividends	$5.25	$656.32	
Purchases	$749,946.73	$0.00	$0.00
Redemptions	$0.00	($13,500,000.00)	$0.00
Ending Balance	$750,103.06	$32,388,617.10	$1,995,200.00
Average Monthly Rate	0.010%	0.020%	
Share Price	$1.000	$1.000	$9.976
Total	**$750,103.06**	**$32,388,617.10**	**$1,995,200.00**

Total Fixed Income		**$4,971,627.78**
		21
Account Total		**$40,105,547.94**

Your PMA Representative
Jake Goedken
(630) 657-6425
jgoedken@pmanetwork.com

Huntley Community School District 158
Mark Altmayer
650 Academic Drive
Algonquin, IL 60102

PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563

Transaction Activity (10537-101) General Fund

LIQ 12/1/2021 - 12/31/2021

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
3211345	12/07/2021	12/07/2021	Fund Purchase from FRI Maturity, CD-290148-1 ROYAL BUSINESS BANK, CA	$0.00	$249,900.00	$1.000	249,900.000
3211346	12/07/2021	12/07/2021	Fund Purchase from FRI Maturity, CD-290149-1 FIRST INTERNET BANK OF INDIANA, IN	$0.00	$249,900.00	$1.000	249,900.000
3211347	12/07/2021	12/07/2021	Fund Purchase from FRI Maturity, CD-290150-1 FIRST NATIONAL BANK, ME	$0.00	$249,900.00	$1.000	249,900.000
3211353	12/07/2021	12/07/2021	Fund Purchase from FRI Interest, CD-290148-1 ROYAL BUSINESS BANK, CA	$0.00	$37.59	$1.000	37.590
3211354	12/07/2021	12/07/2021	Fund Purchase from FRI Interest, CD-290149-1 FIRST INTERNET BANK OF INDIANA, IN	$0.00	$38.17	$1.000	38.170
3211355	12/07/2021	12/07/2021	Fund Purchase from FRI Interest, CD-290150-1 FIRST NATIONAL BANK, ME	$0.00	$37.94	$1.000	37.940
3218481	12/22/2021	12/22/2021	Fund Purchase from FRI Interest, SEC - 49067 - UBS BANK USA	$0.00	$133.03	$1.000	133.030
3222685	12/31/2021	12/31/2021	Dividend Reinvest	$0.00	$5.25	$1.000	5.250
				$0.00	**$749,951.98**		**749,951.980**

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Beginning Balance: $151.08 | Ending Balance: $750,103.06

Transaction Activity (10537-101) General Fund

MAX 12/1/2021 - 12/31/2021

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
3212023	12/08/2021	12/08/2021	Phone Wire Redemption	($2,500,000.00)	$0.00	$1.000	(2,500,000.000)
3216551	12/17/2021	12/17/2021	Phone Wire Redemption	($11,000,000.00)	$0.00	$1.000	(11,000,000.000)
3223116	12/31/2021	12/31/2021	Dividend Reinvest	$0.00	$656.32	$1.000	656.320
				($13,500,000.00)	**$656.32**		**(13,499,343.680)**

Beginning Balance: $45,887,960.78 | Ending Balance: $32,388,617.10

SDA Transaction Activity (10537-101) General Fund

BANK OF CHINA 12/1/2021 - 12/31/2021

Transaction	Date		Deposit	Withdrawals	Interest/Adjust	Balance
248950	12/31/2021	Interest	$0.00	$0.00	$50.53	$2,971,914.19
			$0.00	**$0.00**	**$50.53**	

Beginning Balance: $2,971,863.66 | Ending Balance: $2,971,914.19

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Fixed Income Investments

Maturities 12/1/2021 - 12/31/2021

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par
CD	CD-290148-1	12/07/2021	06/10/2021	12/07/2021	CD-290148-1 ROYAL BUSINESS BANK, CA	$249,900.00	0.030%	$249,937.59
CD	CD-290149-1	12/07/2021	06/10/2021	12/07/2021	CD-290149-1 FIRST INTERNET BANK OF INDIANA, IN	$249,900.00	0.031%	$249,938.17
CD	CD-290150-1	12/07/2021	06/10/2021	12/07/2021	CD-290150-1 FIRST NATIONAL BANK, ME	$249,900.00	0.031%	$249,937.94
						$749,700.00		**$749,813.70**

Fixed Income Investments

Interest 12/1/2021 - 12/31/2021

Type	Holding Id	Trade date	Description	Interest
CD	CD-290148-1	12/07/2021	CD-290148-1 ROYAL BUSINESS BANK, CA	$37.59
CD	CD-290149-1	12/07/2021	CD-290149-1 FIRST INTERNET BANK OF INDIANA, IN	$38.17
CD	CD-290150-1	12/07/2021	CD-290150-1 FIRST NATIONAL BANK, ME	$37.94
DTC	SEC-49067-1	12/22/2021	SEC - 49067 - UBS BANK USA	$133.03
SDA	SDA-248950-1	12/31/2021	SDA-248950-1 BANK OF CHINA, NY	$50.53
				$297.26

Current Portfolio

12/31/2021

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
LIQ				12/31/2021		LIQ Account Balance	$750,103.06	0.010%	$1.000	$750,103.06	$750,103.06
MAX				12/31/2021		MAX Account Balance	$32,388,617.10	0.020%	$1.000	$32,388,617.10	$32,388,617.10
LTD				12/31/2021		LTD Account Balance			$9.976		$1,995,200.00
SDA	6	248950-1		12/31/2021		248950-1 BANK OF CHINA, NY	$2,971,914.19	0.020%		$2,971,914.19	$2,971,914.19
CD	N	290144-1	06/10/2021	06/10/2021	03/07/2022	290144-1 WESTERN ALLIANCE BANK / TORREY PINES BANK, CA	$249,900.00	0.041%		$249,976.35	$249,900.00
CD	N	290145-1	06/10/2021	06/10/2021	03/07/2022	290145-1 SERVISFIRST BANK, FL	$249,900.00	0.040%		$249,973.94	$249,900.00
CD	N	290146-1	06/10/2021	06/10/2021	03/07/2022	290146-1 BANK 7, OK	$249,900.00	0.041%		$249,975.79	$249,900.00
CD	N	290147-1	06/10/2021	06/10/2021	03/07/2022	290147-1 CIBC BANK USA / PRIVATE BANK - MI, MI	$249,900.00	0.041%		$249,975.69	$249,900.00
CD	N	291266-1	08/26/2021	08/26/2021	05/24/2022	291266-1 PREFERRED BANK, NY	$249,800.00	0.060%		$249,912.36	$249,800.00
DTC	N	49067-1	09/16/2021	09/22/2021	09/23/2024	UBS BANK USA	$250,106.63	0.501%		$249,000.00	$247,774.42
DTC	N	49068-1	09/16/2021	09/22/2021	09/23/2024	GOLDMAN SACHS BANK USA	$250,104.32	0.501%		$249,000.00	$247,777.41
DTC	N	49066-1	09/16/2021	09/24/2021	09/24/2024	BMW BANK NORTH AMERICA	$250,102.64	0.501%		$249,000.00	$247,771.43
							$38,110,347.94			**$38,107,448.48**	**$40,098,557.61**

Time and Dollar Weighted Average Portfolio Yield: 0.446%

Weighted Average Portfolio Maturity: 423.18 Days

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

Portfolio Summary

Type	Allocation (%)	Allocation ($)	Description
LIQ	1.871%	$750,103.06	LIQ Account
MAX	80.773%	$32,388,617.10	MAX Account
LTD	4.976%	$1,995,200.00	LTD Account
SDA	7.412%	$2,971,914.19	SDA Account
CD	3.116%	$1,249,400.00	Certificate of Deposit
DTC	1.854%	$743,323.26	Certificate of Deposit

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

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

Face/Par is the amount received at maturity.

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

Deposit Codes

6	IntraFi -BOC
N	Single FEIN

ISDLAF+ MONTHLY STATEMENT DISCLAIMER

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from the issuance of municipal securities. PMA Securities,LLC and PMA Financial Network,LLC are operated under common ownership and are affiliated with PMA Asset Management, LLC.

Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network,LLC or PMA Securities,LLC as applicable. It also shows the approximate market value of each security and DTC CD whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. Other CDs and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

ISDLAF+ Activity

This section shows all of the client's transactions in ISDLAF+. The Average Rate represents the average net interest rate over the previous month which is then annualized. Income Summary represents the interest earned for the Month and Fiscal Year to Date. Information regarding the ISDLAF+ investment objectives, risks, charges and expenses can be found in the ISDLAF+ Information Statement, which can be obtained at www.iasbop2p.org/isdlaf/home or by calling PMA at the phone number listed. An investment in any series of ISDLAF+ is not a deposit of any bank, and is neither insured nor guaranteed by the Federal Deposit Insurance Corporation, the U.S. Government, any state governmental agency or ISDLAF+. Investors could lose money investing in any series of ISDLAF+, and there can be no assurance that any series of ISDLAF+ that seeks to maintain a stable net asset value of $1.00 per share will be able to do so.

Money Market Fund

The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market fund's investment objectives, risks, charges and expenses can be found in the money market fund's prospectus, which can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

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Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any non-DTC CD listed is located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities,LLC is available for inspection at its office or a copy will be mailed to you upon written request.

PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.

How to Contact PMA

Please call (630) 657-6400 or write to us at PMA, 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

How to Contact Pershing, LLC

Please call (201) 413-3330 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

PMA Securities, LLC provides the following items of information pursuant to the Financial Industry Regulatory Authority ("FINRA") Rule 2267. (1) The FINRA BrokerCheck Hotline Number is 1-800-289-9999; (2) The FINRA Web site address is: www.finra.org.; and (3) FINRA publishes an investor brochure that includes information describing the FINRA BrokerCheck Program. This brochure is available by contacting FINRA at the above telephone number or on the FINRA website. PMA Securities,LLC is also registered as a municipal securities dealer and municipal advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board (MSRB). The MSRB website address is www.msrb.org. Investor brochures relating to municipal securities firms and municipal advisory firms are available and posted on the website of the MSRB that describe the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.

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ISDLAF+ Monthly Statement

Huntley Community School District 158

Please Note:
THE FUND WILL BE CLOSED JANUARY 17TH IN OBSERVANCE OF THE MARTIN LUTHER KING, JR. HOLIDAY

Activity Summary (10537-207) Cdb Proceeds (Municipal Advisory Account)

12/1/2021 - 12/31/2021

Investment Pool Summary	LIQ	MAX
Beginning Balance	$2,588,291.53	$53,760.21
Dividends	$22.01	$0.93
Purchases	$0.00	$0.00
Redemptions	$0.00	$0.00
Ending Balance	$2,588,313.54	$53,761.14
Average Monthly Rate	0.010%	0.020%
Share Price	$1.000	$1.000
Total	**$2,588,313.54**	**$53,761.14**

Total Fixed Income	**$0.00**
	31
Account Total	**$2,642,074.68**

Your PMA Representative
Jake Goedken
(630) 657-6425
jgoedken@pmanetwork.com

Huntley Community School District 158
Mark Altmayer
650 Academic Drive
Algonquin, IL 60102

PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563

Transaction Activity (10537-207) Cdb Proceeds

LIQ 12/1/2021 - 12/31/2021

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
3222893	12/31/2021	12/31/2021	Dividend Reinvest	$0.00	$22.01	$1.000	22.010
				$0.00	**$22.01**		**22.010**

Beginning Balance: $2,588,291.53 | Ending Balance: $2,588,313.54

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Transaction Activity (10537-207) Cdb Proceeds

MAX 12/1/2021 - 12/31/2021

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
3223417	12/31/2021	12/31/2021	Dividend Reinvest	$0.00	$0.93	$1.000	0.930
				$0.00	**$0.93**		**0.930**

Beginning Balance: $53,760.21 | Ending Balance: $53,761.14

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Current Portfolio

12/31/2021

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
LIQ				12/31/2021		LIQ Account Balance	$2,588,313.54	0.010%	$1.000	$2,588,313.54	$2,588,313.54
MAX				12/31/2021		MAX Account Balance	$53,761.14	0.020%	$1.000	$53,761.14	$53,761.14
							$2,642,074.68			**$2,642,074.68**	**$2,642,074.68**

Time and Dollar Weighted Average Portfolio Yield: n/a

Weighted Average Portfolio Maturity: n/a

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

Portfolio Summary

Type	Allocation (%)	Allocation ($)	Description
LIQ	97.965%	$2,588,313.54	LIQ Account
MAX	2.035%	$53,761.14	MAX Account

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

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

Face/Par is the amount received at maturity.

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

ISDLAF+ MONTHLY STATEMENT DISCLAIMER

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from the issuance of municipal securities. PMA Securities,LLC and PMA Financial Network,LLC are operated under common ownership and are affiliated with PMA Asset Management, LLC.

Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network,LLC or PMA Securities,LLC as applicable. It also shows the approximate market value of each security and DTC CD whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. Other CDs and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

ISDLAF+ Activity

This section shows all of the client's transactions in ISDLAF+. The Average Rate represents the average net interest rate over the previous month which is then annualized. Income Summary represents the interest earned for the Month and Fiscal Year to Date. Information regarding the ISDLAF+ investment objectives, risks, charges and expenses can be found in the ISDLAF+ Information Statement, which can be obtained at www.iasbop2p.org/isdlaf/home or by calling PMA at the phone number listed. An investment in any series of ISDLAF+ is not a deposit of any bank, and is neither insured nor guaranteed by the Federal Deposit Insurance Corporation, the U.S. Government, any state governmental agency or ISDLAF+. Investors could lose money investing in any series of ISDLAF+, and there can be no assurance that any series of ISDLAF+ that seeks to maintain a stable net asset value of $1.00 per share will be able to do so.

Money Market Fund

The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market fund's investment objectives, risks, charges and expenses can be found in the money market fund's prospectus, which can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

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Additional Disclosures

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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	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	Designated Levies	3,253,419.78	25,966,095.33	(55,296,611.00)	(52,043,191.22)	46.96		
1200	Payments In Lieu Of Taxes	45,739.01	282,990.50	(256,808.00)	(211,068.99)	110.20		
1300	Tuition	34,697.00	59,207.92	(336,982.02)	(302,285.02)	17.57		
1500	Earnings On Investments	1,322.18	6,914.96	(14,624.75)	(13,302.57)	47.28		
1600	Food Service	69,000.75	397,502.17	(933,357.41)	(864,356.66)	42.96		
1700	District/School Activity Income	9,828.00	265,044.06	(2,393,613.14)	(2,383,785.14)	11.07		
1800	Textbook Income	(33,208.20)	508,995.50	(661,367.36)	(694,575.56)	76.96		
1900	Other Local Revenues	10,185.00	218,459.34	(395,623.70)	(385,438.70)	55.22		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	3,390,983.52	27,705,209.78	(60,288,987.38)	(56,898,003.86)	45.96	*	Source of Revenue
3001	General State Aide	2,524,254.00	12,621,264.00	(25,778,881.00)	(23,254,627.00)	48.96		
3100	Special Education	110,209.01	667,786.02	(1,249,494.04)	(1,139,285.03)	53.44		
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	15,626.99	63,895.43	(67,279.86)	(51,652.87)	94.97		
3500	Transportation - Reg/Voc/SpEd	0.00	0.00	0.00	0.00	0.00		
3700	Early Childhood	59,534.00	110,503.45	(292,033.02)	(232,499.02)	37.84		
3900	Other State Revenue	0.00	0.00	0.00	0.00	0.00		
3000	RECEIPTS/REVENUE FROM STATE SOURCES	2,709,624.00	13,463,448.90	(27,421,745.92)	(24,712,121.92)	49.10	*	Source of Revenue
4100	Title V	0.00	0.00	0.00	0.00	0.00		
4200	Child Nutrition	353,167.25	1,335,919.85	(2,520,300.92)	(2,167,133.67)	53.01		
4300	Title I - Low Income	0.00	15,146.00	(185,281.00)	(185,281.00)	8.17		
4400	Title IV - Safe And Drug-Free Schools - Formula	0.00	0.00	(12,471.00)	(12,471.00)	0.00		
4620	Federal Special Education - IDEA Flow-Through/ Low	0.00	475,193.00	(1,591,650.14)	(1,591,650.14)	29.86		
4700	CTE	0.00	0.00	(33,938.00)	(33,938.00)	0.00		
4800	Federal - ARRA	0.00	0.00	(720,527.00)	(720,527.00)	0.00		
4900	Other Restricted Grants Received From Federal	68,875.45	406,249.73	(1,353,698.00)	(1,284,822.55)	30.01		
4000	RECEIPTS/REVENUE FROM FEDERAL SOURCES	422,042.70	2,232,508.58	(6,417,866.06)	(5,995,823.36)	34.79	*	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	Adopted Budget	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**	6,522,650.22	43,401,167.26	(94,128,599.36)	(87,605,949.14)	46.11		Fund

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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	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	Designated Levies	509.872.07	4,069,386.12	(8,666,041.00)	(8,156,168.93)	46.96		
1500	Earnings On Investments	319.44	1,578.57	(10,511.54)	(10,192.10)	15.02		
1900	Other Local Revenues	12,115.17	101,041.97	(247,119.00)	(235,003.83)	40.89		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	522,306.68	4,172,006.66	(8,923,671.54)	(8,401,364.86)	46.75	*	Source of Revenue
3001	General State Aide	0.00	0.00	(2,000,000.00)	(2,000,000.00)	0.00		
3900	Other State Revenue	50,000.00	50,000.00	0.00	50,000.00	0.00		
3000	RECEIPTS/REVENUE FROM STATE SOURCES	50,000.00	50,000.00	(2,000,000.00)	(1,950,000.00)	2.50	*	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		
4000	RECEIPTS/REVENUE FROM FEDERAL 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
20	Operations & Maintenance Fund	572,306.68	4,222,006.66	(10,923,671.54)	(10,351,364.86)	38.65		Fund

Revenue Report

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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	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	Designated Levies	636,310.88	5,254,340.88	(11,261,382.00)	(10,625,071.12)	46.66		
1500	Earnings On Investments	402.81	1,991.53	(12,796.66)	(12,393.85)	15.56		
1900	Other Local Revenues	0.00	0.00	0.00	0.00	0.00		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	636,713.69	5,256,332.41	(11,274,178.66)	(10,637,464.97)	46.62	*	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		
7000	SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
30	Debt Service Fund or Fund Group	636,713.69	5,256,332.41	(11,274,178.66)	(10,637,464.97)	46.62		Fund

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Revenue Report

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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	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	**Designated Levies**	128,877.28	1,028,378.68	(2,189,942.00)	(2,061,064.72)	46.96		
1400	**Transportation Fees**	0.00	0.00	(69,699.93)	(69,699.93)	0.00		
1500	**Earnings On Investments**	107.94	530.32	(5,941.31)	(5,833.37)	8.93		
1900	**Other Local Revenues**	0.00	0.00	0.00	0.00	0.00		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	128,985.22	1,028,909.00	(2,265,583.24)	(2,136,598.02)	45.41	*	Source of Revenue
3500	**Transportation - Reg/Voc/SpEd**	245,299.02	1,471,794.11	(2,662,912.00)	(2,417,612.98)	55.27		
3000	**RECEIPTS/REVENUE FROM STATE SOURCES**	245,299.02	1,471,794.11	(2,662,912.00)	(2,417,612.98)	55.27	*	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**	374,284.24	2,500,703.11	(4,928,495.24)	(4,554,211.00)	50.74		Fund

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Revenue Report

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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	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	**Designated Levies**	171,426.92	1,368,384.72	(2,914,125.00)	(2,742,698.08)	46.96		
1200	**Payments In Lieu Of Taxes**	0.00	0.00	(164,450.00)	(164,450.00)	0.00		
1500	**Earnings On Investments**	112.88	557.18	(3,656.19)	(3,543.31)	15.24		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	171,539.80	1,368,941.90	(3,082,231.19)	(2,910,691.39)	44.41	*	Source of Revenue
50	**Municipal Retirement and Social Security Fund**	171,539.80	1,368,941.90	(3,082,231.19)	(2,910,691.39)	44.41		Fund

Revenue Report

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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	Adopted Budget	Budget Bal	% of Budget		Account Number
1500	**Earnings On Investments**	22.94	136.16	(1,371.07)	(1,348.13)	9.93		
1900	**Other Local Revenues**	11,274.00	305,741.43	(350,000.00)	(338,726.00)	87.35		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	11,296.94	305,877.59	(351,371.07)	(340,074.13)	87.05	*	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**	11,296.94	305,877.59	(351,371.07)	(340,074.13)	87.05		Fund

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Revenue Report

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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	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	**Designated Levies**	24,756.24	197,692.19	(421,027.00)	(396,270.76)	46.95		
1500	**Earnings On Investments**	45.95	239.61	(1,371.07)	(1,325.12)	17.48		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	24,802.19	197,931.80	(422,398.07)	(397,595.88)	46.86	*	Source of Revenue
70	**Working Cash Fund**	24,802.19	197,931.80	(422,398.07)	(397,595.88)	46.86		Fund

Revenue Report

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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	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	**Designated Levies**	0.00	0.00	0.00	0.00	0.00		
1500	**Earnings On Investments**	0.31	1.67	(27.42)	(27.11)	6.09		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	0.31	1.67	(27.42)	(27.11)	6.09	*	Source of Revenue
90	**Fire Prevention and Safety Fund or Fund Group**	0.31	1.67	(27.42)	(27.11)	6.09		Fund
	Report Total:	8,313,594.07	57,252,962.40	(125,110,972.55)	(116,797,378.48)	45.76		

Expenditure Report - Board of Education

Report as of: 12/31/2021

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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	Adopted Budget	Budget Balance	% of Budget		Account Number
100	SALARIES	3,927,336.53	23,409,455.05	0.00	47,931,866.00	24,453,763.95	48.91		
200	EMPLOYEE BENEFITS	579.713.06	3,987,779.86	1,213,009.30	9,987,156.00	4,784,665.99	52.09		
300	PURCHASED SERVICES	263.029.39	846,455.27	23,369.07	1,345,743.00	294,304.22	74.89		
400	SUPPLIES & MATERIALS	91,129.65	902,898.72	222,183.27	2,434,072.00	1,244,651.04	49.70		
500	CAPITAL OUTLAY	0.00	2,220.73	39,078.96	52,829.00	2,264.31	95.71		
600	OTHER OBJECTS	2,140.50	8,062.50	150.00	2,017,994.00	2,009,306.50	0.43		
700	NON-CAPITALIZED EQUIPMENT	2,080.15	26,185.18	11,129.02	136,638.00	99,323.80	27.31		
1000	INSTRUCTION	4,865,429.28	29,183,057.31	1,508,919.62	63,906,298.00	32,888,279.81	48.37	*	Function
100	SALARIES	1,478,481.48	9,487,108.05	0.00	17,883,651.00	8,425,189.95	52.96		
200	EMPLOYEE BENEFITS	271,730.94	1,498,579.93	93,251.33	3,118,540.00	1,438,395.65	53.88		
300	PURCHASED SERVICES	200,437.94	2,527,056.51	289,407.41	3,691,303.00	928,682.11	75.49		
400	SUPPLIES & MATERIALS	208,850.54	949,827.69	1,042,587.57	3,240,593.00	1,294,430.14	60.78		
500	CAPITAL OUTLAY	0.00	23,933.48	23,336.00	35,000.00	(77,897.45)	345.34		
600	OTHER OBJECTS	8,846.00	45,766.10	4,430.00	97,200.00	45,533.90	53.15		
700	NON-CAPITALIZED EQUIPMENT	0.00	2,502.33	1,339.00	21,947.00	18,105.67	17.50		
2000	SUPPORT SERVICES	2,168,346.90	14,534,774.09	1,454,351.31	28,088,234.00	12,072,439.97	57.30	*	Function
100	SALARIES	15,175.00	50,266.46	0.00	80,000.00	29,733.54	62.83		
300	PURCHASED SERVICES	0.00	375.00	0.00	17,300.00	16,925.00	2.17		
400	SUPPLIES & MATERIALS	813.79	2,555.49	174.89	3,500.00	1,269.62	68.26		
3000	COMMUNITY SERVICES	15,988.79	53,196.95	174.89	100,800.00	47,928.16	52.69	*	Function
300	PURCHASED SERVICES	525.00	24,439.75	0.00	10,000.00	6,560.25	78.84		
600	OTHER OBJECTS	224,119.46	1,008,953.76	518,961.48	2,305,000.00	699,102.25	69.67		
4000	PAYMENTS TO OTHER DISTRICTS AND GOVERNMENTAL UNITS	224,644.46	1,033,393.51	518,961.48	2,315,000.00	705,662.50	69.79	*	Function
10	Educational Fund	7,274,409.43	44,804,421.86	3,482,407.30	94,410,332.00	45,714,310.44	51.58		Fund

Expenditure Report - Board of Education

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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	Adopted Budget	Budget Balance	% of Budget		Account Number
100	SALARIES	100,954.75	742,392.65	0.00	1,441,493.00	699,100.35	51.50		
200	EMPLOYEE BENEFITS	60.840.97	91,987.43	0.00	243,364.00	151,376.57	37.80		
300	PURCHASED SERVICES	326.484.62	1,875,389.51	581,664.99	4,740,043.00	1,996,039.48	57.81		
400	SUPPLIES & MATERIALS	125,286.17	678,861.80	246,051.90	1,723,962.00	779,540.93	54.78		
500	CAPITAL OUTLAY	0.00	108,982.15	602,448.64	1,855,242.00	1,130,821.21	39.05		
600	OTHER OBJECTS	0.00	480.47	1,030.63	2,600.00	1,088.90	58.12		
2000	SUPPORT SERVICES	613,566.51	3,498,094.01	1,431,196.16	10,006,704.00	4,757,967.44	52.41	*	Function
600	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00		
5000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	*	Function
20	Operations & Maintenance Fund	613,566.51	3,498,094.01	1,431,196.16	10,006,704.00	4,757,967.44	52.41		Fund

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Expenditure Report - Board of Education

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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	Adopted Budget	Budget Balance	% of Budget		Account Number
600	**OTHER OBJECTS**	8,042,955.50	9,078,004.71	0.00	11,207,911.00	2,129,270.29	81.00		
5000	**DEBT SERVICE**	8,042,955.50	9,078,004.71	0.00	11,207,911.00	2,129,270.29	81.00	*	Function
30	**Debt Service Fund or Fund Group**	8,042,955.50	9,078,004.71	0.00	11,207,911.00	2,129,270.29	81.00		Fund

Expenditure Report - Board of Education

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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	Adopted Budget	Budget Balance	% of Budget	Account Number	
100	SALARIES	212,769.64	1,218,563.91	0.00	2,971,484.00	1,752,920.09	41.01		
200	EMPLOYEE BENEFITS	359,229.61	604,031.33	0.00	1,621,752.00	1,017,720.67	37.25		
300	PURCHASED SERVICES	25,070.42	500,485.41	30,363.65	461,646.00	(95,571.52)	120.70		
400	SUPPLIES & MATERIALS	80,966.04	329,811.15	163,338.41	786,275.00	271,816.09	65.43		
500	CAPITAL OUTLAY	0.00	0.00	0.00	1,000,000.00	1,000,000.00	0.00		
600	OTHER OBJECTS	1,189.45	6,931.80	0.00	4,944.00	(1,987.80)	140.21		
2000	SUPPORT SERVICES	679,225.16	2,659,823.60	193,702.06	6,846,101.00	3,944,897.53	42.38	*	Function
40	Transportation Fund	679,225.16	2,659,823.60	193,702.06	6,846,101.00	3,944,897.53	42.38		Fund

Expenditure Report - Board of Education

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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	Adopted Budget	Budget Balance	% of Budget		Account Number
200	**EMPLOYEE BENEFITS**	101,987.88	618,035.88	0.00	1,306,954.00	688,918.12	47.29		
1000	**INSTRUCTION**	101,987.88	618,035.88	0.00	1,306,954.00	688,918.12	47.29	*	Function
200	**EMPLOYEE BENEFITS**	187,288.91	1,105,262.00	0.00	1,889,603.00	784,341.00	58.49		
2000	**SUPPORT SERVICES**	187,288.91	1,105,262.00	0.00	1,889,603.00	784,341.00	58.49	*	Function
200	**EMPLOYEE BENEFITS**	936.68	5,568.76	0.00	0.00	(5,568.76)	0.00		
3000	**COMMUNITY SERVICES**	936.68	5,568.76	0.00	0.00	(5,568.76)	0.00	*	Function
50	**Municipal Retirement and Social Security Fund**	290,213.47	1,728,866.64	0.00	3,196,557.00	1,467,690.36	54.09		Fund

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Expenditure Report - Board of Education

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Huntley Community School District 158

Capital Projects Fund or Fund Group 60

Function 5000 DEBT SERVICE
Object 600 OTHER OBJECTS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number
600	**OTHER OBJECTS**	459,792.25	478,125.04	233,737.74	712,060.00	197.22	99.97	
5000	**DEBT SERVICE**	459,792.25	478,125.04	233,737.74	712,060.00	197.22	99.97	* Function
60	**Capital Projects Fund or Fund Group**	459,792.25	478,125.04	233,737.74	712,060.00	197.22	99.97	Fund
	Report Total:	17,360,162.32	62,247,335.86	5,341,043.26	126,379,665.00	58,014,333.28	54.09	

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: February 10, 2022

To: Board of Education

From: Adam Zehr, Assistant Superintendent for Human Resources

Subject: Human Resources Updates

During the month of February Human Resources' primary projects include:

- Processing of new hires and or resignations
- Processing mid-year lane changes
- Completing and posting HEA and HESPA Seniority Reports
- Collecting and recording of non-tenure evaluations
- Determining non-renewals
- Continue staff resource planning
- Complete Honorable Dismissal List

Updates

Pursuant to Section 24-12 of the State Code, the Board of Education is required to provide a written Notice of Non-Renewal and Dismissal by certified mail return receipt requested, at least forty-five (45) days before the end of the school term.

Huntley Community School District 158 does not recognize automatic renewals for extra-curricular assignments, thus pursuant to Section 24-12 of the State Code, the Board of Education is required to provide a written notice by certified mail return receipt requested, at least forty-five (45) days before the end of the school term. These will be listed on the Personnel report at the March 17, 2022 Regular Board Meeting.

As required by Senate Bill 7, Human Resources will be required to complete a sequence of honorable dismissal list categorized by positions and with groupings. This list is required to be delivered to the HEA leadership seventy-five (75) calendar days before the end of the school term. This year the list is due March 11, 2022, regardless if Reductions in Force (RIF) will be necessary.

If RIFs would be necessary they would be processed pursuant to Section 24-12. Notification would occur by March 25, 2022 with Board action occurring prior to that date.

Huntley Community School District 158
Board of Education Regular Meeting - February 10,
2022 Freedom of Information Act Requests

Request #	Date Rec'd	Type	Requested by:	Request:	Status:	Date Completed:	Time Spent Preparing	Approx. Cost to D158	Notes
2022-3	1/18/22	Email	Nathan Mihelich - Illinois Retired Teachers Association	"Please provide the name and email address of any certified staff (teachers, administrators, nurses, counselors, etc.) who are retiring this year."	Completed	1/25/22	0.5	$18	
2022-4	2/2/22	Email	Finn Dalcassian	"1. The following records/information for Chesak Elementary School Principal, Roshaunda Henson: a. The most recent records for evaluator pre-qualification training required by the State Board of Education pursuant to Illinois Compiled Statutes, 105 ILCS 5/24A-3(b). b. The most recent records for the completion of evaluator in-service training program developed pursuant to Section 24A-20 of this Code and Pursuant to Illinois Compiled Statutes, 105 ILCS 5/24A-3(a), for evaluators performing evaluations of certified staff required and approved by Illinois State Board of Education. In addition to the above requested records, I would request the following: 2. Including but not limited to, any and all documentation, records, information containing any contact, any correspondence or records of communication and/or any and all inquiries including any electronic communication such as email messages, text or sms messages between Chesak Elementary School Principal, Roshaunda Henson and any and all members of the Huntley Community School District 158 School Board, collectively or individually, for the time period beginning August, 2021 to the current and present date."	Completed	2/7/22	1.5	$53	

Approximate Cost to D158 is calculated using staff time x hourly rate, plus printing cost (.05 per page)

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
Lorie Woods

DATE: February 10, 2022

RE: PRESS Policy Revision – First Reading

Upon review of the board at the January 20, 2022 meeting, the following policies were revised in keeping with the School District's goal to maintain accurate and legally responsible policy.

This is the first reading of the following policies:

- **2:20** **Powers and Duties of the Board of Education; Indemnification**
  Policy text updated in response to the General Assembly's focus on resolving Educator Misconduct. Amendment shifts responsibility from the State Superintendent to local board of education to notify the Teachers' Retirement System (TRS) when it learns a teacher was convicted of a felony. Legal References updated to reflect the reporting section of the School Code; Cross References updated to align with other policies related to managing educator misconduct.

- **2:105** **Ethics and Gift Ban**
  Update to Legal References in response to 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, banning high school guidance counselors from soliciting or accepting gifts from a prohibited source.

- **2:110** **Qualifications, Term, and Duties of Board Officers**
  Policy and Legal References updated in response to: (1) OMA, 5 ILCS 120/7, amended by P.A. 101-640, allowing boards to meet remotely during a public health emergency; (2) 105 ILCS 5/21B-85, amended by P.A. 102-552, requiring a board (formerly ISBE) to provide written notice to TRS when it learns a teacher has been convicted of a felony; and (3) continuous improvement.

- **2:120** **Board Member Development**
  The Policy is updated requiring, beginning in the fall of 2023, professional development leadership training to also include trauma-informed practices for students and staff, and for continuous improvement.

- **2:150** **Committees**
  Legal References updated with a minor style change.

- **2:220** **Board Meeting Procedure**
  Policy updated in response to OMA, 5 ILCS 120/2.06(d), amended by P.A. 102-653, clarifying when boards and their committees must conduct reviews of their closed session minutes, and for continuous improvement.

- **2:260** **Uniform Grievance Procedure**
  Policy and Legal References updated for continuous review.

- **3:40** **Superintendent**
  Policy, Legal References, and Cross References updated in response to the General Assembly's focus on resolving Educator Misconduct. Policy text updated to clarify superintendent's reporting responsibilities.

- **3:50** **Administrative Personnel Other Than the Superintendent**
  Updates to Cross References in response to the General Assembly's focus on resolving Educator Misconduct.

- **3:60** **Administrative Responsibility of the Building Principal**
  Legal References and Cross References updated in response to the General Assembly's focus on resolving Educator Misconduct, along with training for principals.

- **4:60** **Purchases and Contracts**
  Policy and Legal References updated in response to the Coal Tar Sealant Disclosure Act and for continuous improvement related to federal awards and the Grant Accountability and Transparency Act.

- **4:110** **Transportation**
  The Policy and Cross References are updated in response to 105 ILCS 5/10-20.59, amended by P.A. 102-199, requiring boards to appoint a liaison to facilitate the enrollment of students in the legal custody of the Ill. Dept. of Children and Family Services, and for continuous improvement.

- **4:120** **Food Services**
  The Legal References are updated in response to a five-year review.

- **4:160** **Environmental Quality of Buildings and Grounds**
  Policy and Legal References are updated in response to: (1) The Coal Tar Sealant Disclosure Act; (2) The Illinois Pesticide Act; and (3) continuous improvement.

- **4:165** **Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors -- NEW**
  Policy created in response to 105 ILCS 5/10-23.13 (*Erin's Law*), requiring districts to adopt and implement a policy addressing sexual abuse of children that includes an age-appropriate and evidence-informed curriculum for pre-K-12 students, evidence-informed training for school personnel on child sexual abuse, and evidence-informed education information for parents/guardians in school handbooks.

- **4:170** **Safety**
  Policy is updated in response to 105 ILCS 128/20(c), amended by P.A. 102-395, requiring schools to notify and allow parents/guardians to opt their children out of *lockdown drills* involving student participation. Continuous improvements also made to the Policy, Legal References, and Cross References.

- **4:175** **Convicted Child Sex Offender; Screening; Notifications**
  Updates to Policy, Legal References, and Cross References for continuous improvement.

- **5:10** **Equal Employment Opportunity and Minority Recruitment**
  Policy updated in response to: (1) Ill. Human Rights Act (IHRA), adding discrimination on the basis of *work authorization status* as a civil rights violation; (2) Victims' Economic Security and Safety Act (VESSA), expanding protections of the Act to employees impacted by *other crimes of violence*.

- **5:20** **Workplace Harassment Prohibited**
  Policy updated, adding discrimination (including harassment) on the basis of work authorization status as a civil rights violation. Legal References updated with additional case citations for continuous improvement.

- **5:30** **Hiring Process and Criteria**
  Policy and Legal References are updated, requiring a board (formerly ISBE) to provide written notice to TRS when it learns a teacher has been convicted of a felony, and for continuous improvement.

- **5:50** **Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition**
  The Policy and Legal References are updated in response to: (1) 105 ILCS 5/27-13.2, amended by P.A. 102-195, requiring districts to educate students about the prevention and avoidance of drug abuse and the dangers of opioid and substance abuse; and (2) PAB feedback for continuous improvement related to reasonable suspicion, since passage of the Cannabis Regulation Tax Act (CRTA) became law. Legal References updated in response to continuous improvement.

- **5:90** **Abused and Neglected Child Reporting**
  Policy, Legal References, and Cross References updated in response to: (1) requirement of districts to provide special education services to students with disabilities who turn 22 during the school year for the remainder of that school year; (2) 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610; and (3) requiring a board (formerly ISBE) to provide written notice to TRS when it learns a teacher has been convicted of a felony; and (4) continuous improvement. Legal References updated to incorporate requirement of the Elementary and Secondary Education Act.

- **5:100** **Staff Development Program**
  The Policy, Cross References, and Administrative Procedure references updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, and for continuous improvement.

- **5:120** **Employee Ethics; Conduct; and Conflict of Interest**
  Policy, Legal References, and Cross References updated in response to the General Assembly's focus on resolving Educator Misconduct, and for continuous improvement.

- **5:125** **Personal Technology and Social Media; Usage and Conduct**
  Policy, Legal References, and Cross References updated in response to the requirements of districts outlined in 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, and for continuous improvement.

- **5:150** **Personnel Records**
  Policy, Legal References, and Cross References updated in response to: (1) 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610; and (2) The Elementary and Secondary Education Act (ESEA), 20 U.S.C. §7926.

- **5:185** **Family and Medical Leave – *REWRITTEN on the advice of District Counsel***
  The Policy and Legal References are updated to lower the threshold for FMLA eligibility for school employees to 1,000 hours worked (previously 1,250 hours) in the preceding 12-months, and for continuous improvement.

- **5:200** **Terms and Conditions of Employment and Dismissal**
  Policy is updated in response to PAB feedback regarding compliance with the terms of individual employment contracts, in addition to collective bargaining agreements and other legal requirements. A minor style change is made to the Legal References.

- **5:210** **Resignations and Retirement**
  A minor style change is made to update the Legal References.

- **5:220** **Substitute Teachers**
  The Policy is updated, limiting substitute teaching hours for TRS annuitants to 500 hours per school year beginning 7-1-23, previously 7-1-21, and other continuous improvement updates.

- **5:250** **Leaves of Absence**
  Policy is updated in response to: (1) 105 ILCS 5/24-6, amended by P.A. 102-275, permitting eligible school employees to take up to 30 days of paid sick leave for birth, without medical certification, any time within one year following the birth, and for adoption, placement for adoption, or acceptance of a child in need of foster care; and (2) VESSA, 820 ILCS 180/, amended by P.A. 102-487, adding *other crimes of violence* to its leave protections. Legal References are updated with a minor style change.

- **5:330** **Sick Days, Vacation, Holidays, and Leaves**
  Policy updated in response to: (1) 105 ILCS 5/24-6, amended by P.A. 102-275, permitting eligible school employees to take up to 30 days of paid sick leave for birth, without medical certification, any time within one year following the birth, and for adoption, placement for adoption, or acceptance of a child in need of foster care; (2) VESSA, 820 ILCS 180/, amended by P.A. 102-487, adding *other crimes of violence* to its leave protections; (3) 105 ILCS 5/24-2, amended by P.A. 102-15, designating *2022 Election Day* (11-8-22) as a school holiday; (4) 105 ILCS 5/24-2, amended by P.A. 102-14 and 102-334, designating *Juneteenth* (June 19) as a holiday; and (5) continuous improvement.

- **6:15** **School Accountability**
  The Policy and Legal References are updated in response to 105 ILCS 5/10-17a (school report cards), amended by three different P.A.s as follows: (1) P.A. 102-294, eff. 1-1-22; (2) P.A. 102-594, eff. 7-1-22; and (3) P.A. 102-539.

- **6:20** **School Year Calendar and Day**
  Legal Reference-only addition of 5 ILCS 490/, State Commemorative Dates Act.

- **6:50** **School Wellness**
  The Policy and Legal References are updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-359, requiring school districts that participate in specific child nutrition programs to develop a food sharing plan. Legal References updated with style changes.

- **6:60 Curriculum Content**
  Policy, Legal References, and Cross References are updated in response to: (1) repeal of 105 ILCS 5/27-9.1 and 5/27-9.2, amended by P.A. 102-522, (colloquially referred to as "family life and sex education programs") and replacement of them with the National Sex Education Standards (NSES); (2) 105 ILCS 5/27-6.3, added by P.A. 102-357, requiring 30 minutes of daily supervised, unstructured, child-directed play for students in K through 5; (3) 105 ILCS 5/10-20.73 (final citation pending), 5/10-20.74, and 5/27-22(e)(3.5), added by P.A. 101-654, addressing computer literacy skills; (4) 105 ILCS 5/27-20.08, added by P.A. 102-55, mandating media literacy instruction for grades 9 through 12 beginning in the fall of 2022; (5) 105 ILCS 5/27-20.8, added by P.A. 102-44, requiring instruction on the events of Asian American history; (6) 105 ILCS 5/27-21, amended by P.A. 102-411, requiring instruction on contributions made by Americans of different faith practices; and (7) 105 ILCS 5/27-13.2, amended by P.A. 102-195, mandating the dangers of opioid abuse be included within drug and substance abuse education. ***Also includes changes as recommended by administration.***

- **6:120 Education of Children with Disabilities**
  Policy updated in response to 105 ILCS 5/14-1.02, amended by P.A. 102-172, and for continuous improvement. Legal References updated for continuous improvement.

- **6:180 Extended Instructional Programs**
  The Policy is updated to clarify that districts may offer programs on anti-bias education and activities to address intergroup conflict resolution. Legal References updated.

- **6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct**
  Policy updated in response to: (1) Student Online Personal Protection Act, 105 ILCS 85/, implemented by 23 Ill. Admin. Code Part 380; (2) 105 ILCS 5/21B-75, amended by P.A. 102-552; and (3) continuous improvement.

- **6:300 Graduation Requirements**
  Update to Legal References with the final citation to 105 ILCS 5/22-87, added by P.A. 101-180.

- **6:340 Student Testing and Assessment Program**
  Updates to Legal References in response to 105 ILCS 5/2-3.64a-10, added by P.A. 101-654, and continuous improvement.

- **7:10 Equal Educational Opportunities**
  Legal References updated. Cross References updated for continuous improvement.

- **7:20 Harassment of Students Prohibited**
  The Legal References are updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, and the General Assembly's focus on resolving Educator Misconduct, and continuous improvement. Cross References updated to include **NEW** Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*.

- **7:30 Student Assignment and Intra-District Transfer**
  Policy updated in response to a five-year review, and to reflect better alignment with the School Code's text, which also aligns with the IASB's 6th Strategic Priority.

- **7:50 School Admissions and Student Transfers To and From Non-District Schools**
  Minor changes made to Legal References and Cross References.

- **7:60 Residence**
  Policy and Legal References updated in response to a five-year review and legislative changes.

- **7:70 Attendance and Truancy**
  Policy updated in response to: (1) 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-157; (2) 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s 102-266 and 102-321; (3) 105 ILCS 5/26-1, amended by P.A. 102-406; and (4) 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-471. Continuous improvements made to Legal References.

- **7:80 Release Time for Religious Instruction/Observation**
  Policy updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406. Legal References updated for improvement.

- **7:150 Agency and Police Interviews**
  Policy updated in response to P.A. 102-197, the school counselor terminology change. Legal References updated to incorporate a final citation to 105 ILCS 5/22-88.

- **7:160 Student Appearance**
  Policy, Legal References, and Cross References updated in response to 105 ILCS 5/10-22.25b, amended by P.A. 102-360, eff. 1-1-22 (*Jett Hawkins Law*).

- **7:180 Prevention of and Response to Bullying, Intimidation, and Harassment**
  Policy and Legal References are updated in response to: (1) 105 ILCS 5/27-23.7(b), amended by P.A. 102-241; (2) 105 ILCS 5/27-23.7(b), amended by P.A. 102-197; (3) 105 ILCS 5/2-3.180 and 3.181, added by P.A. 101-438 and renumbered by P.A. 102-558; (4) Guidance by ISBE related to reviews and re-evaluations in the years that they are due and that submission is due to ISBE by September 30; and (5) other continuous improvements.

- **7:190 Student Behavior**
  The Policy, Legal References, and Cross References are updated for continuous improvement.

- **7:200 Suspension Procedures**
  The Policy and Legal References are updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539, and for continuous improvement.

- **7:210 Expulsion Procedures**
  The Policy is updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. Continuous improvement updates made to the Policy and Legal References.

- **7:240 Conduct Code for Participants in Extracurricular Activities**
  Policy and Legal References are updated in response to the U.S. Supreme Court's 2021 decision in Mahanoy Area Sch. Dist. v. B.L., and for continuous improvement.

- **7:250 Student Support Services**
  Policy updated in response to *Erin's Law*. Legal References also updated.

- **7:260 Exemption from Physical Education**
  Policy updated in response to 105 ILCS 5/27-6(b-5), added by P.A. 102-405, requiring districts to excuse students from physical activity in P.E. during a period of religious fasting, upon written notice from the parent/guardian.

- **7:290 Suicide and Depression Awareness and Prevention**
  Policy and Legal References updated in response to: (1) 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267, eff. 7-1-22; and (2) 105 ILCS 5/10-20.73 (final citation pending), and 5/10-20.75 (final citation pending), added by P.A.s 102-134 and 102-416 respectively.
- **7:310 Restrictions on Publications; Elementary Schools**
  The Policy and Legal References are updated in response to a five-year review.
- **7:315 Restrictions on Publications; High Schools**
  The Policy and Legal References are updated in response to feedback from the Student Law Press Center and from Ill. Council of School Attorneys (ICSA) members.
- **7:340 Student Records**
  The Policy is updated in response to feedback from the PAB and 705 ILCS 405/5-905, amended by P.A. 98-61, increasing the age of delinquent minors to minors arrested or taken into custody before their 18th (formerly 17th) birthday. Legal References updated for continuous improvement.
- **7:345 Use of Educational Technologies; Student Data Privacy and Security**
  Update to Legal References in response to 23 Ill. Admin. Code Part 380, implementing the Student Online Personal Protection Act, 105 ILCS 85/.
- **8:70 Accommodating Individuals with Disabilities**
  Cross References are updated for continuous improvement.
- **8:100 Relations with Other Organizations and Agencies**
  A new Cross Reference to 4:180, *Pandemic Preparedness; Management; and Recovery*, is added.

Recommendation

Administration requests the Policy Committee recommend the above policies be moved forward for a second 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

Board of Education

Powers and Duties of the Board; Indemnification

The major powers and duties of the Board include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, therefore, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying District policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a superintendent and other personnel, making employment decisions, and dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School, and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other Boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school

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administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.
22. Endeavoring to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote upon motions presented. It is important that public Board members be non-partisan in dealing with school matters and place the education of children above any partisan principal, group interest, or personal ambition.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3,53a, 2-3.53b, and 105 ILCS 5/21A-5 et seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.: 105 ILCS 5/10, 5/17-1, 5/21B-85, and 5/27-1.
115 ILCS 5/, Ill. Educational Labor Relations Act.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Expansion Programs), 4:165 (Awareness and Prevention of Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

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REVISED: March 19, 2020

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Board of Education

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4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
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ADOPTED: May 17, 2001

REVISED: March 19, 2020

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Board of Education

Ethics and Gift Ban

Prohibited Political Activity

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

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

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

Limitations on Receiving Gifts

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

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

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

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

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

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

Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board Attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure.* A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

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Definitions

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

Political activity means:

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

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

Prohibited source means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;

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

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

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

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

LEGAL REF.: 105 ILCS 5/22-90 (final citation pending).
5 ILCS 430/, State Officials and Employees Ethics Act.
10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF. : 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

ADOPTED: June 17, 2004

REVISED: March 19, 2020

REVISED

Board of Education

Ethics and Gift Ban

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

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

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

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

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7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstance, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
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Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board Attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure.* A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

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Definitions

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

Political activity means:

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

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

Prohibited source means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;

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

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

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

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

LEGAL REF.: 5 ILCS 430/, State Officials and Employees Ethics Act.
10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF. : 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

ADOPTED: June 17, 2004

REVISED: March 19, 2020

CURRENT

Board of Education

Qualifications, Term, and Duties of Board Officers

The Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a two-year term. The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
5. Call special meetings of the Board;
6. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
7. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
8. Administer the oath of office to new Board members;
9. Serve as or appoint the Board's official spokesperson to the media; ~~and~~
10. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
11. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30, Hiring Process and Criteria, are completed for the Superintendent.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed $500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

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1. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official for District elections;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a Secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means. All closed meeting minutes shall be recorded by the Recording Secretary or Superintendent.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

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LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, ~~and~~ 5/17-1, and 5/21B-85.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational Board Meeting), 2:220 (Board Meeting Procedure)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

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Board of Education

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3. Make all Board committee appointments, unless specifically stated otherwise;
4. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
5. Call special meetings of the Board;
6. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
7. Ensure that a quorum of the Board is physically present at all Board meetings;
8. Administer the oath of office to new Board members;
9. Serve as or appoint the Board's official spokesperson to the media; and
10. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

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1. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;

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5. Act as the local election official for District elections;
6. Arrange public inspection of the budget before adoption;
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2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

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LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational Board Meeting), 2:220 (School Board Meeting Procedure)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

Board of Education

Board Member Development

The Board on desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, ~~and~~ fiduciary responsibilities, and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, 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, i.e., *Senate Bill 100 training topics*.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Superintendent or their designees shall give each new School Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.

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2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF: 5 ILCS 120/1.05 and 120/2.
105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of Board Meetings)

ADOPTED: May 17, 2001

REVISED: March 21, 2019

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Board of Education

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CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of Board Meetings)

ADOPTED: May 17, 2001

REVISED: March 21, 2019

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Board of Education

Committees

The Board may establish Board committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments, subject to Board approval. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion. The President shall appoint such committees and be an ex-officio member of all special committees.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Board Policy Committee

   This committee will consider all policy suggestions, and provide information and recommendations to the Board.

2. Parent-Teacher Advisory Committee

   This committee, which assists the development of student discipline policy and procedure, and provides information and recommendations to the Board. The committee is comprised of parents and teachers, and may also include persons whose expertise or experience is needed. The committee reviews such issues as student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.

3. Behavioral Interventions Committee

   This committee develops, and monitors procedures for using behavioral interventions in accordance with Board Policy 7:230, Misconduct by Students with Disabilities and provides information and recommendations to the Board. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

Superintendent Committees

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

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LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
105 ILCS 5/10-20.14 and 5/14-8.05

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

ADOPTED: May 17, 2001

REVISED: January 21, 2016

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Board of Education

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

ADOPTED: May 17, 2001

REVISED: January 21, 2016

CURRENT

Board of Education

Board Meeting Procedure

Agenda

All Board meetings shall begin as follows:

1. Roll Call
2. Closed Session (if applicable)
3. Pledge of Allegiance
4. Academic Spotlight / Student Presentations (if applicable)
5. Revision and Adoption of the Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. A portion of the agenda shall be designated as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or Board President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with policy 2:200, *Types of Board Meetings*.

Voting Method

Unless otherwise prohibited by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority of the members present.

Minutes

The Board Secretary shall keep written minutes of all Board meetings, (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;

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4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly-scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

~~At least semi-annually~~ Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) determines ~~decides~~ which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a *semi-annual review.* The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

The Board's meeting minutes must be submitted to the Board Secretary at such times as the Secretary may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

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Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the Recording Secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The Recording Secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order~~,~~ Newly Revised ~~(11th Edition)~~, as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Members

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may

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restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120-2a, 120/2.02, 120/2.05, 120/2.06, and 120/7.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of Board Meetings), 2:210 (Organizational Board Meeting), 2:230 (Public Participation at Board Meetings and Petitions to the Board)

ADOPTED: May 17, 2001

REVISED: September 17, 2020

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Board of Education

Board Meeting Procedure

Agenda

All Board meetings shall begin as follows:

1. Roll Call
2. Closed Session (if applicable)
3. Pledge of Allegiance
4. Academic Spotlight / Student Presentations (if applicable)
5. Revision and Adoption of the Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. A portion of the agenda shall be designated as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or Board President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with policy 2:200, *Types of Board Meetings*.

Voting Method

Unless otherwise prohibited by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority of the members present.

Minutes

The Board Secretary shall keep written minutes of all Board meetings, (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;

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4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly-scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Secretary at such times as the Secretary may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's

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official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

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No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Members

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Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

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LEGAL REF.: 5 ILCS 120-2a, 120/2.02, 120/2.05, 120/2.06, and 120/7.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of Board Meetings), 2:210 (Organizational Board Meeting), 2:230 (Public Participation at Board Meetings and Petitions to the Board)

ADOPTED: May 17, 2001

REVISED: September 17, 2020

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

The Complaint Manager will 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

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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 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.

Investigation Process

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

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, 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 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.

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~~ registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard or clear and convincing evidence.

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

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

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

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

Appointing Nondiscrimination Coordinator and Complaint Managers

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

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

The Superintendent shall insert into this policy and keep current the names, office addresses, email 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

Complaint Managers:

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

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

Mr. Mark Altmayer,
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
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

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LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1232g, Family Education Rights Privacy Act.
20 U.S.C. §1400, The Individuals with Disabilities Education Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R., Part 106.
29 U.S.C. §206(d), Equal Pay Act.
~~Age Discrimination in Employment Act,~~ 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
29 U.S.C. §2612, Family and Medical Leave Act.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act.
42 U.S.C. §2000e et seq., Equal Employment Opportunities Act (Title VII of the Civil Rights Act).
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
~~Americans With Disabilities Act,~~ 42 U.S.C. § 12101 et seq., Americans With Disabilities Act.
~~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.~~
105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27.-1, 5/27-23.7, and 45/1-15.
5 ILCS 415/10(a)(2), Government Severance Pay Act.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
~~Illinois Genetic Information Privacy Act,~~ 410 ILCS 513/, Ill. Genetic Information Privacy Act.
~~Illinois Whistleblower Act,~~ 740 ILCS 174/ Ill. Whistleblower Act.
740 ILCS 175/, Ill. False Claims Act.
~~Illinois Human Rights Act,~~ 775 ILCS 5/, Ill. Human Rights Act.
~~Victims' Economic Security and Safety Act,~~ 820 ILCS 180, Victims' Economic Security and Safety Act, 56 Ill. Admin. Code Part 280.
~~Equal Pay Act of 2003,~~ 820 ILCS 112, Equal Pay Act of 2003.
~~Employee Credit Privacy Act,~~ 820 ILCS 70/, Employee Credit Privacy Act.

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23 Ill. Admin. Code §§1.240, ~~and~~ 200-40, 226.50, and 226.570.

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)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

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

The Complaint Manager will 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

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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 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.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent/guardian 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 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.

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.

CURRENT

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 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.

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 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.

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

Complaint Managers:

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

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

Mr. Mark Altmayer,
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
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

CURRENT

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)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

CURRENT

General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the leadership, administration and management of the District schools in accordance with Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with State law, the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

REVISED

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
5 ILCS 120/7.3, Open Meetings Act.
23 Ill. Admin. Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

ADOPTED: May 17, 2001

REVISED: January 21, 2021

REVISED

General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the leadership, administration and management of the District schools in accordance with Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

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The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
23 Ill. Admin. Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

ADOPTED: May 17, 2001

REVISED: January 21, 2021

CURRENT

General School Administration

Administrative Personnel Other Than the Superintendent

The Superintendent shall submit nominations to the Board for administrative and supervisory personnel appointments. While the Board may accept or reject nominations, election of a Principal or supervisor shall be valid only if made on the nomination of a Superintendent. In the case of rejection, it is the duty of the Superintendent to make another nomination.

Duties and Authority

District administrative and supervisory positions are established by the Board in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board rules.

Evaluation

The performance of all administrative personnel will be evaluated by the Superintendent or designee; the Superintendent shall make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, through participation in the general development and improvement of the school program, or through other means as approved by the Superintendent.

Administrative Work Year

The administrator's work year shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacations periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary in keeping with the individual administrative contract.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

Please refer to the current "Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) Huntley Community School District 158."

REVISED

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.
23 Ill. Admin. Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal, 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: January 18, 2001

REVISED: January 16, 2020

REVISED

General School Administration

Administrative Personnel Other Than the Superintendent

The Superintendent shall submit nominations to the Board for administrative and supervisory personnel appointments. While the Board may accept or reject nominations, election of a Principal or supervisor shall be valid only if made on the nomination of a Superintendent. In the case of rejection, it is the duty of the Superintendent to make another nomination.

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Please refer to the current "Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) Huntley Community School District 158."

CURRENT

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.
23 Ill. Admin. Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal, 5:30 (Hiring Process and Criteria), 5:250 (Leaves of Absence).

ADOPTED: January 18, 2001

REVISED: January 16, 2020

CURRENT

General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

The Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent.*

LEGAL REF.: ~~10 ILCS 5/4-6.2.~~
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.
10 ILCS 5/4-6.2, Election Code.
105 ILCS 127/, School Reporting of Drug Violations Act.
23 Ill. Admin. Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: May 17, 2001

REVISED: August 15, 2019

REVISED

General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

The Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

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Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent.*

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.
105 ILCS 127/.
23 Ill. Admin. Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leave of Absence)

ADOPTED: May 17, 2001

REVISED: August 15, 2019

CURRENT

Operational Services

Purchases and Contracts

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

Standards for Purchasing and Contracting

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

Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, Article 28A of the School Code), an existing Federal purchasing contract, or national cooperative purchasing network, may be considered as a bid.

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

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

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

1. Supplies, materials, or work involving an expenditure in excess of $25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $50,000 and not involving a change or increase in the size, type, or extent of an existing facility, 105 ILCS 5/10-20.21(xi).
3. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
4. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
5. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
6. Goods and services that are intended to generate revenue and other remunerations for the District in excess of $1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
7. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).

REVISED

8. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and board policy 4:70, *Resource Conservation*.
9. Each contractor with the District is bound by each of the following:
    a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21b-80(c) to have direct, daily contact at a District school or school-related activity with one more student(s); (2) prohibits any of the contractor's employees from having direct daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
    b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.
10. After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
11. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

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

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

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

ADOPTED: May 17, 2001

REVISED: June 18, 2020

REVISED

Operational Services

Purchases and Contracts

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

Standards for Purchasing and Contracting

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

Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, Article 28A of the School Code), an existing Federal purchasing contract, or national cooperative purchasing network, may be considered as a bid.

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

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

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

1. Supplies, materials, or work involving an expenditure in excess of $25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $50,000 and not involving a change or increase in the size, type, or extent of an existing facility, 105 ILCS 5/10-20.21(xi).
3. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
4. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
5. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
6. Goods and services that are intended to generate revenue and other remunerations for the District in excess of $1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
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CURRENT

8. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and board policy 4:70, *Resource Conservation*.
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    a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21b-80(c) to have direct, daily contact at a District school or school-related activity with one more student(s); (2) prohibits any of the contractor's employees from having direct daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
    b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.

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

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.
820 ILCS 130/.

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

ADOPTED: May 17, 2001

REVISED: June 18, 2020

CURRENT

Operational Services

Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board has certified to the Ill.~~inois~~ State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to either (a) vehicular traffic or rail crossing or (b) *a course or pattern of criminal activity*, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation is provided for a special education student if included in the students' individualized educational programs. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pickup and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Ill.~~inois~~ ~~Department~~ Dept. of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting erratic driving reports.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

REVISED

LEGAL REF.: 20 U.S.C. §6312(c)(5)(B), Elementary and Secondary Education Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15 and /1-17.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821,and 5/13-109.
23 Ill. Admin. Code §§1.510 and 226.750; Part 120.
92 Ill. Admin. Code Part 440.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:280 (~~Educational Support Personnel -~~ Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules), 4:110-E1 (Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless Children)

ADOPTED: May 17, 2001

REVISED: February 21, 2020

REVISED

Operational Services

Transportation

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LEGAL REF.: 20 U.S.C. §6312(c)(5)(B), Elementary and Secondary Education Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15 and /1-17.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821,and 5/13-109.
23 Ill. Admin. Code §§1.510 and 226.750; Part 120.
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CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

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ADOPTED: May 17, 2001

REVISED: February 21, 2020

CURRENT

Operational Services

Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with Board policy 6:50, *School Wellness*.

Food and beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The type and amounts of food and beverages sold food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

Students will not be allowed to carry a negative balance in the Federal Lunch/Breakfast Program.

LEGAL REF.: 42 U.S.C. § 1751 et seq., Russell B. National School Lunch Act~~, 42 U.S.C. § 1751 et seq~~.
42 U.S.C. §1771 et seq., Child Nutrition Act of 1966~~, 42 U.S.C. §1771 et seq~~.
7 C.F.R. Parts 210 and 220, Food and Nutrition Service.
105 ILCS 125/.
23 Ill. Admin. Code Part 305, School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

REVISED: December 15, 2016

REVISED

Operational Services

Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with Board policy 6:50, *School Wellness*.

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LEGAL REF.: Russell B. National School Lunch Act, 42 U.S.C. § 1751 et seq.
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.
7 C.F.R. Parts 210 and 220, Food and Nutrition Service.
105 ILCS 125/.
23 Ill. Admin. Code Part 305, School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

REVISED: December 15, 2016

CURRENT

Operational Services

Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. ~~Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.~~

Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Coal Tar Sealant

Beginning on 1-1-23, before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.: 105 ILCS 5/10-20.17a; 5/10-20.48.
29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill. Admin. Code §350. 700(b).
29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
20 ILCS 3130/, Green Buildings Act.
~~105 ILCS 5/10-20.17a; 5/10-20.48.~~
105 ILCS 135/, Toxic Art Supplies in Schools Act.
105 ILCS 140/, Green Cleaning School Act.
225 ILCS 235/ Structural Pest Control Act.
415 ILCS 60/14, Illinois Pesticide Act.
415 ILCS 65/ Lawn Care Products Application and Notice Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 255/ Toxic Substances Disclosure to Employees Act. (*inoperative*)
23 Ill. Admin. Code §1.330.

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

ADOPTED: May 17, 2001

REVISED: May 16, 2019

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Operational Services

Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

LEGAL REF.: 29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill. Admin. Code §350. 700(b).
29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/10-20.17a; 5/10-20.48.
105 ILCS 135/, Toxic Art Supplies in Schools Act.
105 ILCS 140/, Green Cleaning School Act.
225 ILCS 235/ Structural Pest Control Act.
415 ILCS 65/ Lawn Care Products Application and Notice Act.
820 ILCS 255/ Toxic Substances Disclosure to Employees Act. (*inoperative*)
23 Ill. Admin. Code §1.330.

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

ADOPTED: May 17, 2001

REVISED: May 16, 2019

CURRENT

Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

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

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children,[3] and define prohibited grooming behaviors,[4] the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

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

NEW

c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.

4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.: 105 ILCS 5/10, 5/10-23.13, 5/27-9.1a, and 5/27-13.2.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.

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

ADOPTED:

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Operational Services

Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During each academic year, each school building that houses school children must conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. Two bus evacuation drills.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, ~~or~~ school support personnel, or a parent/guardian.

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). 29 Ill. Admin. Code Part 1500.

School Bus Safety

Students shall be provided with instruction in safe bus riding practices at least twice during each school year. The instruction shall include two (2) emergency evacuation drills, as well as the operation and use of the emergency door, windows (as a means of escape), and fire extinguisher. Each bus driver shall report to the Superintendent the time, date, and place of each drill. The first

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emergency bus evacuation drills will be held prior to September 15 and the second emergency bus evacuation drill will be held prior to April 15 of each school year.

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors.*
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be properly anchored.

General Personnel - Photo Identification

Employees will be issued a Photo ID that includes the employee's name and title. Employees are expected to wear their ID at all times when on school property, unless engaged in an activity in which the ID could be considered a safety hazard. The Photo ID must be returned to the immediate supervisor or designee immediately upon resignation, layoff or discharge.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the

REVISED

IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12 and 5/18-12.5.
105 ILCS 128/, School Safety Drill Act; ~~implemented by~~ 29 Ill. Admin. Code Part 1500.
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies).

ADOPTED: May 17, 2001

REVISED: March 21, 2019

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Operational Services

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4. One law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel.

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). 29 Ill. Admin. Code Part 1500.

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2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
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The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12 and 5/18-12.5.
105 ILCS 128/, School Safety Drill Act, implemented by 29 Ill. Admin. Code Part 1500.
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies).

ADOPTED: May 17, 2001

REVISED: March 21, 2019

CURRENT

Operational Services

Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Board President shall ensure that these checks are completed for the Superintendent. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. The notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

REVISED

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
20 ILCS 2635/, Uniform Conviction Information Act.
720 ILCS 5/11-9.3, Criminal Code of 2012.
730 ILCS 152/, Sex Offender Community Notification Law.
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies).

ADOPTED: January 19, 2017

REVISED

Operational Services

Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

The Superintendent or designee shall perform the fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

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The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. The notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

CURRENT

LEGAL REF.: 20 ILCS 2635/, Uniform Conviction Information Act.
720 ILCS 5/11-9.3.
730 ILCS 152/, Sex Offender Community Notification Law.
7 :30 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies).

ADOPTED: January 19, 2017

CURRENT

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; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupations requirement of a particular position; conviction record, unless authorized by law; 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 Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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.

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

Complaint Managers:

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

REVISED

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

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

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.

LEGAL REF.:
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §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; 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, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.
410 ILCS 513/25, Genetic Information Privacy Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

REVISED

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)

ADOPTED: May 17, 2001

REVISED: September 16, 2021

REVISED

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; conviction record, unless authorized by law; 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 Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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CURRENT

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LEGAL REF.:
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §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).
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Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.
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740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-102, 103, 103.1 and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CURRENT

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)

ADOPTED: May 17, 2001

REVISED: September 16, 2021

CURRENT

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, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment.* Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment;* and 7:185, *Teen Dating Violence Prohibited.*

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

Sexual Harassment Prohibited

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

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

Making a Report or Complaint

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

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

Whom to Contact with a Report or Complaint

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

REVISED

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 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.

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Investigation Process

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

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

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

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

REVISED

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

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

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

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any person 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.

Retaliation Prohibited

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

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

REVISED

LEGAL REF.: ~~Title VII of the Civil Rights Act of 1964,~~ 42 U.S.C. § 2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
~~Title IX of the Education Amendments of 1972,~~ 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
~~State Officials and Employees Ethics Act,~~ 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
~~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, Ill. Human Rights Act.
56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.
Burlington Indus. ~~Industries~~ v. Ellerth, 524 U.S. 742 (1998).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).
Crawford v. Metro. Gov't of Nashville & Davidson Cty., ~~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 Servs., ~~Services,~~ 523 U.S. 57 (1998).
Porter v. Erie Foods Int., ~~International,~~ Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon Cty. ~~County~~ Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill. 2d 125 (Ill. 2009).
Vance v. Ball State Univ. ~~University,~~ 133 S. Ct. 2434 (2013).
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

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)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

REVISED

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 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.*

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Sexual Harassment Prohibited

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

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

Making a Report or Complaint

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

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

Whom to Contact with a Report or Complaint

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

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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 claim according to that policy, in addition to any response required by this policy.

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

Nondiscrimination Coordinator/Title IX Coordinator:

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

Complaint Managers:

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

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

Mr. Mark Altmayer,
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
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

Investigation Process

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

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

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

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

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

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

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

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any person 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.

Retaliation Prohibited

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

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

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LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.; 29 C.F.R. §1604.11.
Title IX of the Education Amendments of 1972, 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).
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), 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)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

CURRENT

General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current, comprehensive job description for each position or job category, however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, or any other person necessary to the hiring decision, ~~or for purposes of clarifying the information,~~ the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

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1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment.*

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Drug Testing

The District is a drug-free workplace as provided in policy 5:50, *Drug- and Alcohol-Free Workplace, E-Cigarette, Tobacco, and Cannabis Prohibition.* Upon receipt of a contingent offer of employment, applicants must complete pre-employment drug testing which shows no positive result of cannabis, illegal drugs, or alcohol. Applicants to whom a contingent offer is made whose pre-employment drug test returns positive for illegal drugs or alcohol will be ineligible for employment and will have their contingent offer of employment revoked.

Applicants to whom a contingent offer is made whose pre-employment drug test returns positive for cannabis may be ineligible for employment and are subject to having their contingent offer of employment revoked. Applicants who test positive for cannabis will be afforded a reasonable opportunity to explain a positive result for cannabis. The District has sole discretion in determining whether to revoke the contingent offer of employment.

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No applicant will be tested under this policy without his or her consent. However, the failure or refusal of any applicant for employment to consent to such testing will be treated as a failure to complete the application process, precluding any consideration of the applicant for employment.

Cannabis means marijuana, hashish, and other substances that are identified as including any parts of the plant Cannabis sativa and including derivatives or subspecies, such as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plan; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, "cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting.*

LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.
15 U.S. C. §1681 et seq., Fair Credit Reporting Act.
8 U.S. C. §1324a et seq., Immigration Reform and Control Act.
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, ~~5/10-22.34, 5/10-22.34b,~~ 5/22-6.5, and 5/24-5.
20 ILCS 2630/3.3, Criminal Identification Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
410 ILCS 705/10-50, Cannabis Regulation and Tax Act.
820 ILCS 112/10(b-5), Equal Pay Act.
~~Americans With Disabilities Act, 42 U.S.C. § 12112, and 29 C.F.R. Part 1630.~~
~~Fair Credit Reporting Act, 15 U.S.C. §1681 et seq.~~
~~Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.~~
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill. 2d 482 (Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace, E-Cigarette, Tobacco, and Cannabis Prohibition), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Substitute Teachers), 5:280 (Duties and Qualifications)

ADOPTED: May 17, 2001

REVISED: September 16, 2021

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General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current, comprehensive job description for each position or job category, however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, or any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.

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2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment.*

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Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Drug Testing

The District is a drug-free workplace as provided in policy 5:50, *Drug- and Alcohol-Free Workplace, E-Cigarette, Tobacco, and Cannabis Prohibition.* Upon receipt of a contingent offer of employment, applicants must complete pre-employment drug testing which shows no positive result of cannabis, illegal drugs, or alcohol. Applicants to whom a contingent offer is made whose pre-employment drug test returns positive for illegal drugs or alcohol will be ineligible for employment and will have their contingent offer of employment revoked.

Applicants to whom a contingent offer is made whose pre-employment drug test returns positive for cannabis may be ineligible for employment and are subject to having their contingent offer of employment revoked. Applicants who test positive for cannabis will be afforded a reasonable opportunity to explain a positive result for cannabis. The District has sole discretion in determining whether to revoke the contingent offer of employment.

No applicant will be tested under this policy without his or her consent. However, the failure or refusal of any applicant for employment to consent to such testing will be treated as a failure to complete the application process, precluding any consideration of the applicant for employment.

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Cannabis means marijuana, hashish, and other substances that are identified as including any parts of the plant Cannabis sativa and including derivatives or subspecies, such as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plan; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, "cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting.*

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.
20 ILCS 2630/3.3, Criminal Identification Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
410 ILCS 705/10-50, Cannabis Regulation and Tax Act.
820 ILCS 112/10(b-5), Equal Pay Act.
Americans With Disabilities Act, 42 U.S.C. § 12112, and 29 C.F.R. Part 1630.
Fair Credit Reporting Act, 15 U.S.C. §1681 et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill. 2d 482 (Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace, E-Cigarette, Tobacco, and Cannabis Prohibition), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Substitute Teachers), 5:280 (Duties and Qualifications)

ADOPTED: May 17, 2001

REVISED: September 16, 2021

CURRENT

General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All District workplaces are drug- and alcohol-free workplaces.

All employees shall be prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District. An employee is on call when the employer schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment related tasks either at the employer's location or another previously-designated location.

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law,* 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests ~~the~~ specific articulable symptoms~~, including, but not limited to: symptoms~~ while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position~~, including symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others~~.

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law prohibits the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

For purposes of this policy a controlled substance is one that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real

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property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

For purposes of this policy, applicants will be deemed to be "under the influence" of an illegal drug whenever test results confirm the employee to have detectable levels of any illegal drug in his or her system. Further, employees will be deemed to be under the influence of alcohol whenever test results confirm a blood alcohol concentration of .02 percent or more or a urine alcohol concentration of .04 percent or more. Safety-sensitive positions include administrators, teachers, other professional staff working directly with students, teacher aides and other paraprofessional staff working directly with students, and non-volunteer coaches and extracurricular sponsors.

As a condition of employment, each employee shall:

1. Abide by the terms of ~~the~~ this Board policy respecting a drug- and alcohol-free workplace;
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction; and
3. Complete pre-employment testing which shows no positive results for cannabis, illegal drugs or alcohol pursuant to policy 5:30, *Hiring Process and Criteria*.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, state, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
   a. The dangers of drug abuse in the workplace;
   b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs; and
   c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco has the meaning provided in 105 ILCS 5/10-20.5b.

REVISED

Cannabis has the meaning provided in the CRTA, 410 ILCS 705/1-10.

~~*Cannabis* means marijuana, hashish, and other substances that are identified as including any parts of the plant Cannabis sativa and including derivatives or subspecies, such as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plan; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, "cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination.~~

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

~~*Tobacco* means cigarette, cigar, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.~~

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

Any employee, including registered qualifying patients using cannabis in accordance with the Compassionate Use of Medical Cannabis Program Act, who is determined to be under the influence of or impaired by cannabis will first be given a reasonable opportunity to contest the basis of the determination before being subject to discipline.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of $5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development.*

REVISED

LEGAL REF.: 42 U.S.C. §12114, Americans With Disabilities Act~~, 42 U.S.C. §12114~~.
21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15, Controlled Substances Act~~, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15~~.
41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988~~, 41 U.S.C. §8101 et seq~~.
20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994~~,~~ ~~20 U.S.C. §7101 et seq~~.
30 ILCS 580/, Drug-Free Workplace Act.
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons Under 21 Years of Age and Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
21 C.F.R. Parts 1100, 1140, and 1143.
23 Ill. Admin. Code §22.20.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), ~~5:30 (Hiring Process and Criteria),~~ 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

REVISED

General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All District workplaces are drug- and alcohol-free workplaces.

All employees shall be prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District. An employee is on call when the employer schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment related tasks either at the employer's location or another previously-designated location.

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law,* 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms, including, but not limited to: symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

For purposes of this policy a controlled substance is one that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

For purposes of this policy, applicants will be deemed to be "under the influence" of an illegal drug whenever test results confirm the employee to have detectable levels of any illegal drug in his or her system. Further, employees will be deemed to be under the influence of alcohol whenever test results

confirm a blood alcohol concentration of .02 percent or more or a urine alcohol concentration of .04 percent or more. Safety-sensitive positions include administrators, teachers, other professional staff working directly with students, teacher aides and other paraprofessional staff working directly with students, and non-volunteer coaches and extracurricular sponsors.

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace;
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction; and
3. Complete pre-employment testing which shows no positive results for cannabis, illegal drugs or alcohol pursuant to policy 5:30, *Hiring Process and Criteria*.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, state, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
   a. The dangers of drug abuse in the workplace;
   b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs; and
   c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

<u>E-Cigarette, Tobacco, and Cannabis Prohibition</u>

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Cannabis means marijuana, hashish, and other substances that are identified as including any parts of the plant Cannabis sativa and including derivatives or subspecies, such as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plan; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, "cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks

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(except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

Tobacco means cigarette, cigar, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

Any employee, including registered qualifying patients using cannabis in accordance with the Compassionate Use of Medical Cannabis Program Act, who is determined to be under the influence of or impaired by cannabis will first be given a reasonable opportunity to contest the basis of the determination before being subject to discipline.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of $5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development.*

CURRENT

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
30 ILCS 580/, Drug-Free Workplace Act.
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons Under 21 Years of Age and Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
21 C.F.R. Parts 1100, 1140, and 1143.
23 Ill. Admin. Code §22.20.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:30 (Hiring Process and Criteria), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through ~~21~~ 22, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline, 1-800-25-ABUSE (1-800-252-2873) (within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's Cyber Tipline, 1-800-THE-LOST (1-800-843-5678), or online at www.report.cybertip.org or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by (DCFS). The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date ~~annually thereafter~~.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, *Staff Development Program.*

~~The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims~~

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~~of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.~~

Alleged Incidents of Sexual Abuse; Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, 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.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited.*

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

~~The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she~~ When the Superintendent has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged ~~was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child~~. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

Special Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board leans that a licensed teacher was convicted of a felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the Board; Indemnification*.

REVISED

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85.
20 ILCS 1305/1-1 et seq., Department of Human Services Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

REVISED

General Personnel

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Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by (DCFS). The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and annually thereafter.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

CURRENT

Alleged Incidents of Sexual Abuse; Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, 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.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited.*

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

Special Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

CURRENT

LEGAL REF.: 105 ILCS 5/10-21.9.
20 ILCS 1305/1-1 et seq., Department of Human Services Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

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 include the Abused and Neglected Child Reporting Act (ANCRA), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) training as follows (see policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. 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.
2. 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.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

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.: 20 U.S.C. §1681 et. Seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
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, 5/10-23.13, 5/22-80(h), and 5/24-5.

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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.: 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), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; 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 a ~~an Indoor~~ Physical Fitness Facility with an AED), 5:100-AP (Staff Development Program), 5:120-AP2 (Employee Conduct Standards) 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)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

REVISED

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.: 20 U.S.C. §1681 et. Seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
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.
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.

CURRENT

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)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

CURRENT

General Personnel

Employee Ethics; Conduct; and Conflict of Interest

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/4), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, *sexual misconduct*. *Sexual misconduct* is (i) any act, including, but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
    a. A sexual or romantic invitation;
    b. Dating or soliciting a date;
    c. Engaging in sexualized or romantic dialog;
    d. Making sexually suggestive comments that are directed toward or with a student;
    e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature;
    f. A sexual, indecent, romantic, or erotic contact with the student.
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:
    a. Transporting a student;
    b. Taking or possessing a photo or video of a student;
    c. Meeting with a student or contacting a student outside the employee's professional role.
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. §7926);

REVISED

5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 5:90, *Abused and Neglected Child Reporting*; and

6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, 5:90, *Abused and Neglected Child Reporting*, and 5:100, *Staff Development Program*.

Statement of Economic Interests

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

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

Ethics and Gift Ban

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

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

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

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;

2. An employee's business partner; or

3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

REVISED

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

Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statue or rule. For guidance counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
    a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
    b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
    c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same gift or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than $100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity.

Outside Employment

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

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

LEGAL REF.: U.S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1).
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.

REVISED

5 ILCS 430/, State Officials and Employee Ethics Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39, 5/10-23.13, ~~and~~ 5/22-5, and 5/22-90 (final citation pending).
325 ILCS 5/, Abused and Neglected Child Reporting Act.
775 ILCS 5/5A-102, Ill. Human Rights Act.
23 Ill. Admin. Code Part 22, Code of Ethics for ~~Illinois~~ Ill. Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

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

ADOPTED: May 17, 2001

REVISED: March 19, 2020

REVISED

General Personnel

Employee Ethics; Conduct; and Conflict of Interest

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/4), or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Statement of Economic Interests

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

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

Ethics and Gift Ban

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

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

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

CURRENT

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

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

Outside Employment

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

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

LEGAL REF.: U.S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1).
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.
5 ILCS 430/, State Officials and Employee Ethics Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39 and 5/22-5.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
775 ILCS 5/5A-102, Ill. Human Rights Act.
23 Ill. Admin. Code Part 22, Code of Ethics for Illinois Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct).

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes – Means "includes without limitation" or "includes, but is not limited to."

Social media – Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook*, *LinkedIn*, *Twitter*, *Instagram*, *Snapchat*, and *YouTube*.

Personal technology – Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers, tablets, smartphones, and other devices.

Usage and Conduct

All District employees who use personal technology and/or social media shall:

1. Adhere to the high standards for Professional and Appropriate Conduct ~~appropriate school relationships~~ required by policy 5:120, *Employee Ethics; Conduct and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program;* 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or person technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance ~~Comply~~ with policy 5:130, *Responsibilities Concerning Internal Information*. ~~This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval.~~ For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.

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8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
   a. Provide their building staff with a copy of this policy.
   b. Inform their building staff about the importance of maintaining high standards in their school relationships.
   c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither ~~no one for~~ the District, ~~or~~ nor anyone on its behalf, commits ~~requests of~~ an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law* ~~employee or applicant access in any manner to his or her social networking website or requests passwords to such sites~~.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

REVISED

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
~~Ill. Human Rights Act,~~ 775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
~~Code of Ethics for Ill. Educators,~~ 23 Ill. Admin. Code §22.20, Code of Ethics for Ill. Educators.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: October 20, 2011

REVISED: February 20, 2020

REVISED

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes – Means "includes without limitation" or "includes, but is not limited to."

Social media – Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat,* and *YouTube*.

Personal technology – Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers, tablets, smartphones, and other devices.

Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, *Employee Ethics; Conduct and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program;* 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

CURRENT

8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
   a. Provide their building staff with a copy of this policy.
   b. Inform their building staff about the importance of maintaining high standards in their school relationships.
   c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
Ill. Human Rights Act, 775 ILCS 5/5A-102.
Code of Ethics for Ill. Educators, 23 Ill. Admin. Code §22.20.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F .3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: October 20, 2011

REVISED: February 20, 2020

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General Personnel

Personnel Records

Maintenance and Access to Records

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

For employees not covered by these Agreements:

The District maintains a complete personnel record for every current employee and former employee. The employees' personnel records shall be maintained under the Superintendent's direct supervision. An employee will be given access to his or her personnel records according to guidelines developed by the Superintendent.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records.*

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent or designee's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall:

REVISED

1. Execute ~~execute~~ the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and

2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 20 U.S.C. §7926.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/, Personnel Record Review Act.
23 Ill. Admin. Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: June 18, 2020

REVISED

General Personnel

Personnel Records

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

For employees not covered by these Agreements:

The District maintains a complete personnel record for every current employee and former employee. The employees' personnel records shall be maintained under the Superintendent's direct supervision. An employee will be given access to his or her personnel records according to guidelines developed by the Superintendent.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records.*

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent or designee's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

CURRENT

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/, Personnel Record Review Act.
23 Ill. Admin. Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: June 18, 2020

CURRENT

General Personnel

REWRITTEN
(On the advice of Counsel)

Family and Medical Leave

Leave Description

~~The District will allow eligible employees to use a combination of paid and unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act for up to 12 workweeks in a consecutive 12-month period that begins on the date that leave commences. All types of leave used under this policy (whether accrued sick leave, vacation, personal, or unpaid leave) are used to calculate the duration of family leave up to the 12 workweek maximum. If the employee works less than full-time, the 12 workweeks of leave are based on the employee's normal work schedule. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.~~

~~If the employee advises the District that he/she does not intend to return to work, the employment and the leave may be terminated. The employee will be permitted to take intermittent or reduced work schedule leave (reducing the number of hours per day or days per week worked) if the leave is due to a serious health condition of the employee or a family member and is medically necessary. Where leave is taken for the birth of a child or the placement of a child for adoption or foster care, the employee may also take leave intermittently or on a reduced work schedule leave, if approved. Where the intermittent or reduced work schedule leave is requested by the employee, the District may at its discretion temporarily transfer the employee to an alternative position with equivalent pay and benefits, if the new position will better accommodate the recurring periods of leave or the reduced work schedule leave.~~

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules. In addition, all policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.

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2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered activity duty or has been notified of an impending call or order to active duty, as provided in federal rules. ~~The employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicated that the military member is on active duty or call to active duty status.~~
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least ~~1,250~~ 1,000 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 430, et seq., or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher ~~who has been employed for at least 12 months~~.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable ~~within 2 business days of when the need becomes known to the employee~~. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

~~Employees may utilize his or her existing benefits as follows:~~

REWRITTEN

~~Benefit Type~~	~~Duration~~
~~Sick Pay~~	~~Period of disability as certified by physician.~~
~~Vacation Days~~	~~Up to the employee's annual amount after the exhaustion of sick pay.~~
~~Personal Days~~	~~Up to 4 days after the exhaustion of sick and vacation pay.~~

~~Any leave permitted by this policy will count against the employee's family and medical leave entitlement. The District will pay family leave or sick leave only under circumstances permitted by the applicable leave plan. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave.~~

Certification

Within 15 calendar days after the ~~request,~~ Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's

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obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

While the employee is on paid family leave, most of the employee's benefits will be continued as for an active employee. The employee's contributions will continue to be deducted through payroll deductions.

During unpaid FMLA leave, medical and dental benefits are continued, and the District will pay the same amount toward the cost of these benefits as for active employees. Employees must send in monthly premium payments to Human Resources pursuant to arrangements made at the time the leave commences. ~~Medical and dental benefits will not be continued if the employee's premium payment is more than ten days late.~~

During unpaid FMLA leave, employees will be required to send in monthly premium payments for voluntary life insurance.

During unpaid FMLA leave, employee contributions to the Flexible Spending Account (FSA) stop.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices. ~~If the employee's FMLA leave extends beyond the 12 work week limitation, the District does not guarantee that the employee will be restored to her/his prior position or to any position.~~

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event, of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

REWRITTEN

LEGAL REF.: ~~Family and Medical Leave Act~~, 29 U.S.C. §2601 et seq., Family and Medical Leave Act, 29 C.F.R. Part 825.
105 ILCS 5/24-6.4.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves).

ADOPTED: February 15, 2007

REVISED: January 19, 2017

REWRITTEN

General Personnel

Family and Medical Leave

Leave Description

The District will allow eligible employees to use a combination of paid and unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act for up to 12 workweeks in a consecutive 12-month period that begins on the date that leave commences. All types of leave used under this policy (whether accrued sick leave, vacation, personal, or unpaid leave) are used to calculate the duration of family leave up to the 12 workweek maximum. If the employee works less than full-time, the 12 workweeks of leave are based on the employee's normal work schedule. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

If the employee advises the District that he/she does not intend to return to work, the employment and the leave may be terminated. The employee will be permitted to take intermittent or reduced work schedule leave (reducing the number of hours per day or days per week worked) if the leave is due to a serious health condition of the employee or a family member and is medically necessary. Where leave is taken for the birth of a child or the placement of a child for adoption or foster care, the employee may also take leave intermittently or on a reduced work schedule leave, if approved. Where the intermittent or reduced work schedule leave is requested by the employee, the District may at its discretion temporarily transfer the employee to an alternative position with equivalent pay and benefits, if the new position will better accommodate the recurring periods of leave or the reduced work schedule leave.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter;
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date;
3. The serious health condition of an employee's spouse, child, or parent;
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job;
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered activity duty or has been notified of an impending call or order to active duty, as provided in federal rules. The employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicated that the military member is on active duty or call to active duty status.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

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Eligibility

To be eligible for FMLA leave, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 430, et seq.
2. The employee is a full-time classroom teacher who has been employed for at least 12 months.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given within 2 business days of when the need becomes known to the employee. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Employees may utilize his or her existing benefits as follows:

Benefit Type	Duration
Sick Pay	Period of disability as certified by physician.
Vacation Days	Up to the employee's annual amount after the exhaustion of sick pay.
Personal Days	Up to 4 days after the exhaustion of sick and vacation pay.

Any leave permitted by this policy will count against the employee's family and medical leave entitlement. The District will pay family leave or sick leave only under circumstances permitted by the applicable leave plan. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave.

Certification

Within 15 calendar days after the request, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.

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3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification may result in a denial of the leave request.

Continuation of Health Benefits

While the employee is on paid family leave, most of the employee's benefits will be continued as for an active employee. The employee's contributions will continue to be deducted through payroll deductions.

During unpaid leave, medical and dental benefits are continued, and the District will pay the same amount toward the cost of these benefits as for active employees. Employees must send in monthly premium payments to Human Resources pursuant to arrangements made at the time the leave commences. Medical and dental benefits will not be continued if the employee's premium payment is more than ten days late.

During unpaid leave, employees will be required to send in monthly premium payments for voluntary life insurance.

During unpaid leave, employee contributions to the Flexible Spending Account (FSA) stop.

Return to Work

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to the District's reassignment policies and practices. If the employee's FMLA leave extends beyond the 12 work week limitation, the District does not guarantee that the employee will be restored to her/his prior position or to any position.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and response to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event, of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

CURRENT

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves).

ADOPTED: February 15, 2007

REVISED: January 19, 2017

CURRENT

Professional Personnel

Terms and Conditions of Employment and Dismissal

The Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days. Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans Day).

School Day

Teachers are required to work the school day adopted by the Board. Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

Salary

Teachers shall be paid according to the salaries fixed by the Board, and in accordance with District policy 5:250, *Leaves of Absence*, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

Assignments and Transfers

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

The District will follow State law when dismissing a teacher.

Evaluation

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law.

On an annual basis, the Superintendent will provide the Board with a written report which outlines the results of the District's teacher evaluation system.

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LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
820 ILCS 260/~~1 et seq.~~, Nursing Mothers in the Workplace Act.
23 Ill. Admin. Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).
Cleveland Bd. Of Educ. v. Loudermill, 470 U.S. 532 (1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

REVISED

Professional Personnel

Terms and Conditions of Employment and Dismissal

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CURRENT

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
820 ILCS 260/1 et seq.
23 Ill. Admin. Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).
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CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

Professional Personnel

Resignations and Retirement

Resignations

Tenured teachers may resign at any time with consent of the Board or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.

Probationary teachers may resign during their contract period only with the Board's consent.

Retirement

Staff retirements shall be submitted and deemed effective at the close of a school year. To receive maximum retirement benefits, staff members planning retirement should submit written notice by March 1.

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill. App. 3d 433 (1st Dist. 2006). ~~842 N.E.2d 1230 (Ill.App.1st 2006).~~

ADOPTED: May 17, 2001

REVISED: August 17, 2017

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Professional Personnel

Resignations and Retirement

Resignations

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LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d 1230 (Ill.App.1st 2006).

ADOPTED: May 17, 2001

REVISED: August 17, 2017

CURRENT

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 Ill. ~~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, 2023 ~~2021~~, 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.

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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: October 22, 2020

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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, 2021, 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.

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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: October 22, 2020

CURRENT

Professional Personnel

Leaves of Absence

Each of the provisions in this policy applies to all professional 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, and Personal Leave

Please refer to the current "Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) Huntley Community School District 158."

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, or the acceptance of a child in need of foster care.

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 advisor 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.

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

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

Child Bereavement Leave

State law allows a maximum of ten unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

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The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Leave of Absence Without Pay

Leave of absence without pay may be granted to professional staff members who have rendered satisfactory service to the District, according to the following conditions:

1. A professional teacher may be granted a leave of absence not to exceed one year. Application of such leave shall be submitted in writing to the Superintendent at least thirty (30) calendar days in advance, provided the advanced application may be waived by the Board under appropriate circumstances. Such application shall be submitted to the Board at its next regular meeting.
2. No salary shall be paid during the leave nor shall the year be counted as a year taught on the salary schedule unless the teacher shall work more than 100 days full time.
3. After the leave, the teacher shall return to a position for which he/she is legally qualified.
4. A teacher granted a leave as hereunder may continue insurance benefits by paying all required premiums in advance to the month due.
5. A teacher granted leave hereunder of eight (8) months or more, as a condition thereof, shall advise the Superintendent in writing at least 180 calendar days prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent of intent to return as required by this section shall be treated as an election not to return to employment and as a resignation from the District.
6. The granting of, or withholding of leave shall be at the sole discretion of the Board and such action in one instance shall not be precedential with respect to any other application.

Leave to Serve as an Election Judge

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

Leaves For Service in the Military

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

General Assembly Leave

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

School Visitation Leave

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

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leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick and disability leave.

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

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

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

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

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

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

LEGAL REF.: 10 ILCS 5/13-2.5.
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.

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

ADOPTED: May 17, 2001

REVISED: March 19, 2020

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Professional Personnel

Leaves of Absence

Each of the provisions in this policy applies to all professional 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, and Personal Leave

Please refer to the current "Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) Huntley Community School District 158."

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.

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 advisor 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.

Child Bereavement Leave

State law allows a maximum of ten unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Leave of Absence Without Pay

Leave of absence without pay may be granted to professional staff members who have rendered satisfactory service to the District, according to the following conditions:

1. A professional teacher may be granted a leave of absence not to exceed one year. Application of such leave shall be submitted in writing to the Superintendent at least thirty (30) calendar

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days in advance, provided the advanced application may be waived by the Board under appropriate circumstances. Such application shall be submitted to the Board at its next regular meeting.

2. No salary shall be paid during the leave nor shall the year be counted as a year taught on the salary schedule unless the teacher shall work more than 100 days full time.
3. After the leave, the teacher shall return to a position for which he/she is legally qualified.
4. A teacher granted a leave as hereunder may continue insurance benefits by paying all required premiums in advance to the month due.
5. A teacher granted leave hereunder of eight (8) months or more, as a condition thereof, shall advise the Superintendent in writing at least 180 calendar days prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent of intent to return as required by this section shall be treated as an election not to return to employment and as a resignation from the District.
6. The granting of, or withholding of leave shall be at the sole discretion of the Board and such action in one instance shall not be precedential with respect to any other application.

Leave to Serve as an Election Judge

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

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

School Visitation Leave

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

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

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

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

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

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

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

LEGAL REF.: 10 ILCS 5/13-2.5.
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.

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

ADOPTED: May 17, 2001

REVISED: March 19, 2020

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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, or the acceptance of a child in need of foster care. 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.

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

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

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underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care 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 31st 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 legal school holiday listed below, District employees will not be required to work on:

New Year's Day
Martin Luther King Jr.'s Birthday
Abraham Lincoln's Birthday
Casimir Pulaski's Birthday
Memorial Day
Juneteenth National Freedom Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
~~2020~~ 2022 Election Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas 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.

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

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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: October 22, 2020

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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

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

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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 31st 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 legal school holiday listed below, District employees will not be required to work on:

New Year's Day
Martin Luther King Jr.'s Birthday
Abraham Lincoln's Birthday
Casimir Pulaski's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
2020 Election Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas 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.

CURRENT

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.

CURRENT

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: October 22, 2020

CURRENT

Instruction

School Accountability

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

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

Quality Assurance

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

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at a minimum, students in grades 4 through 12 and teachers.

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-17a, 5/10-21.3a, and 5/27-1.
23 Ill. Admin. Code Part 1, Subpart A: Recognition Requirements.

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

ADOPTED: May 17, 2001

REVISED: May 16, 2019

REVISED

Instruction

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

ADOPTED: May 17, 2001

REVISED: May 16, 2019

CURRENT

Instruction

School Year Calendar and Day

School Calendar

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

Commemorative Holidays

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

School Day

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

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-24.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.
10 ILCS 5/11-4.1.
5 ILCS 490/, State Commemorative Dates Act.
23 Ill. Admin. Code §1.420(f).
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1997), *aff'd by* 57 F.3d 618 (7th Cir. 1995).

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

ADOPTED: May 17, 2001

REVISED: January 21, 2021

REVISED

Instruction

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ADOPTED: May 17, 2001

REVISED: January 21, 2021

CURRENT

Instruction

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. That the community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See ~~Board policy~~ policies 6:60, *Curriculum Content* and ~~Board policy~~ 7:260, *Exemption from Physical Education*.
- Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the ~~Illinois~~ Ill. State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

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1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods:
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Request

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District's related procedure(s), contact the Superintendent or designee. The District's procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Unused Food Sharing Plan

In collaboration with the District's local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include, without limitation, each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development.*

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Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

LEGAL REF.: ~~Child Nutrition and WIC Reauthorization Act of 2004,~~ Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.
~~Child Nutrition Act of 1966,~~ 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.
~~National School Lunch Act,~~ 42 U.S.C. §1751 et seq., National School Lunch Act.
~~Healthy, Hunger-Free Kids Act of 2010,~~ 42 U.S.C. §1758b, Pub L. 111-296, Healthy, Hunger-Free Kids Act of 2010.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.
~~Local Records Act,~~ 50 ILCS 205/, Local Records Act.
105 ILCS 5/2-3.139.
23 Ill. Admin. Code Part 305, Food Program.
ISBE's School Wellness Policy Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

ADOPTED: May 18, 2006

REVISED: January 18, 2018

REVISED

Instruction

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CURRENT

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Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.
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23 Ill. Admin. Code Part 305, Food Program.
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

ADOPTED: May 18, 2006

REVISED: January 18, 2018

CURRENT

Instruction

Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention, including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. ~~Beginning with the 2020-2021 school year, in~~ In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.

2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

   Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.

4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.

5. In grades kindergarten through 12, age appropriate, Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must

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incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.

6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.

7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

8. In all schools, citizenship values must be taught, including (a) American patriotism, (b) ~~democratic~~ principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois) ~~freedom, justice, and equality~~, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.

9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education.*

10. In all schools, health education must be stressed, including (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.

11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.

12. In grades 9 through 12, consumer education must be taught, including (a) financial literacy, including consumer debt and installment purchasing, (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.

13. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.

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14. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction on media literacy.

15. Beginning in the fall of 2023, in grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.

16. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.

17. In all schools, United States (U.S.) history must be taught including: (a) the principals of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovakians in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, ~~and~~ (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.

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

18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.

19. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles and contributions of women.

21. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, ~~and~~ the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.

22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.

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23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

24. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history.

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

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J. Consolidated Appropriations Act of 2005.
Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.
47 C.F.R. §54.520.
5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/10-20.73 (final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-24.1, and 5/27-24.2~~, 435/, and 110/3~~.
105 ILCS 110/3, Comprehensive Health Education Program.
105 ILCS 435/, Vocational Education Act.
625 ILCS 5/6-408.5, Ill. Vehicle Code.
23 Ill. Admin. Code §§1.420, 1.425, 1.430, and 1.440.

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

ADOPTED: May 17, 2001

REVISED: March 19, 2020

REVISED

Instruction

Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Beginning with the 2020-2021 school year, in grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.

2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

   Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.

4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol and violence.

5. In grades kindergarten through 12, age appropriate, Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.

6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others and moral courage. Instruction in all grades will include

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examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

7. In all schools, citizenship values must be taught, including (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.

8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education.*

9. In all schools, health education must be stressed, including (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.

10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.

11. In grades 9 through 12, consumer education must be taught, including (a) financial literacy, including consumer debt and installment purchasing, (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.

12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.

13. In all schools, United States (U.S.) history must be taught including: (a) the principals of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovakians in the history of this country and State, (f) a study of the roles and contributions of lesbian,

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gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, and (g) Illinois history.

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

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles and contributions of women.
17. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

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LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J. Consolidated Appropriations Act of 2005.
Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.
47 C.F.R. §54.520.
5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-24.2, 435/, and 110/3.
625 ILCS 5/6-408.5.
23 Ill. Admin. Code §§1.420, 1.425, 1.430, and 1.440.

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

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

Instruction

Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Nursery schools for children between the ages of 2 and 6 years.
2. Before and after school programs for students in grades K-6.
3. Child care and training center for pre-school children and for students whose parents work.
4. Model day care services program in cooperation with the State Board of Education.
5. Tutorial program.
6. Adult education program.
7. Outdoor education program.
8. Summer school, whether for credit or not.
9. Independent study, whether for credit or not.
10. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
11. Anti-bias education and activities ~~Activities~~ to address intergroup conflict resolution.
12. Volunteer service credit program.
13. Vocational academy.
14. Advanced vocational training and/or career education program.

LEGAL REF.: 105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22-33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6
105 ILCS, 110/3, Comprehensive Health Education Program ~~and~~
105 ILCS 433/, Vocational Academies Act.

CROSS REF.: 6:310 (High School Credit for Non-District Experiences; Course Substitutions, Re-Entering Students), 6:320 (High School Credit for Proficiency)

ADOPTED: May 18, 2006

REVISED: November 9, 2017

REVISED

Instruction

Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Nursery schools for children between the ages of 2 and 6 years.
2. Before and after school programs for students in grades K-6.
3. Child care and training center for pre-school children and for students whose parents work.
4. Model day care services program in cooperation with the State Board of Education.
5. Tutorial program.
6. Adult education program.
7. Outdoor education program.
8. Summer school, whether for credit or not.
9. Independent study, whether for credit or not.
10. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
11. Activities to address intergroup conflict.
12. Volunteer service credit program.
13. Vocational academy.
14. Advanced vocational training and/or career education program.

LEGAL REF.: 105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22-33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6, 110/3 and 433/.

CROSS REF.: 6:310 (High School Credit for Non-District Experiences; Course Substitutions, Re-Entering Students), 6:320 (High School Credit for Proficiency)

ADOPTED: May 18, 2006

REVISED: November 9, 2017

CURRENT

Instruction

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

The Superintendent or designee shall establish a *Bring Your Own Technology (BYOT) Program.* The program will:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web0literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Intranet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees;* 5:120, *Employee Ethics; Conduct; and Conflict of Interest;* 5:125, *Personal Technology and Social Media; Usage and Conduct;* 5:170, *Copyright;* 6:120, *Education of Children with Disabilities;* 6:235, *Access to Electronic Networks;* 7:140, *Search and Seizure*, 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, 7:190, *Student Behavior*, ~~and~~ 7:340, *Student Records; and 7:345,* Use of Educational Technologies; Student Data privacy and Security.
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
    a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
    b. A copy of or access to this policy and any building-specific rules for the program;
    c. Additional training, if necessary, about 5:170, *Copyright*; and
    d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Ethics and Conduct; Conduct; and Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

Responsible Use

The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible

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use also incorporates the established usage and conduct rules in policy 5:125, *Personal Technology and Social Media ~~and Personal Technology~~; Usage and Conduct*, for staff and 7:190, *Student Behavior*, for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to 7:190 *Student Behavior*, 7:200, *Suspension Procedures*, or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal actions to appropriate law enforcement agencies.

LEGAL REF.: 15 U.S.C. §§6501-6508, Children's Online Privacy Protection Act, implemented by 16 C.F.R. Part 312, Children's Online Privacy Protection Rule.
20 U.S.C §6751 et seq., Enhancing Education Through Technology Act.
47 U.S.C. §254(h) and (l), Children's Internet Protection Act.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
105 ILCS 5/10-20.28.

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:120 (Education of Children with Disabilities), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks), 7:140, (Search and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: June 20, 2013

REVISED: March 21, 2019

REVISED

Instruction

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

The Superintendent or designee shall establish a *Bring Your Own Technology (BYOT) Program.* The program will:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web0literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Intranet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees;* 5:125, *Personal Technology and Social Media; Usage and Conduct;* 5:170, *Copyright;* 6:120, *Education of Children with Disabilities;* 6:235, *Access to Electronic Networks;* 7:140, *Search and Seizure*, 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, 7:190, *Student Behavior*, and 7:340, *Student Records*.
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
    a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
    b. A copy of or access to this policy and any building-specific rules for the program;
    c. Additional training, if necessary, about 5:170, *Copyright*; and
    d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Ethics and Conduct; Conduct; and Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

Responsible Use

The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Social Media and*

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Personal Technology; Usage and Conduct, for staff and 7:190, *Student Behavior*, for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to 7:190 *Student Behavior*, 7:200, *Suspension Procedures*, or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal actions to appropriate law enforcement agencies.

LEGAL REF.: 15 U.S.C. §§6501-6508, Children's Online Privacy Protection Act, implemented by 16 C.F.R. Part 312, Children's Online Privacy Protection Rule.
20 U.S.C §6751 et seq., Enhancing Education Through Technology Act.
47 U.S.C. §254(h) and (l), Children's Internet Protection Act.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
105 ILCS 5/10-20.28.

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:120 (Education of Children with Disabilities), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks), 7:140, (Search and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: June 20, 2013

REVISED: March 21, 2019

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Instruction

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the *School Code*, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism and principles or representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

   A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for determining when a student accomplishes number 4 above as well as a method for recording that fact in the student's school record.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

REVISED

Subject	Hour Requirement
English	4.0
Mathematics	3.0
Science	3.0
U.S. History	1.0
Government	.5
World History, World Geography, or AP European History	1.0
Health	.5
P.E.	1.5
Driver Education	.25
Consumer Education	.5
Electives	7.75
Total	**23.0**

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/22-87, 5/27-3, 5/27-22, and 5/27-22.10.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill. Admin. Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: May 17, 2001

REVISED: January 21, 2021

REVISED

Instruction

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the *School Code*, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism and principles or representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

   A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for determining when a student accomplishes number 4 above as well as a method for recording that fact in the student's school record.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

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English	4.0
Mathematics	3.0
Science	3.0
U.S. History	1.0
Government	.5
World History, World Geography, or AP European History	1.0
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Driver Education	.25
Consumer Education	.5
Electives	7.75
Total	**23.0**

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, and 5/27-22.10.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill. Admin. Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: May 17, 2001

REVISED: January 21, 2021

CURRENT

Instruction

Student Testing and Assessment Program

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

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

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion.*
4. Utilizes professional testing practices.

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

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
105 ILCS 10/, Illinois School Student Records Act.
105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, 5/2-3.107, 5/2-3.153, 5/10-17a, 5/22-82, and 5/27-1.
23 Ill. Admin. Code §1.30(b) and §375.10.

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

ADOPTED: May 17, 2001

REVISED: January 21, 2021

REVISED

Instruction

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

ADOPTED: May 17, 2001

REVISED: January 21, 2021

CURRENT

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, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

REVISED

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Education Amendments of 1972; 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, 5/10-20.63, ~~(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), 7:180 (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)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

REVISED

Students

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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.

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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.
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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), 7:180 (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)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

CURRENT

Students

Harassment of Students 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 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

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

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 student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

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.

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.

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

REVISED

Complaint Managers:

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

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

Mr. Mark Altmayer,
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
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

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

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

Investigation Process

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

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

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

For any other alleged 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.

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

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

REVISED

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

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 discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see 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.

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, 5/10-22.5, 5/10-23.13, 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).
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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), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 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: October 22, 2020

REVISED

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Making a Report or Complaint

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CURRENT

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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 discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

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LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
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775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
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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).

ADOPTED: May 17, 2001

REVISED: October 22, 2020

CURRENT

Students

Student Assignment and Intra-District Transfer

Attendance Areas

The School District is divided into school attendance areas. The Superintendent will:

1. Review ~~shall review~~ the boundary lines annually and recommend any changes or revisions for existing units to the Board; or
2. Create new units using a lens that considers preventing segregation and the elimination of separating students in the District's schools because of color, race, or nationality.

The Superintendent or designee shall maintain a map of the District showing current school attendance areas. All records pertaining to the creation, alteration, or revision of attendance units are open to the public. Students living in a given school attendance area shall attend that school. Homeless children shall be assigned according to ~~Board~~ policy 6:140, *Education of Homeless Children*.

Transfers within the District

A student's parent(s)/guardian(s) may request a transfer for their child to a District school other than the one assigned. A request should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated at another school, provided space is available. If a request is granted, the parent/guardian shall be responsible for their own transportation unless otherwise approved by the Board. The provisions in this section have no applicability to transfers pursuant to the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

Class Assignments

The Building Principal shall assign students to classes.

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

ADOPTED: May 17, 2001

REVISED: January 19, 2017

REVISED

Students

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CROSS REF.:	4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)
ADOPTED:	May 17, 2001
REVISED:	January 19, 2017

CURRENT

Students

School Admissions and Student Transfers To and From Non-District Schools

Age

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

The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents / guardians of students enrolling in the District for the first time must present:

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

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

REVISED

Homeless Children

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

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

Student Transfers to and from Non-District Schools

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

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

REVISED

LEGAL REF.: 8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.
20 U.S.C. §1232, Family Educational Rights and Privacy Act.
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1.
105 ILCS 10/8.1, Ill. School Student Records Act.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
325 ILCS 50/, Missing Children Records Act.
325 ILCS 55/, Missing Children Registration Law.
410 ILCS 315/2e, Communicable Disease Prevention Act.
20 Ill. Admin. Code Part 1290, Missing Person Birth Records and School Registration.
23 Ill. Admin. Code Part 226, Special Education.
23 Ill. Admin. Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out ~~out~~ of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: July 19, 2018

REVISED

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LEGAL REF.: 8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.
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23 Ill. Admin. Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: July 19, 2018

CURRENT

Students

Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or ~~Power of Attorney~~ affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District with six months ~~60 days~~ after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Requests for Nonresident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s) / guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Nonresident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.

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2. A written agreement with a cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

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

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/1020.12b.

LEGAL REF.: ~~McKinney-Vento Homeless Assistance Act,~~ 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-20.12a, 5/10-20.12b, ~~and~~ 5/10-22.5, and 5/10-22.5a.
105 ILCS 45/, Education for Homeless Children Act ~~and 70/~~.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill. Admin. Code §1.240.
Israel S. by Owens v. B~~oar~~d. of Educ. of Oak Park and River Forest High Sch.~~ool~~ Dist. 200, ~~601 N.E.2d 1264~~ 234 Ill. App. 3d 652 (~~Ill. App.~~ 5th Dist. 1992).
Joel R. v. B~~oar~~d. of Educ~~ation~~ of Manheim School Dist~~rict~~. 83, ~~686 N.E. 2d 650~~ 292 Ill. App. 3d 607 (~~Ill. App.~~ 1st Dist. 1997).
Kraut v. Rachford, ~~366 N.E. 2d 497~~ 51 Ill. App. 3d 206 (~~Ill. App.~~ 1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy).

ADOPTED: May 17, 2001

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A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District with 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Requests for Nonresident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s) / guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
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LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.
105 ILCS 45/ and 70/.
23 Ill. Admin. Code §1.240.
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264(Ill. App. 1992).
Joel R. v. Board of Education of Manheim School District 83, 686 N.E. 2d 650 (Ill. App. 1, 1997).
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ADOPTED: May 17, 2001

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CURRENT

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school) or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

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7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.*
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
13. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through ~~16~~ 18.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: June 18, 2020

REVISED

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school) or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110,

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Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.

8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
13. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: June 18, 2020

CURRENT

Students

Release Time For Religious Instruction/Observance

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, ~~or~~ for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence. ~~This notice shall satisfy the District's requirement for a written excuse when the student returns to school.~~

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons ~~and include a list of religious holidays on which a student shall be excused from school attendance~~, including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.: ~~Religious Freedom Restoration Act, 775 ILCS 35/5.~~
105 ILCS 5/26-1 and 5/26-2b.
775 ILCS 35/5, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED: May 17, 2001

REVISED: October 19, 2006

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Students

Release Time For Religious Instruction/Observance

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence. This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.: Religious Freedom Restoration Act, 775 ILCS 35/5.
105 ILCS 5/26-1 and 5/26-2b.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED: May 17, 2001

REVISED: October 19, 2006

CURRENT

Students

Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
   a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing.
   b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, ~~guidance~~ counselor, or any other mental health professional) are present during the questioning; and
   c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

LEGAL REF.: 105 ILCS 5/10-20.64, 5/22-88. ~~5 (final citation pending)~~
55 ILCS 80/, Children's Advocacy Center Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.
725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

REVISED

Students

Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
   a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing.
   b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
   c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

LEGAL REF.: 105 ILCS 5/10-20.64, 5/22-85 (final citation pending)
55 ILCS 80/, Children's Advocacy Center Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.
725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

Students

Student Appearance

A student's appearance, including dress and hygiene ~~grooming~~, must not disrupt the educational process~~, interfere with the maintenance of a positive teaching/learning climate,~~ or compromise ~~reasonable~~ standards of health~~,~~ and safety~~, and decency~~. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance ~~handling students who dress or groom inappropriately~~ will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b.
Tinker v. Des Moines Indep. ~~Independent~~ Sch. ~~School~~ Dist., ~~89 S.Ct. 733 (1969)~~ 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: May 17, 2001

REVISED: November 9, 2017

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Students

Student Appearance

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.: 105 ILCS 5/10-22.25b.
Tinker v. Des Moines Independent School Dist., 89 S.Ct. 733 (1969).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: May 17, 2001

REVISED: November 9, 2017

CURRENT

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.

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail,

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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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school ~~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; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

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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

Complaint Managers:

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

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

Mr. Mark Altmayer,
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
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

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.

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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~~ Any person's act or reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students ~~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, a person who is found to have ~~knowingly making a false~~ falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided ~~accusation or providing knowingly~~ false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is ~~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. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:
        1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
        2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
        3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

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

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12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
    b. 2:265, *Title IX 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.
    c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    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. 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.
    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).
    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.
    h. 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.
    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.

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LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children's Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
~~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 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: October 22, 2020

REVISED

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:

   Dr. Adam Zehr,
   Assistant Superintendent Human Resources

   650 Dr. John Burkey Drive
   Algonquin, IL 60102
   (847) 659-6150
   azehr@district158.org

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Complaint Managers:

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

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

Mr. Mark Altmayer,
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
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

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.

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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. 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.
    c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    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. 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.
    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).
    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.
    h. 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.

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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.

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 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: October 22, 2020

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Students

Student Behavior

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

When and *Where* Conduct Rules Apply

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

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

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influences of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
    a. Any illegal drug or controlled substance, or cannabis (including marijuana hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited, unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

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e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal or teacher, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials and/or rules and regulations governing student conduct and/or any discriminatory or harassing behavior. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in

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such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member, or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile; (c) in a school's student locker, desk, or other school property; or (d) any other location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably

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produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian or a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

Disciplinary Measures

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

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

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

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

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin. Code §§1.280, 1.285), and the District's procedure(s).

Weapons

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

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

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local

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law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents and guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated
by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994.
20 U.S.C. §7961 et seq., Gun Free Schools Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3~~, and 110/3.10~~.
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill. Admin. Code §§1.280, 1.285.

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CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment) 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property).

ADOPTED: May 17, 2001

REVISED: September 17, 2020

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Students

Student Behavior

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

When and *Where* Conduct Rules Apply

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

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

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influences of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
    a. Any illegal drug or controlled substance, or cannabis (including marijuana hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited, unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

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e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal or teacher, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials and/or rules and regulations governing student conduct and/or any discriminatory or harassing behavior. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in

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such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member, or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile; (c) in a school's student locker, desk, or other school property; or (d) any other location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably

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produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian or a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

Disciplinary Measures

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

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

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

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

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin. Code §§1.280, 1.285), and the District's procedure(s).

Weapons

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

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

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local

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law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents and guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:
20 U.S.C. §6081, Pro-Children Act of 1994.
20 U.S.C. §7961 et seq., Gun Free Schools Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill. Admin. Code §§1.280, 1.285.

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CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment) 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property).

ADOPTED: May 17, 2001

REVISED: September 17, 2020

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Students

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
    a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
    b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
    c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
    d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
    e. Depending upon the length of the out-of-school suspension, include the following applicable information:
        i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
            a) A threat to school safety, or
            b) A disruption to other students' learning opportunities.
        ii. For a suspension of 4 or more school days, an explanation:
            a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
            b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
            c) That the student's continuing presence in school would either:

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i) Pose a threat to the safety of other students, staff, or members of the school community, or

ii) Substation ally disrupt, impede, or interfere with the operation of the school.

iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length must be given to the Board by the Superintendent or designee.

6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from ~~the Department of Human Services~~ a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (c) in number 4, above.

LEGAL REF.: ~~105 ILCS 5/10-22.6.~~
Goss v. Lopez, ~~95 S.Ct. 729~~ 419 U.S. 565 (1975).
~~Sieck v. Oak Park-River Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).~~
105 ILCS 5/10-20.14, 5/10-22.6.
23 Ill. Admin. Code §1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

ADOPTED: May 17, 2001

REVISED: May 19, 2016

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Students

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
    a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
    b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
    c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
    d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
    e. Depending upon the length of the out-of-school suspension, include the following applicable information:
        i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
            a) A threat to school safety, or
            b) A disruption to other students' learning opportunities.
        ii. For a suspension of 4 or more school days, an explanation:
            a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
            b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
            c) That the student's continuing presence in school would either:

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i) Pose a threat to the safety of other students, staff, or members of the school community, or

ii) Substation ally disrupt, impede, or interfere with the operation of the school.

iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length must be given to the Board by the Superintendent or designee.

6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (c) in number 4, above.

LEGAL REF.: 105 ILCS 5/10-22.6.
Goss v. Lopez, 95 S.Ct. 729 (1975).
Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

ADOPTED: May 17, 2001

REVISED: May 19, 2016

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Students

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
   a. Include the time, date, and place for the hearing.
   b. Briefly describe what will happen during the hearing.
   c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
   d. List the student's prior suspension(s).
   e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
   f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from ~~the Dept. of Human Services~~ a local mental health agency to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
   a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
   b. Provide a rationale for the specific duration of the recommended expulsion.
   c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

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d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: ~~105 ILCS 5/10-22.6(a).~~
Goss v. Lopez, ~~95 S.Ct. 729~~ 419 U.S. 565 (1975).
105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: May 17, 2001

REVISED: May 19, 2016

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Students

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
   a. Include the time, date, and place for the hearing.
   b. Briefly describe what will happen during the hearing.
   c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
   d. List the student's prior suspension(s).
   e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
   f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
   a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
   b. Provide a rationale for the specific duration of the recommended expulsion.
   c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

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d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

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LEGAL REF.: 105 ILCS 5/10-22.6(a).
Goss v. Lopez, 95 S.Ct. 729 (1975).

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: May 17, 2001

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Students

Conduct Code For Participants In Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by them could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Extracurricular Drug and Alcohol Testing Program

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent~~(s)~~/guardian~~(s)~~ must consent to having the student submit to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign the District's ~~"Random Drug and Alcohol Testing Consent"~~ *Consent to Participate in Extracurricular Drug and Alcohol Testing* Program form will result in non-participation.

If a test is *positive*, the student will not participate in extracurricular activities until after a *follow-up* test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a *follow-up* test after such an interval of time that the substance previously found would normally be eliminated from the body. If this *follow-up* test is negative, the student will be allowed to resume extracurricular activities. If a *positive* result is obtained from the *follow-up* test, or any later test, the same previous procedure shall be followed.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing

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substances on the IHSA's banned drug list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

LEGAL REF.: Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).
Bd. of Educ. of Ind. Sch. Dist. ~~Board of Education of Independent School Dist.~~ No. 92 v. Earls, 536 U.S. 822 ~~122 S.Ct. 2559~~ (2002).
Veronia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).
Clements v. Bd. ~~Board~~ of Edu. ~~Education~~ of Decatur, 133 Ill. App. 3d 531 (4th Dist. 1985) ~~478 N.E.2d 1209 (Ill.App.4, 1985)~~.
Kevin Jordan v. O'Fallon THSD 203, 302 Ill. App. 3d 1070 (5th Dist. 1999) ~~706 N.E.2d 137 (Ill.App.5, 1999)~~.
Todd v. Rush County Schs. ~~Schools~~, 133 F.3d 984 (7th Cir. 1998).
~~Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).~~
105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

ADOPTED: May 17, 2001

REVISED: April 21, 2016

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Students

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If a test is *positive*, the student will not participate in extracurricular activities until after a *follow-up* test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a *follow-up* test after such an interval of time that the substance previously found would normally be eliminated from the body. If this *follow-up* test is negative, the student will be allowed to resume extracurricular activities. If a *positive* result is obtained from the *follow-up* test, or any later test, the same previous procedure shall be followed.

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LEGAL REF.: Board of Education of Independent School Dist. No. 92 v. Earls, 122 S.Ct. 2559 (2002).
Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).
Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).
Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).
105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

ADOPTED: May 17, 2001

REVISED: April 21, 2016

CURRENT

Students

Student Support Services

The following student support services may be provided by the School District:

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

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

Erin's Law Counseling Options, Assistance, and Intervention

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

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

LEGAL REF.: 105 ILCS 5/10-23.13(b) and 5/21B-25(G).
405 ILCS 49/, Children's Mental Health Act of 2003.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
~~105 ILCS 5/10-20.58.~~

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

ADOPTED: December 16, 2004

REVISED: March 21, 2019

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Students

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The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
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This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act of 2003.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
105 ILCS 5/10-20.58.

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

ADOPTED: December 16, 2004

REVISED: March 21, 2019

CURRENT

Students

Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education courses.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.*

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course.

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.*

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LEGAL REF.: 105 ILCS 5/27-6.
225 ILCS 60/, Medical Practice Act.
23 Ill. Admin. Code §1.420(p) and §1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

ADOPTED: December 17, 2009

REVISED: March 21, 2019

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Students

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LEGAL REF.: 105 ILCS 5/27-6.
225 ILCS 60/, Medical Practice Act.
23 Ill. Admin. Code §1.420(p) and §1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

ADOPTED: December 17, 2009

REVISED: March 21, 2019

CURRENT

Students

Suicide and Depression Awareness and Prevention

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

Suicide and Depression Awareness and Prevention Program

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

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
   a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 ~~5.2-3.139~~ and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
   b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
   a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
   b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
   a. ~~Board policy~~ 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
   b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;

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c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;

d. ~~Board policy~~ 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.

e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;

f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Implementing State law requirements related to students who are in foster care;

g. ~~Board policy~~ 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.

5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

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

Monitoring

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

Information to Staff, Parents/Guardians, and Students

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

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

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

LEGAL REF.: 42 U.S.C. §1201 et seq. Individual with Disabilities Education Act.
105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.73 (final citation pending), 5/10-22.24a, 5-10-22.24b, 5/10-22.39, 5/10-20.75 (final citation pending), 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.
405 ILCS 49, Children's Mental Health Act of 2003.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

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

ADOPTED: January 22, 2009

REVISED: March 21, 2019

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Students

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Suicide and Depression Awareness and Prevention Program

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    a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
    b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
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    a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
    b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
    a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
    b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
    c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

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d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

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Monitoring

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

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

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

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LEGAL REF.: 105 ILCS 5/2-3.166, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.
745 ILCS 10/.

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

ADOPTED: January 22, 2009

REVISED: March 21, 2019

CURRENT

Students

Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, ~~MP3 files,~~ flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, ~~CD-ROM,~~ etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text ~~data~~ or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade, and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

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Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7
Hazelwood v. Kuhlmeier, ~~108 S.Ct. 562~~ 484 U.S. 260 (1988).
~~Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).~~
Tinker v. Des Moines Indep. Cmty. Sch. Dist., ~~89 S. Ct. 733~~ 393 U.S. 503 (1969).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: May 17, 2001

REVISED: January 19, 2017

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Students

Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade, and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

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Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7
Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S. Ct. 733 (1969).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: May 17, 2001

REVISED: January 19, 2017

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Students

Restrictions on Publications; High Schools

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectional or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and ~~the~~ Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute ~~use~~ school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
   a. Commit an unlawful act;

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b. Violate any of the District's policies~~, including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development*, and 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment;*~~ or

c. Materially and substantially disrupt the orderly operation of the school.

~~All school-sponsored media shall comply with the ethics and rules of responsible journalism.~~ The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material ~~Text that~~ fits into ~~numbers~~ one of the four prohibited categories listed ~~(1) through four (4)~~ above, in which case ~~will not be tolerated and school officials~~ the Superintendent or designee and/or student media advisers may review, edit and ~~or~~ delete such media material before publication or distribution of the media.

~~The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.~~

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, ~~MP3 files,~~ flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, ~~CD-ROM,~~ etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text ~~data~~ or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, ~~or~~ invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade, and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be

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disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-20.08 and 5/27-23.7.
~~Speech Rights of Student Journalists Act,~~ 105 ILCS 80/, Speech Rights of Student Journalists Act.
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hazelwood v. Kuhlmeier, ~~108 S.Ct. 562~~ 484 U.S. 260 (1988).
Morse v. Frederick, 551 U.S. 393 (2007).
Hedges v. Wauconda Cmty. Unit Sch. ~~Community Unit School~~ Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
~~Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S. Ct. 733 (1969).~~
~~Morse v. Frederick, 551 U.S. 393 (2007).~~

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: January 19, 2017

REVISED

Students

Restrictions on Publications; High Schools

Definitions

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and the Board policies. Student journalists may not use school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
    a. Commit an unlawful act;
    b. Violate any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development*, and 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment;* or
    c. Materially and substantially disrupt the orderly operation of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one (1) through four (4) above will not be tolerated and school officials ad student media advisers may edit or delete such media material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking

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site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, or invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade, and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

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LEGAL REF.: 105 ILCS 5/27-23.7
Speech Rights of Student Journalists Act, 105 ILCS 80/.
Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S. Ct. 733 (1969).
Morse v. Frederick, 551 U.S. 393 (2007).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: January 19, 2017

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Students

Student Records

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18~~7~~ years who has been arrested or taken into custody.

State and federal law grants students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. ~~However, the~~ The District will comply with State or federal law with regard to release of ~~an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to~~ a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

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

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

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LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
50 ILCS 205/7, Local Records Act.
105 ILCS 5/10-20.12~~21~~b, ~~5/20.37,~~ 5/10-20.40, and 5/14-1.01 et seq.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
23 Ill. Admin. Code Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

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

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)

ADOPTED: May 17, 2001

REVISED: September 17, 2020

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Students

Student Records

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

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

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

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LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
50 ILCS 205/7.
105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
23 Ill. Admin. Code Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

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

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)

ADOPTED: May 17, 2001

REVISED: September 17, 2020

CURRENT

Students

Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent or designee shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or covered information. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

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LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
23 Ill. Admin. Code Part 380.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

ADOPTED: September 17, 2020

REVISED

Students

Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent or designee shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or covered information. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

CURRENT

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

ADOPTED: September 17, 2020

CURRENT

Community Relations

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).
105 ILCS 5/10-20.51.
410 ILCS 25/, Environmental Barriers Act.
71 Ill. Admin. Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and ~~Expansion~~ Building Programs)

ADOPTED: December 17, 2009

REVISED: November 9, 2017

REVISED

Community Relations

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ADOPTED: December 17, 2009

REVISED: November 9, 2017

CURRENT

Community Relations

Relations With Other Organizations and Agencies

The District shall endeavor to establish positive working relationships with public and private organizations which contribute to the educational process and to the general welfare of the citizens of the community, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense.
- Other school districts

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED: May 17, 2001

REVISED: December 17, 2009

REVISED

Community Relations

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ADOPTED: May 17, 2001

REVISED: December 17, 2009

CURRENT

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: February 10, 2022

To: Board of Education

From: Dr. Rocio del Castillo, Dr. Amy MacCrindle, Dr. Erika Schlichter

Cc: Dr. Scott Rowe, Superintendent

Subject: **Summer School Programming, Summer 2022**

Executive Summary

Huntley District 158 typically offers a robust summer school experience for students at all levels needing learning support, and for high school students wishing to move ahead in their course sequences. Summer learning programming in Huntley District 158 is designed to provide an option to meet these needs.

The summer learning program for summer 2022 maintains some features of prior years, as programming in the past has been successful and continues to be in demand. However, several key changes in programming have been designed specifically to address identified needs, as we continuously improve our programming.

Program Features

The following program features from each level will be offered during summer school in 2022.

- Elementary School: Elementary summer school has historically taken place during one June session. In the summer of 2021 the programming was expanded to two sessions, in order to meet any needs from the pandemic. For summer 2022, the programming is being modified to include one full in-person session in June, plus asynchronous continued learning support in July. This programming is the Summer Bridge program, and is detailed in the attachment. In addition, programming is being expanded to include Summer Adventure independent self-paced exploration and Summer Reading Challenge independent remote reading program.
- Middle School: Middle School programming will continue with a similar structure and approach as summer 2021, building on successes and implementing instructional improvements. Programming will include a focus on reading and math, and will be organized around student mastery of the standards. This proficiency-based approach allows students to focus on the areas of their learning that need support, while avoiding redundancy. In addition, this approach personalizes the summer learning experience to what each student needs in order to be successful for the upcoming school year.
- High School: High School programming will continue to consist of both credit advancement courses and credit recovery courses. Credit recovery courses will be approached in a proficiency-based manner, with students assessed at the beginning of the course to determine their specific learning gaps so that they can focus on mastery of specific standards to move ahead in their learning and pass the course.

HUNTLEY
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Key Logistics for Summer 2022

Summer school 2022 will include the following key logistics.

- Calendar: For ESY and for elementary general education summer school, programming will consist of four 4-day weeks, beginning after school is out and completing before the end of June. Secondary general education summer school will consist of two 15-day sessions, running straight through the summer calendar. The first session will begin after school is out, and complete before the end of June. The second session will begin the last week of June and continue into the third week of July. Because of the 2022 calendar, and the placement of the July 4th holiday, summer school will not have a week off in between sessions. The July 4th holiday will occur linked as a 4-day weekend.
- Learning Recovery Summer School Free of Charge: For summer 2022, District 158 will continue to offer all learning recovery programming free of charge to families. At the elementary and middle school level, this will include all students and all programs. At the high school level, students will attend credit recovery free of charge. Students registered for credit advancement courses will continue to pay the same fees as in previous years. This support for families will potentially result in additional costs to the district, which will need to be evaluated as registration for classes proceeds.

Factors Impacting Summer Programming

Calendar Demands: Similar to past years, summer school programming is impacted by several factors that can influence planning and implementation. The summer calendar continues to be somewhat compressed, based on the start and end times of the school years. A related factor is the impact of our integrated technology, data, and curricular resources that are increasingly all tied to the beginning of the school year. Because these resources must be used during the summer session, the Technology Department must have ample time between the end of the summer session and the beginning of the new school year to roll over the student information system and all of the related systems that drive curriculum and instruction. We highly value our ability to provide summer programming and we also highly value our ability to have all systems ready for students and teachers prior to day one of the next school year. These constraints have impacted the way in which the summer school calendar has been designed.

Staffing Constraints: Summer school staffing is an ongoing challenge in all years, particularly in hard-to-fill subject areas. Our preference is always to staff our summer school programming with current District 158 employees who know our program and know our students well. Administration is actively recruiting and staff members have been applying for the open positions. However, it is possible that available staffing may become a determining factor in how many sections can be opened for some programs.

The attached documents detail the proposed plan for Huntley District 158 Summer School for 2022. Administration believes that this programming will meet the needs of students and result in strong opportunities to both recover and advance learning over the summer.

Recommendation

This report is for information only.

District 158 Summer Learning Structure, Summer 2022

Purpose: The purpose of summer programming in District 158 is to meet students' needs for enrichment and for learning recovery during the summer months. District 158 Summer Programs are as follows:

	Dates and Times	Fees	Location	Programming
High School Academic Programming Link to Details	Session 1: June 6 - June 27, 2022 Session 2: June 28 - July 20, 2022 5 day per week	Credit Enhancement Programming $125/class semester $175/class out of district $250/ Driver Ed $300/class out of district Recovery Programming No fee	HHS In person sessions and Online session	Credit Enhancement Programming: Classes will be offered based on need and student interest. It is anticipated that several courses will be offered online, pending student registration and staff availability. Recovery Programming: A full credit recovery program will be offered. Students will approach their academic program based on demonstrating proficiency, in order to allow them to focus on the skills and knowledge that are needed for recovery to pass each course.
Middle School Academic Programming Link to Details	Session 1: June 6 - June 27, 2022 Session 2: June 28 - July 20, 2022 5 day per week	No fee	HHS In person sessions	Recovery Programming: Students are required to attend when they have failed to demonstrate proficiency in skills or knowledge over time or in key areas. Additionally, summer school will be offered for all students. Teachers may also recommend students for attendance. Internal assessments, such as the STAR assessment, will help to determine the area of focus for students. Students will focus on reading and math.
Jump Start to Middle School	TBD 9:00 - 11:00 am	No fee	MMS HMS	Middle School preparation immersion for incoming 6th grade students
Elementary Academic Programming Link to Details	Asynchronous options for all students beginning June 6 Summer Bridge June 6-June 30th *Not in session June 20th*	No fee	Chesak	Summer Adventure: Weekly independent and self-paced activities to extend the curriculum experienced during the school year, with a thematic focus on the 7 Natural Wonders of the World. 10 weeks, beginning June 6th Summer Bridge: Skills, tools, and strategies with a focus on literacy, math, and/or language support targeted towards invited students based on identified need. In-person learning beginning June 6-June 30th, Monday-Thursday. The next 6 weeks will include self-paced work with weekly virtual check-in opportunities. Summer Reading Challenge: An engaging and motivational campaign to challenge students to read all summer! This will be fully remote with motivation and accountability options built in.
ESY Link to Details	June 6 - 30, 2022 Monday - Thursday *Not in session June 20th*	No fee	Chesak HHS	As mandated through IDEA, we must provide Extended School Year (ESY) services for eligible students as a way to help them maintain skills learned throughout the regular school year. ESY encompasses services for students with IEPS from ECC through LIGHT based upon their eligibility for ESY, which is determined by their IEP Teams. The goal for ESY is to engage students in learning tasks that will help them maintain previous growth on the goals included within their IEPs .

HUNTLEY Community School District 158

D158 Extended School Year

Extended School Year 2022

Extended School Year (ESY) Purpose

As mandated through IDEA, we must provide Extended School Year (ESY) services for eligible students as a way to help them maintain skills learned throughout the regular school year. Huntley District 158 ESY encompasses services for students with IEPS from ECC through LIGHT based upon their eligibility for ESY, which is determined by their IEP Teams. The goal for ESY is to engage students in learning tasks that will help them maintain previous growth on the goals included within their IEPs .

Specific Information

Scheduled Dates	**June 6th - June 30th (Anticipated)** Monday - Thursday 8:00am - 12:00pm
Location	Elementary **(TBD)** Secondary **- (TBD)**
Eligible Students	Students' eligibility for ESY is decided by their IEP Teams. Data is reviewed to assess students' regression of learned skills during extended breaks. Further, student ability to recoup learned skills following extended breaks is considered by the IEP Team when making eligibility decisions about ESY. Multiple sources of data are used by IEP Teams to determine students' eligibility for ESY, including progress monitoring data along with classroom grades, grade-level benchmarks, and standardized assessments.
Parent Communications	❑ A parent letter will be e-mailed to parents explaining the ESY Program along with registration information no later than March 1st and/or immediately following determination of eligibility for ESY by the IEP Team for meetings held after March 1st ❑ Follow up emails will be sent to parents who do not complete the registration forms
Registration Dates	Enrollment can begin as soon as parent letters, including registration information, go home, with a target date of March 25th
Staffing Needs	Staffing needs will be solidified as we determine student enrollment. Based on the needs of students, class sizes will need to remain comparable to those during the regular school year for self-contained classrooms. Generally, class sizes are limited to ten students. However, the severity of the student needs will determine class sizes with understanding that students with more significant needs will require smaller class sizes. Related service providers and paraprofessionals will be hired following similar guidelines. Hiring will occur based on the number of students who have registered with prioritization to match students with familiar teachers and related service providers. Jobs were posted before winter break. We have some internal candidates.
Instructional Requirements	Learning will occur through in-person learning. All effort will be made to continue utilizing curriculum materials that are used throughout the regular school year specific to students' identified goals.

Program Resources	Technology ● Technology resources will be similar to tools currently being utilized and implemented based on student needs. ○ Google Meets ○ Zoom Curriculum ● Instructional tools will be similar to tools currently being utilized and implemented based on student needs. ○ Unique Learning System ○ IXL ○ Mobymax ○ TeachTown ○ Oneder
Training Needs	❑ Professional learning will be provided for teachers, related service providers, and paraprofessionals based on needed classroom and student supports ❑ Topics include: - Instructional Tools - Schedules - Attendance Guidelines - Health and Safety Guidelines - Crisis Response Protocols

Financial Considerations

Salary Compensation

Hearing Teacher Itinerants	*Hourly Rate (Internal Candidates)* *$45.00 / Hour (External Candidates)*
Nurses	*Hourly Rate (Internal Candidates)* *$45.00 / Hour (External Candidates)*
Occupational Therapists	*Hourly Rate (Internal Candidates)* *$45.00 / Hour (External Candidates)*
Paraprofessionals	*Hourly Rate (Internal Candidates)* *$13.87/ Hour (External Candidates)*
Physical Therapists	*Hourly Rate (Internal Candidates)* *$45.00 / Hour (External Candidates)*
Social Workers	*$3240 / Session*
Speech-Language Pathologists	*$3240 / Session1*
Teachers	*$3240 / Session*
Vision Teacher Itinerants	*Hourly Rate (Internal Candidates)* *$45.00 / Hour (External Candidates)*

Registration Fee	**None**

MS and HS Summer School 2022

Purpose

Huntley District 158 secondary summer programming encompasses learning opportunities for students to recover learning, as well as to enhance and accelerate learning. The goal for summer programming is to engage, enhance, and empower each l student to extend their learning in the areas of reading and math at the middle school level and provide "get ahead" and credit recovery options at the high school.

Specific Information

Dates and Times	**Summer School Sessions (In Person and Online Classes)** **Session 1: June 6 - June 27, 2022** *(June 20th closed for Juneteenth holiday)* **Session 2: June 28 - July 20, 2022 (***July 1st and 4th closed for holiday)* **5 days per week, 8:00 am - 12:15 pm** **(Note: Summer school will run each day that the district is open)** **Online Summer School Sessions:** Asynchronous online learning provides student flexibility, based on course offerings.
Student Participation	**Middle School Summer School** Summer school will be available to all students. The middle schools and the summer school administration will identify and invite students that are struggling in math and reading. This may include students who have struggled to maintain grades, students who have needed interventions, and students who have gaps in learning in specific areas. Parents will be provided with specific instructions to register. **Data Sources:** - Grade data - Star Assessment data - Teacher input/feedback **High School Summer School** The high school programming will be available to any student wishing to take a qualified "get ahead" course as long as they meet the course requirements. Credit recovery courses will be available to those students that are credit deficient.
Enrollment Dates	Summer School enrollment will begin in the spring of 2022. As continued student learning results are gathered in buildings, it is anticipated that individual student needs will continue to emerge throughout the spring semester, resulting in potential additional enrollment.
Hiring	- Hiring will be based on student enrollment and need.
Parent Communication	- An invitation will be e-mailed to parents explaining the summer program. - Students will register in late March-early April
Staffing	**Summer School:** - 1 teacher per course **Typical High School Courses:** - US History - American Government - Consumer Ed - Drivers Ed

HUNTLEY Community School District 158

MS and HS Summer School 2022

	- Credit Recovery - English Credit Recovery - Math Credit Recovery **Typical Middle School Courses:** - 6/7th Math - 8th Math - 6/7th Literacy - 8th Literacy
Instructional Model	**<u>Summer School: In Person Sessions and HS Online Session</u>** Students in the **in-person sessions** will master concepts and complete their credit throughout the summer school sessions. Students in the **online session** will engage in HHS online classes. Online classes are primarily asynchronous and flexible, with staff check-ins and support. **<u>Credit Recovery: In-Person High School Courses</u>** High School Credit Recovery is conducted in a proficiency-based manner. Students focus on standards and skills that they have not mastered from the relevant course. When students have demonstrated proficiency in the identified standards, they will move on in their learning or complete their summer school experience. **<u>Middle School: Literacy and Math</u>** Middle school programming will focus on learning recovery and will be conducted in a proficiency-based manner, with students focused on the standards and skills that they have not mastered from the grade level. Learning will occur in-person. When students have demonstrated proficiency in the identified standards, they will move on in their learning or complete their summer school experience.

Financial Considerations

Teacher Compensation

Summer School Teachers	$3,240 or $100 per enrolled student, whichever amount is greater. High school classes are typically maxed at 32 students but exceptions are made with the agreement of the teachers impacted.
Summer School Aides ($14 per hour- 56 hours)	$784 each

Fee

No charge for HS credit recovery classes and MS learning recovery classes
<u>HHS</u>
$125 for in district “get ahead” courses
$250 for in district Driver Education classes

HUNTLEY Community School District 158

Elementary Summer Programming

2022

Purpose

Huntley District 158 elementary summer programming's goal is to provide students with a menu of opportunities to engage in continuous learning, connect with students and staff, and minimize the summer slide. We invite all K-5 students to continue their learning with Huntley 158 this summer by selecting an opportunity that best fits them based on interest and need.

Summer Offerings

Huntley 158 K-5 Summer Adventure

Interested students are invited to go on an adventure with us this summer as we explore the 7 Wonders of the Natural World!

Participate in independent self-paced activities based on skills you learned last year connected to reading, math, and specials.

There will be prizes for participation!

Huntley 158 K-5 SUMMER BRIDGE

Invited students will continue receiving Literacy, Math, Language and social emotional learning supports with Huntley 158 staff throughout the summer.

The first 4 weeks of summer will include in person support, June 6th - June 30th, Monday-Thursday mornings.

The remaining 6 weeks will consist of remote check-ins and monitored "on my own" work.

Huntley 158 K-5 SUMMER READING CHALLENGE

Interested students are invited to participate in the summer reading challenge!

Participants will have the opportunity to partake in fun activities, challenges, and receive prizes throughout the summer.

Logistic Specifics

- **Communication and Enrollment:** Families will receive information and/or invitations about the Summer Offerings during the Spring of 2022. Enrollment will occur at that time.
- **Staffing:** 2-3 Teachers per grade monolingual and dual language depending on enrollment, 1 Aide per grade monolingual and dual language, MTSS Facilitator, and 2 Inquiry Teachers. Compensation per the HEA Collective Bargaining Agreement.
- **Fees:** There will be no charge to families for the Elementary Summer Learning Opportunities.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: February 10, 2022

To: Board of Education

From: Dr. Erika Schlichter and Dr. Amy MacCrindle

Cc: Dr. Scott Rowe, Superintendent

Subject: **Math Curriculum Review**

Executive Summary

In alignment with the District 158 curriculum review cycle, a review of K-12th grade mathematics programming has been undertaken during the 2021-22 school year. An emphasis was placed on further alignment to the mathematical practices and professional learning for instructional improvement This focus resulted in an identified need for updated curriculum resources that will support the necessary improvement shifts.

The review was completed by a representative team of staff and administrators from all levels K-12, led by the Curriculum Department. The team began their work during the summer of 2021, with consulting support from the Math Institute of Wisconsin. The teams continued their work through the 2021-22 school year, completing a recommendation for new resources in February, with ongoing support for professional learning and implementation proceeding into the 2022-23 school year. All decision-making was completed via consensus, with a focus on aligning curriculum needs among levels. Special emphasis was also placed on articulating curriculum for transition between 5th and 6th grade, and 8th and 9th grade.

The attached report includes background about the work structure, philosophical underpinnings of the review, needs assessment, program recommendations, and resource recommendations for existing classes and levels. Materials will be on display for 30 days, per Illinois School Code. Funds for materials purchase have been allocated in the FY22 and FY23 budgets.

RECOMMENDATION

The Administration recommends that the math review and materials proposal moves forward for approval at the March 17, 2022 Board of Education meeting.

Huntley Community School District 158
K-12 MATH CURRICULUM REVIEW PROPOSAL
2022

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2. **Appendices**

Appendix A: Math Vision Statement
Appendix B: Materials Evaluation Rubric
Appendix C: Recommendation for Materials
Appendix D: Professional Learning Plan

Huntley Community School District 158
K-12 Math Curriculum Review Proposal

Overview

The K-12 Math Curriculum Review was designed through a continuous improvement approach to the curriculum cycle, with the intended purpose of developing an appropriate, effective, and efficient academic program for Huntley Community School District 158. Unlike several recent curriculum reviews, the Illinois Learning Standards for math have not changed. Therefore, this review was not focused on specifically unpacking and mapping math standards, as the standards progression has been well established since the adoption of the standards in 2010. Alternatively, this review was focused on honing the district's approach to instruction to align with the mathematical practices, and to choosing foundational resources that would move mathematical thinking and practices forward in the district for improved student learning.

There was a multi-tiered approach adopted for the completion of this review, including internal staff members, as well as an external consulting group, the Math Institute of Wisconsin, to provide expertise and guide the work. Knowing that development and support of the math program includes multiple layers in the organization, the review included: teachers, instructional coaches, assistant principals, the math department chair (MS/HS), principals, and leadership from the Curriculum Department.

- Math Core Team: The Math Core Team serves as a guiding coalition and advisory group, digging deeply into professional learning and advising on the resource adoption, as well as crafting the math vision. The Math Core Team contains teacher representatives from all grade bands and buildings, along with instructional coaches and administrators from across the levels.
- Instructional Coaches & Building Admin: Through a partnership with the Math Institute of Wisconsin, this team participated in regular professional learning on the math practices and how to support those practices.

The teams began by participating in professional learning, which resulted in the creation of a Math Vision Statement to guide the curriculum review process (see Appendix A). The vision statement is a description of our preferred future, and has driven the approach to professional learning, resource selection, and planning for implementation.

The purpose of this document is to provide an update on the K-12 Math Curriculum Review and to propose materials for adoption.

Background: Illinois Learning Standards for Mathematics: The Illinois Learning Standards (ILS) in math were adopted on June 24, 2010, pursuant to an American education initiative in an effort to move learning towards a 21st century skills framework and to establish student readiness for entry into college and/or career. The standards are a result of collaborative efforts of the National Governors Association (NGA) and the Council of Chief State School Officers (CCSSO) and are part of the 23 Illinois Administrative Code 1.

The ILS for math are designed to help students acquire a deep, conceptual understanding of core math content by adding focus, coherence, and rigor to learning. Focus is the study of a few key concepts; shifting teaching/learning from a mile long and an inch deep model to deeper understanding of fewer concepts. Coherence is making math connections between grade levels logical and building on progression. Rigor is the equal balance of conceptual understanding, application, and procedural skill and fluency. These key shifts in math teaching and learning will focus on concept mastery and will allow students to build upon previous skills, create opportunities for deeper conceptual mathematical

understanding and application.

Math Curriculum Review Process

This section describes the phases through which the math curriculum review worked to ensure that all students will experience an appropriate and effective program with an increased focus on student-centered learning. To meet these objectives the Curriculum Review followed the 6 phases of the curriculum cycle. The following list includes the focus and the academic year(s) targeted as the cycle proceeds.

Curriculum Cycle

- **Review and Needs Assessment** (2019-2021)
- **Resource Review & Selection** (2021-2022)
- **Initial Implementation** (2022-2023)
- **Professional Learning and Implementation Support** (2021-ongoing)
- **Refinement and Adjustment** (2023-2024 and beyond)

Review and Needs Assessment

During the 2019-2020 school year and in the summer of 2021, the Core Team and Math Leadership team began by scanning the current environment based on student performance, current classroom practice, and teacher feedback. In addition to this, the administration and Math Core Team worked with consultants from the Math Institute of Wisconsin in order to begin professional learning on the shifts needed for math instruction and in defining a vision statement. The team was able to gain a deeper understanding of the standards and of best practices in order to develop a plan that will ensure timely completion and implementation of the curriculum development process. As a result of this work during the summer of 2021, a vision statement was crafted to guide the work of the district for the future.

In addition, the scan of current reality included a review of relevant data. While the recent assessment and data landscape had been impacted by the pandemic, the core team at different levels reviewed recent IAR and SAT data trends to identify needs for instructional improvement. At the middle school and high school, the administration met with every PLC in order to share data, discuss the vision, and collaborate around future needs based on that scan of current reality. At the elementary level, staff gained an understanding through data meetings, and also through review of the data by the Core Team.

In reflecting on the vision statement and available data, the Core Team identified that the current materials were not meeting the needs of students in ways that would support moving toward the D158 math vision. For this reason, the Core Team undertook a review of resources in order to support rigorous implementation of the mathematical practices and a shift in instruction that will move District 158 toward the math vision.

Resource Review and Selection

In evaluating resources, administration reviewed a large number of diverse resources to determine which ones should come forward for review by the Core Team. In making this selection, key information came from the rankings based on research in Ed Reports, as well as a focus on the math vision and which materials aligned most closely to support progress toward the vision. After sets of materials were narrowed, the members of the Core Team at each level reviewed material options from several major vendors. All members of the Core Team provided feedback on the reviewed materials using the Materials Evaluation Rubric as a guide from Ed Reports, attached as Appendix B. The Materials Evaluation Rubric is a tool aimed at providing educators with information regarding instructional materials in the areas of focus and coherence, rigor and the mathematical practices, and instructional supports and usability. This rubric was essential to honing the materials selection

process, as it is research based and focused the feedback from the teachers on the specific practices and needs that the materials would need to fill, rather than personal opinion or preferences.

Teacher voice was essential to the process of selecting materials to review. Through the late fall and early winter all teachers had the opportunity to attend presentations, review the materials, fill out rubrics, and dive in to ask questions and try materials with their students. At the elementary level, members of the core team participated in providing feedback on the vendor materials and providing their voice in ranking the materials. At the secondary level, every teacher had the opportunity to attend Lunch and Learns that highlighted and discussed each set of materials in a hands-on way, and all teachers were invited to fill out the rubrics for diverse and complete data regarding teacher feedback. In addition, teachers were offered compensation for the time spent reviewing the materials and filling out the rubrics. In this way, the Core Team was able to receive a depth and quality of feedback to ensure that teacher voice was truly represented in the final recommendation.

Using structured feedback from the Math Core Team, Instructional Coaches and administration at the Elementary level and all of the math teachers, instructional coaches, and administration at the Secondary level, the following resources have been recommended:

- Grades K-5: Illustrative Math through a partnership with Learn Zillion (Imagine Learning)
- Grades 6-8, Algebra 1, Geometry, and Algebra 2: Carnegie Learning

A list of proposed curricular materials are attached as Appendix C.

Initial Implementation

The implementation phase of a new curriculum is essential as there is a focus on balancing professional learning with accountability. Implementation efforts will be coordinated at the district, building, and classroom levels through shared leadership amongst teachers, coaches, and administration. As the curriculum is implemented, evaluation of the curriculum will take place simultaneously as teachers will be able to provide feedback to improve instruction, curriculum, the use of resources and assessments, and any other aspect of learning and teaching as needed. Informal feedback will be collected as a means for communication and ongoing assessment of needs.

The Math Core Team will continue to meet to advise on implementation and professional learning to ensure that staff are supported and effective practices are making a difference for student learning improvement. At the elementary level initial implementation will stretch over the course of two school years. For the 2022-23 school year, identified math trailblazers (early adopters) will implement the revised math frameworks in order to allow for additional support and obtain teacher advice on necessary professional learning. At the secondary level, implementation will occur for all math classrooms during the 2022-23 school year, with the Core Team continuing to serve as trailblazers and advisors relating to teacher support and professional learning.

Professional Learning Implementation Support

The approach to professional learning has been very intentional, focusing on the big picture, building the vision, and moving toward support for more concrete application. Professional learning on the K-12 shift in mathematics began during the summer of 2021 through a partnership with the Mathematics Institute of Wisconsin, a consulting group which provides high quality professional development opportunities designed to deepen understanding of critical math concepts and effective teaching strategies. Continued support occurred throughout the 2021-2022 school year with teachers, coaches, and admin.

Continued professional learning will occur to ensure that teachers are able to implement the math frameworks with students successfully. This professional learning will focus on the implementation of the math practices, instructional shifts, how to navigate and implement the resources and materials, translating the frameworks into daily plans, and how to respond to students' individual needs.

Trainers from the Math Institute of Wisconsin, as well as learning facilitators from Carnegie Learning at the secondary level, will be engaged in ongoing learning support, including both foundational workshops to initially train staff and ongoing coaching and instructional observation days to support instruction as the year progresses. In addition, embedded professional learning will be provided by instructional coaches and administration as a part of the implementation.
Detailed professional learning plans are linked in Appendix D.

Focus by year for Professional Learning Focus

	K-5 Math Trailblazers	K-5 All Staff Focus	6-12 Focus
2022-2023	Planning and Use of Curricular Resources and Practices	Math Practices and Shifts in Instruction	Planning and Use of Curricular Resources and Practices
2023-2024	Responding to Students' Specific Needs Based on Thinking	Planning and Use of Curricular Resources and Practices	Responding to Students' Specific Needs Based on Thinking
2024-2025	Collaborating and Focusing on PLC Professional Growth Needs	Responding to Students' Specific Needs Based on Thinking	Collaborating and Focusing on PLC Professional Growth Needs
2025-2026	Sustaining Shifts and Adapting to student needs	Collaborating and Focusing on PLC Professional Growth Needs	Sustaining Shifts and Adapting to student needs
2026-2027 and beyond	Sustaining Shifts and Adapting to student needs		

Refinement and Adjustment

Because the curriculum development process is ongoing via a continuous improvement approach, the goal of this phase is to gather feedback and determine what further curriculum development and professional learning is needed. This will involve review of student data and teacher feedback, continued support from professional learning partners, along with curriculum work with teams of teachers to ensure that the frameworks are meeting the needs of students.

HUNTLEY 158 MATH VISION STATEMENT

ALL STUDENTS in Huntley School District 158 will be **EMPOWERED** to **THINK AND ACT LIKE A MATHEMATICIAN** by solving problems in **MULTIPLE WAYS** as they think critically and **PERSEVERE** through **ENGAGING** mathematical tasks.

In our classrooms:

Students see themselves as capable and powerful **doers of mathematics**. Students **collaborate**, ask questions, and **actively participate** in mathematics conversations. Students **feel safe** to **take risks** engaging in a **productive struggle**. While sharing their ideas and strategies, students are **engaged** in **student-centered learning**, hands-on experiences, and **deep learning** that builds on what they already know.

Students experience **high expectations** through rigorous, **quality instruction** that builds mathematical proficiency to apply mathematics in the **real world** to meet the demands of **college and career readiness**. Student **time is maximized** by building on **prior learning** to emphasize **connections** with a focus on the **most important math concepts** aiming to build an **enduring understanding**.

Students develop and **show determination** through **higher-level thinking**, while applying **open-ended, problem solving skills** through an instructional design that is responsive to students' individual needs. Through a supportive classroom community, students learn the hows and whys of math – and apply it to the world around them.

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RUBRIC

EdReports.org Quality Instructional Materials Tool:

K-8 Mathematics

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Introduction

The Common Core State Standards (CCSS), informed by three decades of knowledge around learning, created an unprecedented opportunity to improve student achievement nationwide. However, simply adopting the CCSS and working with teachers on the instructional shifts does not directly translate into student success. Evidence indicates that instructional materials have a significant effect on student outcomes.[1] And as Harvard's Richard Elmore argues, to get inside the instructional core and improve learning at scale, it is essential to get quality content into the hands of teachers and students.[2]

If quality instructional materials (e.g., textbooks, curriculum, digital resources and other instructional content) are as critical as the research suggests, local decisions about what CCSS materials to adopt or purchase are now more significant than ever. Publishers are updating their materials, independent curriculum providers are launching and teachers nationwide are generously publishing their own materials for the benefit of others. States, districts and organizations also have been developing and disseminating Common Core-aligned lessons. With so many new and repackaged instructional products being introduced into a quickly changing marketplace, state and district leaders and educators need independent information about instructional materials in order to make informed purchasing decisions and, over time, to move the needle on student performance.

About EdReports.org

Our Vision: All students and teachers in the United States will have access to the highest-quality instructional materials that will help improve student learning outcomes.

Our Mission: EdReports.org will increase the capacity of teachers, administrators and leaders to seek, identify and demand the highest-quality instructional materials. Drawing upon expert educators, EdReports.org's evidence-based reviews of instructional materials and support of smart adoption processes will equip teachers with excellent materials nationwide.

Our Theory of Action: Credible information against quality criteria in a quickly changing marketplace helps educators make better purchasing decisions and improve student performance. Identifying excellence and improving demand for credible information will improve the supply of quality materials over time, leading to better student achievement outcomes.

About This Tool

EdReports.org has developed this tool to provide educators, stakeholders and leaders with independent and useful information about the quality of instructional materials (whether digital, traditional textbook or blended) from those who will be using them in classrooms. Expert educators will use the tool to evaluate full sets of instructional materials in mathematics against non-negotiable criteria (see Figure 1). The tool builds on the experience of educators, curriculum experts and leading rubric developers and organizations – such as Achieve, Inc., the Council of Great City Schools, the Dana Center, Illustrative Mathematics Project, the National Council of Teachers of Mathematics and Student Achievement Partners, among others – that have conducted reviews of instructional materials, lessons and tasks.

To create the evaluation tool, EdReports.org conducted research into the use of commonly-used rubrics, gathered input from more than 500 educators during a nationwide listening tour on criteria and rubrics, interviewed professors of mathematics and mathematics education along with publishers of materials and convened an Anchor Educator Working Group (AEWG) of expert practitioners to inform the creation of the instrument. Continuous improvement is important to this development, and the AEWG will have the opportunity to refine the tool after the initial round of implementation. The tool has three major gateways (see Figure 1) to guide the evaluation process. Reviewers will apply the three

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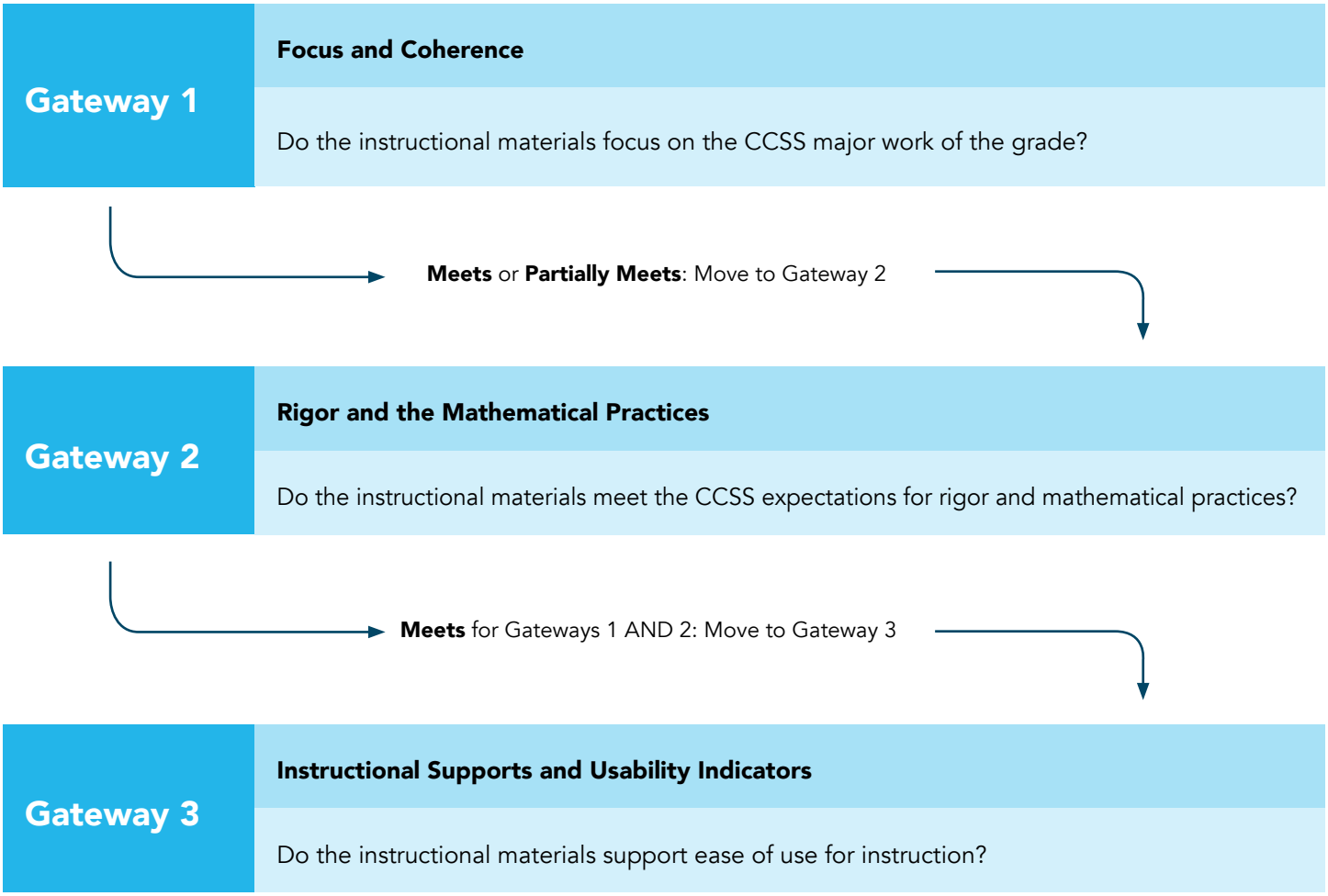
1 G. Whitehurst. "Don't Forget Curriculum." *Brown Center Letters on Education*. (Washington, DC: Brookings Institute, 2009); M. Chingos and G. Whitehurst. *Choosing Blindly: Instructional Materials, Teacher Effectiveness and the Common Core*. (Washington, DC: Brown Center on Education Policy at Brookings, April 2012).

2 Richard Elmore, in his work on the instructional core, asserts that there are three ways to improve student learning at scale: (1) raise the level of content that students are taught; (2) increase the skill and knowledge that teachers bring to the teaching of that content; and (3) increase the level of students' active learning of that content. R. Elmore. *Improving the Instructional Core* (Cambridge, MA: Harvard Graduate School of Education, 2008).

gateways sequentially to ensure EdReports.org reports to the field the extent to which materials are CCSS-aligned and usable by educators. Those materials that meet or partially meet the expectations for Gateway 1 (CCSS Focus and Coherence) will move to Gateway 2. Only those materials that meet the expectations for both Gateway 1 and Gateway 2 (Rigor and Mathematical Practices) will move to Gateway 3 (Usability Indicators).

Figure 1: Gateway Evaluation Process for Review of Mathematics Materials



Gateway 1

Focus on Major Work of the Grade and Coherence

In this gateway, reviewers consider how well the materials are coherent and consistent with the K-8 grade level standards that specify the mathematics which all students should study in order to be college and career ready.

GUIDING REVIEW QUESTIONS:

- Do the instructional materials focus on the "major work of the grade?"
- Is the sequence in which the topics are covered consistent with the logical structure of mathematics?

Rating Sheet 1.1: Focus on Major Work of the Grade

For 'Focus and Coherence' to attain a score of 'Meets Expectations,' material must earn at least 14 points.

SECTION A

Criterion	**Materials do not assess topics before the grade level in which the topic should be introduced.**[3] Maximum Points: 2

Indicators	Points	Evidence
1a. The instructional materials assesses the grade level content and, if applicable, content from earlier grades.	**0 2**	

SECTION A TALLY

Earned: _____ of 2 points

☐ Meets expectations (2 points)

☐ Does not meet expectations (0 points)

3 Grade level mathematics content as indicated in Common Core State Standards for Mathematics. http://www.corestandards.org/

SECTION B

Criterion	**Students and teachers using the materials as designed devote the large majority[4] of class time in each grade K-8 to the major work of the grade.[5]** Maximum Points: 4

Indicators	Points	Evidence
1b. Instructional materials spend the majority of class time on the major cluster of each grade.	**0 4**	

SECTION B TALLY

Earned: _____ of 4 points

☐ Meets expectations (4 points)

☐ Does not meet expectations (0 points)

Rating Sheet 1.2: Coherence

Criterion	**Each grade's instructional materials are coherent and consistent with the Standards.** Maximum Points: 8

Indicators	Points	Evidence
1c. Supporting content enhances focus and coherence simultaneously by engaging students in the major work of the grade.[6]	**0 1 2**	
1d. The amount of content designated for one grade level is viable for one school year in order to foster coherence between grades.	**0 1 2**	

(Continues on next page)

4 The materials should devote at least 65% and up to approximately 85% of class time to the major work of the grade with Grades K-2 nearer the upper end of that range, i.e., 85%. However, 65%-85%should be viewed as a guideline for reviewers. Reviewers should use their judgement about materials on the borderline (e.g., 64%) and note specifics in the Evidence area.

5 Refer also to Table 1 (page 9) in the Publisher's Criteria.

6 Refer also to Criterion #3 (page 5) in the Publisher's Criteria.

(Continued from previous page)

1e. The materials are consistent with the progressions in the Standards.[7]		
1ei. Materials develop according to the grade-by-grade progression in the Standards. If there is content from prior or future grades, that content is clearly identified and related to grade-level work.	**0 1 2**	
1eii. Materials give all students extensive work with grade-level problems.		
1eiii. Materials relate grade level concepts explicitly to prior knowledge from earlier grades.		
1f. Materials foster coherence through connections at a single grade, where appropriate and required by the Standards.[8]		
1fi. Materials include learning objectives that are visibly shaped by CCSSM cluster headings.	**0 1 2**	
1fii. Materials include problems and activities that serve to connect two or more clusters in a domain, or two or more domains in a grade, in cases where these connections are natural and important.		

RATING SHEET1.2 TALLY

Earned: _____ of 8 points

- ☐ Meets expectations (7-8 points)
- ☐ Partially meets expectations (5-6 points)
- ☐ Does not meet expectations (<5 points)

7 Refer also to Table 1 (page 9) in the Publisher's Criteria.

8 Refer also to Criterion #6 (page 13) in the Publisher's Criteria.

Gateway 1 Overall Rating:

Focus on Major Work[9] Coherence

Reviewers use data recorded in Rating Sheets 1.1-1.2 to determine the Gateway 1 final rating.

Gateway 1	**Students and teachers using the materials as designed devote the large majority of time in each grade k-8 to the major work of the grade.[10] Each grade's instructional materials are coherent and consistent with the Standards.** Maximum Score: 14

Indicators	Rating Score	Evidence
1a: Materials do not assess topics before the grade level indicatted.	**Point Total from Rating Sheet (s):**	
1b: Students and teachers using the materials as designed devote the large majority[11] of time in each grade k-8 to the major work of the grade.	**Point Total from Rating Sheet (s):**	
1c-1f: Each grade's instructional materials are coherent and consistent with the Standards.	**Point Total from Rating Sheet (s):**	

GATEWAY 1 FINAL SCORE

Earned: _____ of 14 points

- ☐ Meets expectations (12-14 points and no indicator receives a '0")
- ☐ Partially meets expectations (8-11 points)
- ☐ Does not meet expectations (<8 points)

REMINDER:

- Does not meet = does not continue to Gateway 2
- Materials must "Meet Expectations" or "Partially Meet Expectations" in Gateway 1 to be reviewed in Gateway 2.
- Materials must "Meet Expectations" in BOTH Gateway 1 and Gateway 2 to be reviewed in Gateway 3.

9 For more on the major work of the grade, see Focus by Grade Level.

10 The materials should devote at least 65% and up to approximately 85% of class time to the major work of the grade with Grades K-2 nearer the upper end of that range, i.e., 85%. However, 65%-85%should be viewed as a guideline for reviewers. Reviewers should use their judgement about materials on the borderline (e.g., 64%) and note specifics in the Evidence area.

11 The materials should devote at least 65% and up to approximately 85% of class time to the major work of the grade with Grades K-2 nearer the upper end of that range, i.e., 85%. However, 65%-85%should be viewed as a guideline for reviewers. Reviewers should use their judgement about materials on the borderline (e.g., 64%) and note specifics in the Evidence area.

Gateway 2

Rigor and the Mathematical Practices

Rigor determines if a series instructional materials reflect the balances in the standards by helping students develop conceptual understanding, procedural skill and fluency, and application. Mathematical Practices determine how well materials meaningfully connect the Mathematical Content Standards and the Mathematical Practice Standards.

GUIDING REVIEW QUESTIONS:

- Do the instructional materials engage students with all aspects of rigor: conceptual understanding, procedural skill and fluency, and application in a balanced way?
- Do the Mathematical Practices connect to the Mathematical Content Standards in meaningful and deliberate ways?

Rating Sheet 2.1: Rigor and Balance

For "Rigor and Balance" to attain a score of 'Meets Expectations,' materials must earn at least 7 points

Criterion	**The instructional materials reflect the balances in the Standards and help students meet the Standards' rigorous expectations, by giving appropriate attention to: developing students' conceptual understanding; procedural skill and fluency; and engaging applications.**[12] Maximum Points: 8

Indicators	Points	Evidence
2a. Attention to Conceptual Understanding: The materials support the intentional development of students' conceptual understanding of key mathematical concepts, especially where called for in specific content standards or clusters.	**0 1 2**	
2b. Attention to Procedural Skill and Fluency: The materials provide intentional opportunities for students to develop procedural skills and fluencies, especially where called for in specific content standards or clusters.	**0 1 2**	
2c. Attention to Applications: The materials support the intentional development of students' ability to utilize mathematical concepts and skills in engaging applications, especially where called for in specific content standards or clusters.	**0 1 2**	
2d. Balance: The three aspects of rigor are not always treated together and are not always treated separately. The three aspects are balanced with respect to the standards being addressed.	**0 1 2**	

12 Refer also to Criterion #2 (pages 9-10) in the HS Mathematics Publisher's Criteria.

RATING SHEET 2.1 TALLY

Earned: _____ of 8 points	☐ Meets expectations (7-8 points) ☐ Partially meets expectations (5-6 points) ☐ Does not meet expectations (<5 points)

Rating Sheet 2.2: Practice-Content Connection

For "Practice-Content Connection" to attain a score of 'Meets Expectations,' materials must earn at least 9 points

Criterion	**Materials meaningfully connect the Standards for Mathematical Content and the Standards for Mathematical Practice.**[13] Maximum Points: 10

Indicators		Points
2e.	The Standards for Mathematical Practice are identified and used to enrich mathematics content within and throughout each applicable grade.	**0 1 2**
2f.	The materials carefully attend to the full meaning of each practice standard.[14]	**0 1 2**
2g.	Emphasis on Mathematical Reasoning: Materials support the Standards' emphasis on mathematical reasoning by:[15]	
2gi.	Materials prompt students to construct viable arguments and analyze the arguments of others concerning key grade-level mathematics details in the content standards.	**0 1 2**
2gii.	Materials assist teachers in engaging students in constructing viable arguments and analyzing the arguments of others concerning key grade-level mathematics detailed in the content standards.	**0 1 2**
2gi.	Materials explicitly attend to the specialized language of mathematics.	**0 1 2**

RATING SHEET 2.2 TALLY

Earned: _____ of 10 points	☐ Meets expectations (9-10 points) ☐ Partially meets expectations (6-8 points) ☐ Does not meet expectations (<6 points)

13 Refer also to Criterion #5 (pages 12-13) in the HS Mathematics Publisher's Criteria. Not all items need to align to a Mathematical Practice. In addition, there is no requirement to have an equal balance among the Mathematical Practices in any set of materials or grade.

14 Refer also to Criterion #9 (page 15) in the Publisher's Criteria.

15 Refer also to Criterion #10 (page 15) in the Publisher's Criteria.

Gateway 2 Overall Rating:

Rigor and Mathematical Practices

Reviewers use data recorded in Rating Sheets 2.1 and 2.2 to determine the Gateway 2 overall rating.

Gateway 2	**The materials align with CCSS expectations for rigor and mathematical practices.** Maximum Points: 18

Indicators	Rating Score	Evidence
2a-2d: Each grade's instructional materials reflect the balances in the Standards and help students meet the Standards' rigorous expectatios, by helping students develop conceptual understanding, procedural skill and fluency, and application.	**Point Total from Rating Sheet(s):**	
2e-2h: Materials meaningfully connect the Standards for Mathematical Content and the Standards for Mathematical Practice.	**Point Total from Rating Sheet(s):**	

GATEWAY 2 FINAL SCORE

Earned: _____ of 18 points

- ☐ Meets expectations (16-18 points)
- ☐ Partially meets expectations (11-15 points)
- ☐ Does not meet expectations (<11 points)

REMINDER:

- Materials must "Meet Expectations" in BOTH Gateway 1 and Gateway 2 to be reviewed in Gateway 3.

Gateway 3

Instructional Supports and Usability Indicators

Gateway 3 Rating Sheets include some Indicators that are rated and some that are not rated. In cases where Indicators are not rated, the evidence collected provides valuable information about instructional materials, although the indicator is not scored and does not affect the rating for the Criterion or Gateway.[16]

Rating Sheet 3.1: Use and Design to Facilitate Student Learning

For "Use and design facilitate student learning" to attain a score of "Meets Expectations," material must earn at least 7 points.

Criterion	**Materials are well designed and take into account effective lesson structure and pacing.** Maximum Points: 8

Indicators	Points	Evidence
3a. The underlying design of the materials distinguishes between problems and exercises. In essence, the difference is that in solving problems, students learn new mathematics, whereas in working exercises, students apply what they have already learned to build mastery. Each problem or exercise has a purpose.	**0 1 2**	
3b. Design of assignments is not haphazard: tasks are given in intentional sequences.	**0 1 2**	
3c. There is variety in what students are asked to produce.	**0 1 2**	
3d. Manipulatives are faithful representations of the mathematical objects they represent and when appropriate are connected to written methods.	**0 1 2**	
3e. The visual design (whether in print or digital) is not distracting or chaotic, but supports students in engaging thoughtfully with the subject.	**Not Scored**	

RATING SHEET 3.1 TALLY

Earned: _____ of 8 points

- ☐ Meets expectations (7-8 points)
- ☐ Partially meets expectations (5-6 points)
- ☐ Does not meet expectations (<5 points)

16 For indicators that do not currently receive a numerical rating, EdReports.org is providing evidence of the presence of these indicators but we are currently not including them in the ratings until we gather more information from reviewers and the field on their usefulness.

Rating Sheet 3.2: Teacher Planning and Learning for Success with CCSS

For "Teacher Planning and Learning for Success with CCSS" to attain a score of "Meets Expectations," materials must earn at least 7 points.

Criterion	**Materials support teacher learning and understanding of the Standards.** Maximum Points: 8

Indicators	Points	Evidence
3f. Materials support teachers in planning and providing effective learning experiences by providing quality questions to help guide students' mathematical development.	**0 1 2**	
3g. Materials contain a teacher's edition with ample and useful annotations and suggestions on how to present the content in the student edition and in the ancillary materials. Where applicable, materials include teacher guidance for the use of embedded technology to support and enhance student learning.	**0 1 2**	
3h. Materials contain a teacher's edition (in print or clearly distinguished/accessible as a teacher's edition in digital materials) that contains full, adult-level explanations and examples of the more advanced mathematics concepts in the lessons so that teachers can improve their own knowledge of the subject, as necessary.	**0 1 2**	
3i. Materials contain a teacher's edition (in print or clearly distinguished/accessible as a teacher's edition in digital materials) that explains the role of the specific grade-level mathematics in the context of the overall mathematics curriculum for kindergarten through grade twelve.	**0 1 2**	
3j. Materials provide a list of lessons in the teacher's edition (in print or clearly distinguished/accessible as a teacher's edition in digital materials), cross-referencing the standards covered and providing an estimated instructional time for each lesson, chapter and unit (i.e., pacing guide).	**Not Scored**	

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3k. Materials contain strategies for informing parents or caregivers about the mathematics program and suggestions for how they can help support student progress and achievement	**Not Scored**	
3l. Materials contain explanations of the instructional approaches of the program and identification of the research-based strategies.	**Not Scored**	

RATING SHEET 3.2 TALLY

Earned: _____ of 8 points

- ☐ Meets expectations (7-8 points)
- ☐ Partially meets expectations (5-6 points)
- ☐ Does not meet expectations (<5 points)

Rating Sheet 3.3: Assessment

For "Assessment" to attain a score of "Meets Expectations," materials must earn at least 9 points.

Criterion	**Materials offer teachers resources and tools to collect ongoing data about student progress on the Standards.** Maximum Points: 10

Indicators	Points	Evidence
3m. Materials provide strategies for gathering information about students' prior knowledge within and across grade levels.	**0 1 2**	
3n. Materials provide strategies for teachers to identify and address common student errors and misconceptions.	**0 1 2**	
3o. Materials provide opportunities for ongoing review and practice, with feedback, for students in learning both concepts and skills.	**0 1 2**	
3p. Materials offer ongoing formative and summative assessments:		
3pi. Assessments clearly denote which standards are being emphasized.	**0 1 2**	

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3pii. Assessments include aligned rubrics and scoring guidelines that provide sufficient guidance to teachers for interpreting student performance and suggestions for follow-up.	**0 1 2**	
3q. Materials encourage students to monitor their own progress.	**Not Scored**	

RATING SHEET 3.3 TALLY

Earned: _____ of 10 points

- ☐ Meets expectations (9-10 points)
- ☐ Partially meets expectations (6-8 points)
- ☐ Does not meet expectations (<6 points)

Rating Sheet 3.4: Differentiated Instruction

For "Differentiated Instruction" to attain a score of "Meets Expectations," materials must earn at least 11 points.

Criterion	**Materials support teachers in differentiating instruction for diverse learners within and across grades.** Maximum Points: 12

Indicators	Points	Evidence
3r. Materials provide strategies to help teachers sequence or scaffold lessons so that the content is accessible to all learners.	**0 1 2**	
3s. Materials provide teachers with strategies for meeting the needs of a range of learners.	**0 1 2**	
3t. Materials embed tasks with multiple entry-points that can be solved using a variety of solution strategies or representations.	**0 1 2**	
3u. Materials suggest support, accommodations, and modifications for English Language Learners and other special populations that will support their regular and active participation in learning mathematics (e.g., modifying vocabulary words within word problems).	**0 1 2**	

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3v. Materials provide support for advanced students to investigate mathematics content at greater depth.	**0 1 2**	
3w. Materials provide a balanced portrayal of various demographic and personal characteristics.	**0 1 2**	
3x. Materials provide opportunities for teachers to use a variety of grouping strategies.	**Not Scored**	
3y. Materials encourage teachers to draw upon home language and culture to facilitate learning.	**Not Scored**	

RATING SHEET 3.4 TALLY

Earned: _____ of 12 points

- ☐ Meets expectations (10-12 points)
- ☐ Partially meets expectations (8-9 points)
- ☐ Does not meet expectations (<8 points)

Rating Sheet 3.5: Effective Technology Use

This section is not scored.

Criterion	**Materials support effective use of technology to enhance student learning. Digital materials are accessible and available in multiple platforms.** Not Scored

Indicators	Points	Evidence
3z. Materials integrate technology such as interactive tools, virtual manipulatives/objects, and/or dynamic mathematics software in ways that engage students in the Mathematical Practices.	**Not Scored**	
3aa. Digital materials (either included as supplementary to a textbook or as part of a digital curriculum) are web- based and compatible with multiple internet browsers (e.g., Internet Explorer, Firefox, Google Chrome, etc.). In addition, materials are "platform neutral" (i.e., are compatible with multiple operating systems such as Windows and Apple and are not proprietary to any single platform) and allow the use of tablets and mobile devices.	**Not Scored**	

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3ab. Materials include opportunities to assess student mathematical understandings and knowledge of procedural skills using technology.	**Not Scored**	
3ac. Materials can be easily customized for individual learners.		
3aci. Digital materials include opportunities for teachers to personalize learning for all students, using adaptive or other technological innovations.	**Not Scored**	
3acii. Materials can be easily customized for local use. For example, materials may provide a range of lessons to draw from on a topic.	**Not Scored**	
3ad. Materials include or reference technology that provides opportunities for teachers and/or students to collaborate with each other (e.g. websites, discussion groups, webinars, etc.).	**Not Scored**	

Gateway 3 Overall Rating:

Instructional Supports and Usability Indicators

Reviewers use data recorded in Rating Sheets 3.1-3.4 to determine the Gateway 3 overall rating.

Gateway 3	**Materials support student learning and engagement and support teacher learning and understanding of the Standards. Materials also offer supports to differentiate instruction for diverse learners and enrich instruction through technology.** Maximum Points: 36

Indicators	Rating Score	Evidence
3a-3e: Materials are well designed and take into account effective lesson structure and pacing to facilitate student learning.	**Point Total from Rating Sheet(s):**	
3f-3l: Materials support teacher learning and understanding of the Standards.	**Point Total from Rating Sheet(s):**	
3m-3q: Materials offer teachers resources and tools to collect ongoing data about student progress on the Standards.	**Point Total from Rating Sheet(s):**	
3r-3y: Materials support teachers in differentiating instruction for diverse learners within and across grades.	**Point Total from Rating Sheet(s):**	
3z-3ad: Materials support effective use of technology to enhance student learning.	**Not Scored**	

GATEWAY 3 FINAL SCORE

Earned: _____ of 38 points

- ☐ Meets expectations (31-38 points)
- ☐ Partially meets expectations (23-30 points)
- ☐ Does not meet expectations (<23 points)

Conducting High Quality Instructional Materials Reviews

Using the Tool and Toolkit:

Reference Materials to Support Quality Reviews

In addition to the EdReports.org Quality Instructional Materials Tool: K-8 Mathematics, reviewers have a toolkit with the following materials as references for reviews:

- K-8 Publishers' Criteria for the Common Core State Standards for Mathematics (Spring 2013)
- Focus by Grade Level Documents
- Evidence Guidelines (technical documentation support indicating how to collect evidence and where to find evidence)
- Standards for Mathematical Practices: Commentary and Elaborations for K-5 (February 2014) and for 6-8 (May 2014)

Using the Tool and Evidence Guides

The Quality Instructional Materials Review Tool and the K-8 Evidence Guides work in tandem to provide educator reviewers with the criterion, indicators, and guidance to identify, collect, calibrate, and report on instructional material alignment to the standards for mathematical content, the standards for mathematical practice, and the usability of the instructional materials.

The Evidence Guides are organized by ***Indicator*** and identify:

- ***The Guiding Question(s)*** that frames evidence collection.
- The ***Purpose of the Indicator*** to contextualize the indicator within the criterion as well as how indicators work together to build a complete picture for the criterion.
- ***Evidence Collection*** to help reviewers find evidence, and when appropriate, provides examples and counterexamples of evidence for an indicator.
- ***Questions to Guide Discussion/Discussion Prompts*** to help reviewers prepare for their weekly meeting where they present their rationale and evidence for a given indicator.
- ***The Scoring Criteria*** that defines what must be present in the rationale and evidence to support each level of score for a given indicator.

Appendix A

Focus Component 2: Major Clusters of the Grade

Quality Indicators	Major Clusters	Additional or Supporting Clusters or Other[17]
Kindergarten	K.CC: A, B, C	K:MD: A, B
	K.OA: A	K.G: A, B
	K.NBT: A	
Grade 1	1.OA: A, B, C, D	1.MD: B, C
	1.NBT: A, B, C	1.G: A
	1.MD: A	
Grade 2	2.OA: A, B	2.OA: C
	2:NBT: A, B	2.MD: C, D
	2.MD: A, B	2.G: A
Grade 3	3.OA: A, B, C, D	3.NBT: A
	3.NF: A	3.MD: B, D
	3.MD: A, C	3.G: A
Grade 4	4.OA: A	4.OA: B, C
	4.NBT: A, B	4.MD: A, B, C
	4.NF: A, B, C	4.G: A
Grade 5	5.NBT: A, B	5.OA: A, B
	5.NF: A, B	5.MD: A, B
	5.MD: C	5.G: A, B
Grade 6	6.RP: A	6.NS: B
	6.NS: A, C	6.G: A
	6.EE: A, B, C	6.SP: A, B
Grade 7	7.RP: A	7.G: A, B
	7.NS: A	7.SP: A, B, C
	7.EE: A, B	OTHER
Grade 8	8.EE: A, B, C	8.NS: A
	8.F: A, B	8.G: C
	8.G: A, B	8.SP: A

17 Other signifies content that is found in other grades of the CCSSM or that is not part of the CCSSM.

Appendix C: Math Materials Recommendation		
Course	**Title**	**Publisher**
Kindergarten	LearnZillion Illustrative Mathematics Kindergarten - Student Workbooks; Span & Eng V1 LearnZillion Illustrative Mathematics Kindergarten -Teacher Workbooks v1 LearnZillion Illustrative Mathematics: Kindergarten SU per Student License	LearnZillion Illustrative Mathematics
Grade 1	LearnZillion Illustrative Mathematics Grade 1 - Student Workbooks - Span & Eng V LearnZillion Illustrative Mathematics Grade 1 -Teacher Workbooks v1 LearnZillion Illustrative Mathematics: Grade 1 SU per Student License	LearnZillion Illustrative Mathematics
Grade 2	LearnZillion Illustrative Mathematics Grade 2 - Student Workbooks - Span & Eng V1 LearnZillion Illustrative Mathematics Grade 2 -Teacher Workbooks v1 LearnZillion Illustrative Mathematics: Grade 2 SU per Student License	LearnZillion Illustrative Mathematics
Grade 3	LearnZillion Illustrative Mathematics Grade 3 - Student Workbooks - Span & Eng V1 LearnZillion Illustrative Mathematics Grade 3 -Teacher Workbooks v1 LearnZillion Illustrative Mathematics: Grade 3 SU per Student License	LearnZillion Illustrative Mathematics
Grade 4	LearnZillion Illustrative Mathematics Grade 4 - Student Workbooks - Span & Eng V1 LearnZillion Illustrative Mathematics Grade 4 -Teacher Workbooks v1 LearnZillion Illustrative Mathematics: Grade 4 SU per Student License	LearnZillion Illustrative Mathematics
Grade 5	LearnZillion Illustrative Mathematics Grade 5 - Student Workbooks - Span & Eng V1 LearnZillion Illustrative Mathematics Grade 5 -Teacher Workbooks v1 LearnZillion Illustrative Mathematics: Grade 5 SU per Student License	LearnZillion Illustrative Mathematics
Grade 6	Carnegie Learning Math Solutions - Print Student Edition Course 1 and Mathia, Blended - Print student edition and Mathia Print MATHbook - Student Edition Mathia per Student License Digital eText - Skills Practice	Carnegie Learning
Grade 7	Carnegie Learning Math Solutions - Print Student Edition Course 2 and Mathia, Blended - Print student edition and Mathia Print MATHbook - Student Edition Mathia per Student License Digital eText - Skills Practice	Carnegie Learning
Grade 8	Carnegie Learning Math Solutions - Print Student Edition Course 3 and Mathia, Blended - Print student edition and Mathia Print MATHbook - Student Edition Mathia per Student License Digital eText - Skills Practice	Carnegie Learning
Algebra 1	Carnegie Learning Math Solutions - Print Student Edition Algebra and Mathia, Blended - Print student edition and Mathia Print MATHbook - Student Edition Mathia per Student License Digital eText - Skills Practice	Carnegie Learning
Geometry	Carnegie Learning Math Solutions - Print Student Edition Geometry and Mathia, Blended - Print student edition and Mathia Print MATHbook - Student Edition Mathia per Student License Digital eText - Skills Practice	Carnegie Learning
Algebra 2	Carnegie Learning Math Solutions - Print Student Edition Algebra 2 and Mathia, Blended - Print student edition and Mathia Print MATHbook - Student Edition Mathia per Student License Digital eText - Skills Practice	Carnegie Learning

Appendix D

Overview: The purpose of the Huntley District 158 Professional Learning System is to improve learning for students. This occurs through providing professional learning opportunities that are embedded, practical, applied, and sustained, which aim to have teachers own their own learning.

Opportunities for Professional Learning: Math professional learning will occur through a combination of supports that all staff will receive mixed with differentiated opportunities based on need. This will occur through the use of institute days, early release days, PLC's, instructional coaching cycles, professional learning work, and other informal activities.

Delivery of Professional Learning: Professional learning opportunities will be led by a combination of outside consultants, district and school leaders, instructional coaches, and teacher leaders based on the actual learning opportunity's goal.

Focus by year for Professional Learning Focus

	K-5 Math Trailblazers	K-5 All Staff Focus	6-12 Focus
2022-2023	Planning and Use of Curricular Resources and Practices	Math Practices and Shifts in Instruction	Planning and Use of Curricular Resources and Practices
2023-2024	Responding to Students' Specific Needs Based on Thinking	Planning and Use of Curricular Resources and Practices	Responding to Students' Specific Needs Based on Thinking
2024-2025	Collaborating and Focusing on PLC Professional Growth Needs	Responding to Students' Specific Needs Based on Thinking	Collaborating and Focusing on PLC Professional Growth Needs
2025-2026	Sustaining Shifts and Adapting to student needs	Collaborating and Focusing on PLC Professional Growth Needs	Sustaining Shifts and Adapting to student needs
2026-2027 and beyond	Sustaining Shifts and Adapting to student needs		

Focus Goals for Students, Staff, and Leadership

All areas of focus will be supported via use of Institute Days, Early Release Days, PLC's, additional time, and teacher release time. Consultants and Huntley 158 administration and coaches will provide foundational implementation training, on-site feedback sessions, coaching cycles, and other informal opportunities.

Focus	Goal for Students	Goals for Staff	Goal for Leadership
Planning and Use of Curricular Resources and Practices	Students experience math through a shift in instructional design and practices.	Teachers use learning goals and targets, the design structure, and routines as key instructional resources.	Maintain a focus on the implementation of the new curricular resource as a key initiative for providing support to staff members in implementation.
Responding to Students' Specific Needs Based on Thinking	Students demonstrate engagement and belonging to the learning community via effective independent and collaborative problem-solving, communication of mathematical ideas, and productive struggle	The teacher cultivates a positive, inclusive, and equitable learning environment, launches activities, questions, engages students in meaningful discussions, values student thinking, monitors and supports students, and synthesizes student learning.	As instructional leaders, continue to support implementation of the new resource, balance this shift with other initiatives, and drive change in instructional practices.
Collaborating and Focusing on PLC Professional Growth Needs	Students experience math through the design structure of math lessons and demonstrate personal use of the math practices and discourse consistently.	Teachers participate in PLC's to establish shared goals, conduct shared planning and lesson design, collect and use evidence of student learning, and reflect upon their teaching effectiveness.	
Sustaining Shifts and Adapting to student needs	These will be developed as we continue to move through this implementation process.		

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

DATE: February 10, 2022

TO: Building and Grounds Committee and Administration

FROM: Doug Renkosik, Director of Operations and Maintenance

RE: O & M Updates **(R)**
Board of Education meeting, February 10, 2022

O&M Department Activity in January 2022

1) Continued coordination of FY21 projects as presented to the Board of Education in August of 2020. Included in this effort were the following scale projects:
   a) Boiler Make-Up Air preheat systems for Marlowe and Mackeben Schools
   b) Guaranteed Energy Savings contract RFP 2020-32 BAS JACE upgrades and Orchestrate software implementation. *–phase 2 of JACE replacement programmed for winter 2021.*

2) Continued work on development of solar energy cost savings analysis S.O.P.

3) Continued participation in the Water Energy Conservation Strategic Energy Management Cohort pilot program. Smart Water meter hardware purchases have been initiated. *Smart meter commissioning completed. Software start up and water conservation enhancements opportunities evaluation to commence.*

4) Continued leading the IASBO subcommittee on Facilities Management for development of Learning Library for “School Business Officials 101”.

5) Presented bids to the Board of Education for track resurfacing of the Marlowe Middle School track for award.

6) Continued coordination of design development of bid specifications of the 2021 O&M Deferred Maintenance Capital projects as reported to the Board of 8-5-21 for Pavement Improvements at Marlowe Middle School for summer 2022

7) Worked with ESG on evaluation of energy conservation opportunities including:
   a) Lighting improvements indoors at Chesak Elementary School and Huntley High School (; the only buildings not yet retrofitted with an LED solution)
   b) Develop a facility assessment of Chesak Elementary School and Huntley High School
   c) Identify other energy conservation improvement opportunities
   d) Analyze utility supply rates

8) Continued coordination of Phase 4 of Roof Replacement at Huntley High School with Anthony Roofing.

9) Opened discussions with The Trane Company for consideration in a service contract extension Preventative Maintenance Service agreement for care of four Trane chillers on D158 properties including the east chiller at Huntley High School and chillers at Leggee, Chesak and Martin Elementary Schools.

10) Opened discussions with Colley Elevator Company for consideration of a service contract for Elevator Preventative Maintenance Services as the Otis elevator service agreement is set to expire on July 13, 2022.

11) Opened discussions with Veregy, formerly known as The CTS Group for consideration in a service contract extension for HVAC controls building automation system (BAS) agreement for remote/ phone support services.

12) Evaluation of a replacement Computerized Maintenance Management Systems (CMMS) to replace Facility Tree. The Facility Tree CMMS system has utilized for work requests management from D158 staff and preventative maintenance system management since 2005. Newer generation alternatives have added features for integrated event scheduling and support functions, data management and physical plant inventory which will increase the O&M Department's efficiency and transparency.

13) Opened discussions with JCI for consideration of a service contract for Preventative Maintenance Services for the variable flow refrigerant (VFR) installed at Huntley High as a part of the Fine Arts Addition.

14) Opened discussions with Advantage Mechanical for consideration of adding two split system air-conditioning systems in the Huntley High fine Arts Addition to the existing HVAC Preventative Maintenance service contract.

15) Presented the Board of Education a proposal for replacement of one of the O&M Department pickup trucks used for snow removal services.

Project Goals for February 2022

1) Continue coordination of FY21 projects as presented to the Board of Education in August of 2020. Included in this effort were the following scale projects:
   c) Boiler Make-Up Air preheat systems for Marlowe and Mackeben Schools
   d) Guaranteed Energy Savings contract RFP 2020-32 BAS JACE upgrades and Orchestrate software implementation. –*phase 2 of JACE replacement programmed for winter 2021.*

2) Finalize development of solar energy cost savings analysis S.O.P. and deliver a one year analysis of actual savings to the Board of Education.

3) Continue participation in the Water Energy Conservation Strategic Energy Management Cohort pilot program. Smart Water meter hardware purchases have been initiated. *Smart meter commissioning completed. Software start up and water conservation enhancements opportunities evaluation to commence.*

4) Continue leading the IASBO subcommittee on Facilities Management for development of Learning Library for "School Business Officials 101".

5) Continue coordination of design development of bid specifications of the 2021 O&M Deferred Maintenance Capital projects as reported to the Board of 8-5-21 for Pavement Improvements at Marlowe Middle School for summer 2022. Present the Board of Education with a preview of proposed preliminary redesign of the Haligus Road entrance to Reed Road Campus to enhance the traffic flow.

6) Continue working with ESG on evaluation of energy conservation opportunities including:

a) Lighting improvements indoors at Chesak Elementary School and Huntley High School (; the only buildings not yet retrofitted with an LED solution)
b) Develop a facility assessment of Chesak Elementary School and Huntley High School
c) Identify other energy conservation improvement opportunities
d) Analyze utility supply rates

7) Continue coordination of Phase 4 of Roof Replacement at Huntley High School with Anthony Roofing.

8) Continue negotiations with The Trane Company for consideration of a service contract extension Preventative Maintenance Service agreement for care of four Trane chillers on D158 properties including the east chiller at Huntley High School and chillers at Leggee, Chesak and Martin Elementary Schools.

9) Finalize negotiations with Colley Elevator Company for consideration of a service contract for Elevator Preventative Maintenance Services as the Otis elevator service agreement is set to expire on July 13, 2022.

10) Continue discussions with Veregy, formerly known as The CTS Group, for consideration in a service contract extension for HVAC controls building automation system (BAS) agreement for remote/phone support services.

11) Finalize service agreement discussions with the preferred service provider for a replacement Computerized Maintenance Management Systems (CMMS) to replace Facility Tree and prepare for a presentation to the Board of Education for consideration. The Facility Tree CMMS system has been utilized for work requests management from D158 staff and preventative maintenance system management since 2005. Newer generation alternatives have added features for integrated event scheduling and support functions, data management, and physical plant inventory which will increase the O&M Department's efficiency and transparency.

12) Continue discussions with JCI for consideration of a service contract for Preventative Maintenance Services for the variable flow refrigerant (VFR) installed at Huntley High as a part of the Fine Arts Addition.

13) Continue discussions with Advantage Mechanical for consideration of adding two split system air-conditioning systems in the Huntley High fine Arts Addition to the existing HVAC Preventative Maintenance service contract.

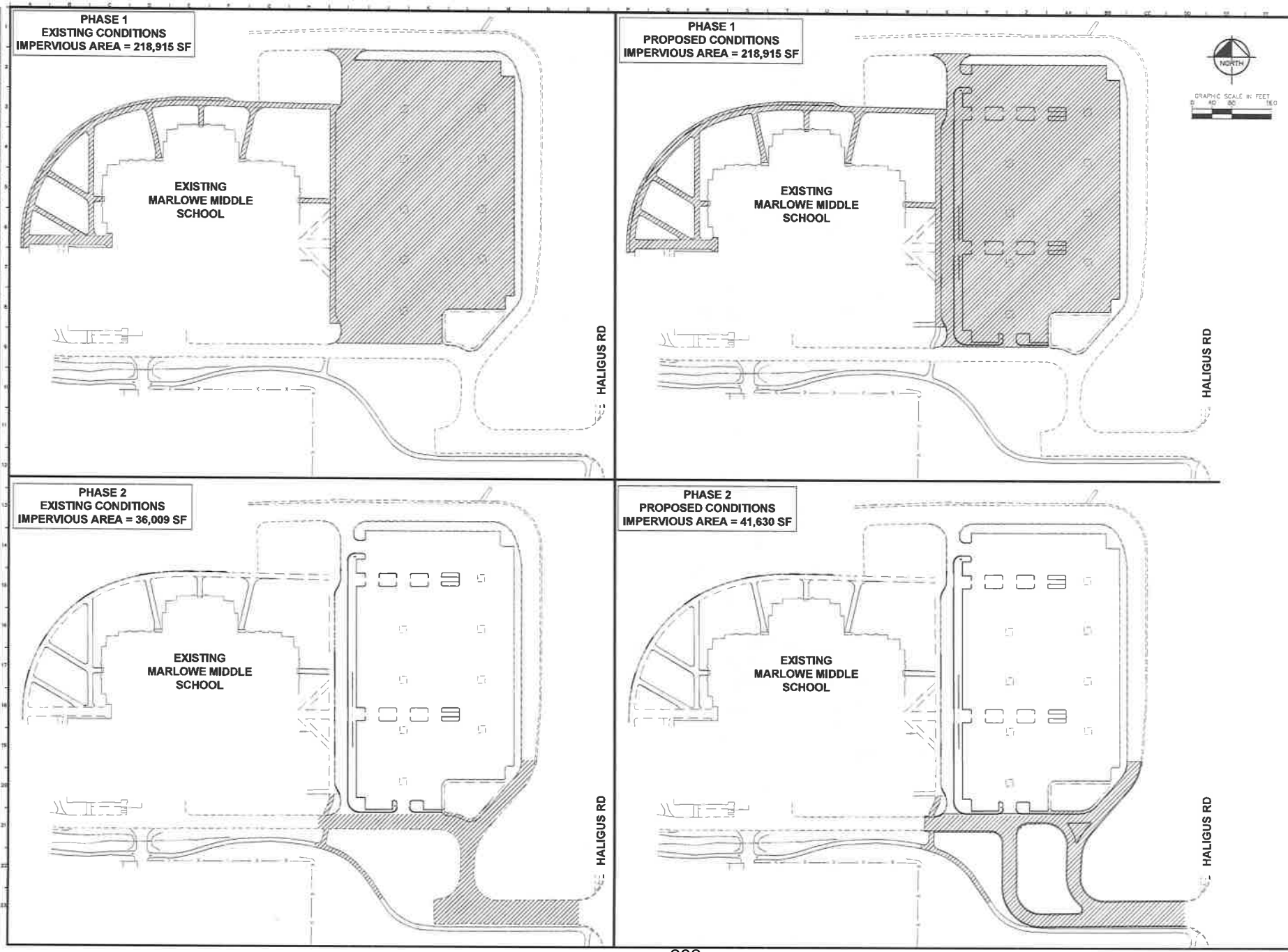
14) Commence a search for a replacement vehicle for one of the cargo vans in the O&M department fleet.

15) Commence discussions with all stakeholders on the design of location for the installation of four EV charging stations for four EV school buses which D158 has received notice of award of funding by the IEPA.

ATTACHMENTS

A. Preliminary design drawing of the Haligus Road entrance to Reed Road Campus
B. One-year operational savings review of the installed PV (solar) arrays

DR/jk


PHASE 1
EXISTING CONDITIONS
IMPERVIOUS AREA = 218,915 SF
EXISTING
MARLOWE MIDDLE
SCHOOL
HALIGUS RD
PHASE 1
PROPOSED CONDITIONS
IMPERVIOUS AREA = 218,915 SF
EXISTING
MARLOWE MIDDLE
SCHOOL
HALIGUS RD
NORTH
GRAPHIC SCALE IN FEET
0 40 80 160
PHASE 2
EXISTING CONDITIONS
IMPERVIOUS AREA = 36,009 SF
EXISTING
MARLOWE MIDDLE
SCHOOL
HALIGUS RD
PHASE 2
PROPOSED CONDITIONS
IMPERVIOUS AREA = 41,630 SF
EXISTING
MARLOWE MIDDLE
SCHOOL
HALIGUS RD
Kimley»Horn
HUNTLEY
EXISTING &
PROPOSED
IMPERVIOUS
COVERAGE
MARLOWE MIDDLE
SCHOOL
9525 HALIGUS ROAD
LAKE IN THE HILLS, IL 60156
ORIGINAL ISSUE:
01/27/2023
KHA PROJECT NO.
188295000
SHEET NUMBER
EX1

Calendar Year 2021 solar value

last edited by DGR
last edit date 2/6/2022

Location	Total Savings
HARMONY ROAD CAMPUS	$ 83,017
REED ROAD CAMPUS	$ 56,541
SQUARE BARN ROAD CAMPUS	$ 58,003
TOTAL COST AVOIDANCE ALL SITES	$ 197,561

HARMONY ROAD CAMPUS

ComEd billing period	12/7-1/10/22	11/4-12/7/21	10/6-11/4/21	9/7-10/6/21	8/6-9/7/21	7/8-8/6/21	6/11-7/8/21	5/7-6/11/21	4/8-5/7/21	3/10-4/8/21	2/9-3/10/21	1/11-2/9/21
recalculated invoice amount-RES w/o Solar	$ 18,161	$ 23,834	$ 27,839	$ 32,297	$ 32,156	$ 19,217	$ 13,447	$ 22,143	$ 15,295	$ 15,100	$ 23,644	$ 16,605
recalculated invoice amount-ComEd w/o Solar w rental lighting	$ 10,655	$ 9,818	$ 12,405	$ 17,196	$ 15,975	$ 10,655	$ 10,593	$ 14,846	$ 9,966	$ 10,110	$ 10,487	$ 10,062
subtotal recalculated invoice - ComEd + RES w rental light	$ 28,816	$ 33,652	$ 40,244	$ 49,493	$ 48,131	$ 29,872	$ 24,040	$ 36,989	$ 25,261	$ 25,210	$ 34,130	$ 26,667
cost of solar FFP invoice	$ 3,922	$ 4,293	$ 4,651	$ 7,403	$ 8,993	$ 7,802	$ 7,826	$ 10,058	$ 7,637	$ 7,113	$ 6,023	$ 3,634
ComEd invoice w rental lighting	$ 21,731	$ 23,581	$ 26,777	$ 28,102	$ 28,181	$ 12,718	$ 10,403	$ 16,162	$ 13,156	$ 15,595	$ 23,626	$ 20,099
net savings from Solar	**$ 3,163**	**$ 5,778**	**$ 8,815**	**$ 13,987**	**$ 10,957**	**$ 9,352**	**$ 5,811**	**$ 10,769**	**$ 4,468**	**$ 2,502**	**$ 4,481**	**$ 2,934**
total solar generation metered	150,845	165,111	178,885	284,747	345,887	300,072	301,005	386,857	293,725	273,560	231,673	139,769
kWh total from grid w/o solar	311,705	321,992	316,859	405,062	488,812	334,128	261,467	416,626	295,942	284,852	345,281	298,296
kWh total to grid	63,594	67,419	74,313	89,094	112,794	136,185	164,103	158,961	141,435	155,271	110,112	47,928
kW coincidental peak w/o Solar	771.23	717.72	1,043.03	1,512.78	1,441.58	804.94	875.55	1,214.04	757.09	791.08	767.08	772.56
kW coincidental peak w Solar	712.73	715.07	946.58	1,427.24	1,430.27	561.62	707.63	850.58	615.65	715.22	687.71	702.59

REED ROAD CAMPUS

ComEd billing period	12/6-1/7/22	11/3-12/6/21	10/5-11/3/21	9/3-10/5/21	8/5-9/3/21	7/7-8/5/21	6/7-7/7/21	5/7-6/7/21	4/7-5/7/21	3/9-4/7/21	2/8-3/9/21	1/13-2/8/21
recalculated invoice amount-RES w/o Solar	$ 14,367.85	$ 16,327.84	$17,721.20	$17,826.89	$20,887.38	$10,323.76	$12,253.40	$ 9,526.25	$10,454.68	$ 9,439.55	$19,679.90	$ 8,036.72
recalculated invoice amount-ComEd w/o Solar	$ 8,429.96	$ 7,732.13	$ 9,496.18	$11,758.37	$ 9,159.41	$ 7,181.97	$ 7,471.24	$ 9,819.06	$ 7,375.41	$ 6,932.23	$ 7,173.84	$ 6,649.78
subtotal recalculated RES plus ComEd	$ 22,797.81	$ 24,059.96	$27,217.38	$29,585.26	$30,046.79	$17,505.73	$19,724.64	$19,345.31	$17,830.09	$16,371.78	$26,853.74	$14,686.50
cost of solar-FFPinvoice	$ 2,331.84	$ 2,865.98	$ 3,327.25	$ 5,824.52	$ 5,687.27	$ 5,133.44	$ 5,954.91	$ 5,867.94	$ 5,465.56	$ 4,889.82	$ 3,586.02	$ 2,023.06
actual ComEd invoice w solar	$ 16,638.15	$ 17,815.28	$18,264.35	$16,071.62	$15,660.18	$ 6,316.79	$ 6,153.57	$ 8,918.27	$ 9,643.16	$10,076.49	$17,824.26	$13,143.81
Net Savings with Solar	**$ 3,827.82**	**$ 3,378.70**	**$ 5,625.79**	**$ 7,689.11**	**$ 8,699.34**	**$ 6,055.50**	**$ 7,616.17**	**$ 4,559.10**	**$ 2,721.37**	**$ 1,405.47**	**$ 5,443.47**	**$ (480.37)**
solar generation metered	89,686	110,230	127,971	224,020	218,741	197,440	229,035	225,690	210,214	188,070	137,924	77,810
kWh-total FROM Grid wo solar	229,237	239,632	225,855	277,021	297,974	191,011	219,288	229,605	229,915	210,660	258,131	191,561
kWh-total TO Grid	31,338	40,644	51,612	80,748	68,196	104,901	117,807	99,678	88,050	99,705	58,764	23,211
kW coincidental peak w/o solar	698.51	657.68	887.65	1,183.48	941.87	684.89	691.28	987.42	672.46	638.35	621.75	623.09
kW coincidental peak w solar	654.57	610.74	761.37	1,144.32	931.14	594.24	585.54	672.06	649.62	596.40	578.25	572.25

SQUARE BARN ROAD CAMPUS

ComEd Billing period	12/6-1/7/22	11/3-12/6/21	10/5-11/3/21	9/9-10/5/21	8/5-9/9/21	7/7-8/5/21	6/7-7/7/21	5/6-6/7/21	4/7-5/6/21	3/9-4/7/21	2/8-3/9/21	1/8-2/8/21
recalculated invoice amount -RES w/o Solar	$ 11,793.93	$ 16,078.04	$17,114.85	$16,033.73	$15,727.59	$ 8,579.51	$ 9,611.10	$11,534.12	$ 8,886.73	$ 8,552.81	$17,484.08	$11,200.45
recalculated invoice amount -ComEd w/oSolar	$ 9,306.74	$ 8,151.30	$10,320.38	$11,337.98	$11,257.28	$ 6,702.21	$ 7,929.15	$10,274.83	$ 8,186.16	$ 7,837.23	$ 9,179.94	$ 8,282.93
subtotal recalculated invoice RES plus ComEd	$ 21,100.67	$ 24,229.34	$27,435.23	$27,371.71	$26,984.87	$15,281.72	$17,540.25	$21,808.95	$17,072.89	$16,390.04	$26,664.02	$19,483.38
cost of solar-FFP invoice	$ 2,005.72	$ 2,252.51	$ 3,546.48	$ 5,091.68	$ 5,657.94	$ 3,715.35	$ 4,880.04	$ 6,820.24	$ 6,025.14	$ 5,412.13	$ 3,734.51	$ 2,430.84
ComEd invoice	$ 17,246.09	$ 18,483.56	$16,750.59	$12,197.90	$14,212.45	$ 6,313.57	$ 7,940.31	$ 7,345.83	$ 7,886.14	$ 9,021.46	$19,657.68	$14,732.29
net savings solar	**$ 1,848.86**	**$ 3,493.28**	**$ 7,138.16**	**$10,082.13**	**$ 7,114.49**	**$ 5,252.81**	**$ 4,719.90**	**$ 7,642.88**	**$ 3,161.62**	**$ 1,956.44**	**$ 3,271.83**	**$ 2,320.25**
solar generation metered	77,143	86,635	136,403	195,834	217,613	142,898	187,694	262,317	231,736	208,159	143,635	93,494
kWh total from grid wo solar	225,192	221,197	206,057	205,579	250,512	137,714	204,112	226,098	199,500	188,006	281,995	242,796
kWh total to grid	32,467	37,214	63,838	79,063	107,953	89,760	106,466	132,219	118,348	123,737	64,436	28,162
kW coincidental peak wo solar	634.35	602.37	909.53	1,025.79	1,042.86	561.90	601.00	860.84	633.12	615.55	628.51	581.65
kW coincidental peak w solar	588.44	588.28	781.84	948.32	986.04	356.96	418.04	504.52	606.80	568.84	579.80	531.16

0191805008 HRC

ComEd Harmony Road Campus

supplier (RES)		revised ComEd bill	revised ComEd bill	revised ComEd bill	revised ComEd bill	revised ComEd bill	revised ComEd bill	revised ComEd bill	revised ComEd bill	revised ComEd bill	revised ComEd bill	revised ComEd bill	revised ComEd bill
		ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES
Com Ed invoice date	12 mo. Total Ave.	1/11/2022	12/8/2021	11/5/2021	10/7/2021	9/8/2021	8/9/2021	7/9/2021	6/22/2021	5/10/2021	4/30/2021	3/11/2021	2/20/2021
billing days		30	30	30	30	30	30	30	30	30	30	30	30
invoice period		12/7-1/10/22	11/4-12/7/21	10/6-11/4/21	9/7-10/6/21	8/6-9/7/21	7/8-8/6/21	6/11-7/8/21	5/7-6/11/21	4/8-5/7/21	3/10-4/8/21	2/9-3/10/21	1/11-2/9/21
invoice amount-RES w rental light	$ 251,428	$ 12,513.66	$ 14,788.16	$ 16,231.79	$ 13,708.31	$ 14,080.83	$ 5,683.76	$ 2,624.13	$ 6,603.54	$ 5,928.34	$ 7,340.04	$ 15,029.50	$ 11,550.78
invoice amount-ComEd wo rental light	$ 136,838	$ 9,187.83	$ 8,762.19	$ 10,514.35	$ 14,365.27	$ 14,073.85	$ 7,008.95	$ 7,756.02	$ 9,532.99	$ 7,203.29	$ 8,230.60	$ 8,569.02	$ 8,521.44
invoice amount-ComEd w rental light		$ 9,217.43	$ 8,793.29	$ 10,545.64	$ 14,394.05	$ 14,099.89	$ 7,033.88	$ 7,778.89	$ 9,558.02	$ 7,227.86	$ 8,255.34	$ 8,596.73	$ 8,548.72
total cost at meter w/ rental light		$ 21,701.50	$ 23,550.35	$ 26,746.13	$ 28,073.58	$ 28,154.67	$ 12,692.71	$ 10,380.15	$ 16,136.54	$ 13,131.63	$ 15,570.65	$ 23,598.52	$ 20,072.22
calculated total cost at meter w rental light		$ 21,731.12	$ 23,581.45	$ 26,777.42	$ 28,102.36	$ 28,180.72	$ 12,717.64	$ 10,403.03	$ 16,161.57	$ 13,156.19	$ 15,595.39	$ 23,626.23	$ 20,099.50
aggregated ave price RES portion	$ 0.0589311	$ 0.05575	$ 0.06593	$ 0.07646	$ 0.06546	$ 0.06506	$ 0.03339	$ 0.02107	$ 0.03499	$ 0.04127	$ 0.04407	$ 0.06718	$ 0.05595
aggregate ave price ComEd portion	$ 0.0320729	$ 0.04093	$ 0.03906	$ 0.04953	$ 0.06866	$ 0.05504	$ 0.04117	$ 0.06226	$ 0.05087	$ 0.05014	$ 0.04941	$ 0.03830	$ 0.04128
aggregated ave total price at meter	$ 0.0910040	$ 0.09682	$ 0.10513	$ 0.12614	$ 0.13420	$ 0.11020	$ 0.07470	$ 0.08351	$ 0.08563	$ 0.09158	$ 0.09363	$ 0.10561	$ 0.09736
kWh-meter 230269570 LE from Grid (rev 080817 was 141803838 ,rev 0	803,532	74,813	74,761	70,758	69,797	85,234	56,742	41,516	62,904	47,878	55,515	74,568	68,813
kWh-meter 230269570 LE to Grid (rev 080817 was 141803838 ,rev 08114 was 079164485 LE	21,198	22,473	24,771	29,698	37,598	45,395	54,701	52,987	47,145	51,757	36,704	15,976	
kWh-meter 230269572 HHS east from Grid (rev 080817 was 141803744	1,240,498	74,813	74,761	70,758	69,797	85,234	56,742	41,516	62,904	47,878	55,515	74,568	68,813
kWh-meter 230269572 HHS east to Grid (rev 080817 was 141803740 ,rev 081114 was 141193	2,221,563	21,198	22,473	24,771	29,698	37,598	45,395	54,701	52,987	47,145	51,757	36,704	15,976
kWh-meter 230269404 HHS west from grid (rev 080817 was 141803744		74,813	74,761	70,758	69,797	85,234	56,742	41,516	62,904	47,878	55,515	74,568	68,813
kWh-meter 230269404 HHS west to grid (rev 080817 was 141803745 ,rev 081114 was 14186		21,198	22,473	24,771	29,698	37,598	45,395	54,701	52,987	47,145	51,757	36,704	15,976
kWh-meter 230223704 HHS FP from grid (rev 080817 was 141669707	442	15	17	13	18	17	15	17	18	18	18	16	16
solar array generation													
kWh total from grid	4,266,474	224,454	224,300	212,287	209,409	255,719	170,241	124,565	188,730	143,652	166,563	223,720	206,455
kWh total to grid		63,594	67,419	74,313	89,094	112,794	136,185	164,103	158,961	141,435	155,271	110,112	47,928
kWh-meter 230269570 LE from Grid (rev 080817 was 141803838		237.57	238.35	315.52	475.74	476.75	187.20	235.87	283.52	205.21	238.40	229.23	234.19
kWh-meter 230269572 HHS east from Grid (rev 080817 was 1418		237.57	238.35	315.52	475.74	476.75	187.20	235.87	283.52	205.21	238.40	229.23	234.19
kWh-meter 230269404 HHS west from grid (rev 080817 was 1418		237.57	238.35	315.52	475.74	476.75	187.20	235.87	283.52	205.21	238.40	229.23	234.19
kWh-meter 230223704 HHS FP from grid (rev 080817 was 14166		0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02
kW total		712.73	715.07	946.58	1,427.24	1,430.27	561.62	707.63	850.58	615.65	715.22	687.71	702.59
ComEd charges													
customer service charge		$ 662.79	$ 554.12	$ 554.12	$ 554.12	$ 554.12	$ 554.17	$ 554.17	$ 554.17	$ 554.17	$ 554.17	$ 554.17	$ 554.17
standard metering charge		$ 10.20	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64
rate - distribution facilities charge		$ 8.15	$ 7.91	$ 7.91	$ 7.91	$ 7.91	$ 7.92	$ 7.92	$ 7.92	$ 7.92	$ 7.92	$ 7.92	$ 7.92
quantity-distributed facilities charge		712.73	715.07	946.58	1,427.24	1,430.27	561.62	707.63	850.58	615.65	715.22	687.71	702.59
distribution facilities charge		$ 5,808.75	$ 5,656.20	$ 7,487.45	$ 11,289.47	$ 11,313.44	$ 4,448.03	$ 5,604.43	$ 6,736.59	$ 4,875.95	$ 5,664.54	$ 5,446.66	$ 5,564.51
rate - illinois electricity distribution charge		$ 0.00124	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121
illinois electricity distribution charge		$ 279.32	$ 271.40	$ 356.87	$ 253.38	$ 309.42	$ 205.99	$ 150.72	$ 228.36	$ 173.82	$ 201.54	$ 270.70	$ 249.01
meter lease		$ 26.09	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30
nonstandard facilities charge		$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93
rate - environmental cost recov adj		$ 0.00053	$ 0.00022	$ 0.00022	$ 0.00022	$ 0.00022	$ 0.00022	$ 0.00028	$ 0.00028	$ 0.00028	$ 0.00028	$ 0.00031	$ 0.00031
environmental cost recov adj		$ 118.96	$ 49.35	$ 46.70	$ 46.07	$ 56.26	$ 37.45	$ 34.88	$ 52.84	$ 40.22	$ 46.64	$ 69.35	$ 64.00
rate - EEPs		$ 0.00174	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137
EEPs		$ 396.55	$ 307.29	$ 290.83	$ 286.88	$ 350.34	$ 233.23	$ 170.65	$ 258.88	$ 196.88	$ 228.19	$ 306.50	$ 282.84
rate - RPS		$ 0.00189	$ 0.00189	$ 0.00189	$ 0.00189	$ (0.00109)	$ 0.00189	$ 0.00189	$ 0.00189	$ 0.00189	$ 0.00189	$ 0.00189	$ 0.00189
Renewable Portfolio Standard		$ 424.22	$ 423.93	$ 401.22	$ 395.78	$ (278.73)	$ 321.76	$ 235.43	$ 356.70	$ 271.50	$ 314.80	$ 422.83	$ 390.20
rate - Zero Emissions Standard		$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195
Zero Emissions Standard		$ 437.69	$ 437.39	$ 413.96	$ 408.35	$ 498.65	$ 331.97	$ 242.90	$ 368.02	$ 280.12	$ 324.80	$ 436.25	$ 402.59
single bill option credit		na	na	na	na	na	na	na	na	na	na	na	na
rate - franchise charges		$ 0.00174	$ 0.02016	$ 0.02016	$ 0.02016	$ 0.02016	$ 0.02016	$ 0.02016	$ 0.02016	$ 0.02108	$ 0.02108	$ 0.02108	$ 0.02108
quantity - franchise charges		6,708.91	6,708.91	8,512.08	12,310.00	12,389.86	5,438.53	6,536.66	7,743.68	5,833.12	6,647.52	6,499.43	6,584.37
franchise cost		$ 140.48	$ 135.25	$ 171.60	$ 248.17	$ 249.78	$ 109.64	$ 131.78	$ 156.11	$ 122.96	$ 140.13	$ 137.01	$ 139.05
state tax-see rate calculator		$ 680.85	$ 680.39	$ 644.71	$ 636.16	$ 773.71	$ 519.84	$ 384.18	$ 574.73	$ 440.87	$ 508.91	$ 678.67	$ 627.29
rate-energy efficiency adjustment		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
cuumlative Distribution supply rate charges		$ 0.00682	$ 0.00642	$ 0.00642	$ 0.00642	$ 0.00344	$ 0.00642	$ 0.00642	$ 0.00642	$ 0.00642	$ 0.00642	$ 0.00642	$ 0.00642

ComEd rental charges

kWh consumed		213	198	166	148	148	121	99	131	123	137	158	174
commodity cost		$ 7.20	$ 7.90	$ 8.76	$ 6.30	$ 4.84	$ 3.57	$ 2.48	$ 2.81	$ 2.95	$ 2.84	$ 6.39	$ 3.99
net unit commodity cost		$ 0.03380	$ 0.03990	$ 0.05277	$ 0.04257	$ 0.03270	$ 0.02950	$ 0.02505	$ 0.02145	$ 0.02398	$ 0.02073	$ 0.04044	$ 0.02293
transmission unit charge		$ 0.00841	$ 0.00838	$ 0.00838	$ 0.00838	$ 0.00867	$ 0.00867	$ 0.00867	$ 0.00867	$ 0.00836	$ 0.00836	$ 0.00836	$ 0.00836
Transmission Service charge		$ 1.79	$ 1.66	$ 1.39	$ 1.24	$ 1.28	$ 1.05	$ 0.86	$ 1.14	$ 1.03	$ 1.16	$ 1.32	$ 1.45
purchased electricity adjustment		$ (1.07000)	$ 0.31000	$ 0.30000	$ 0.61000	$ (0.26000)	$ 0.01000	$ (0.50000)	$ 0.66000	$ 0.23000	$ 0.23000	$ (0.79000)	$ 0.85000
misc. procurement component Charge units		$ 0.00091	$ 0.00091	$ 0.00091	$ 0.00091	$ 0.00092	$ 0.00092	$ 0.00092	$ 0.00092	$ 0.00099	$ 0.00099	$ 0.00099	$ 0.00099
misc. procurement component Charge		$ 0.19	$ 0.18	$ 0.15	$ 0.13	$ 0.14	$ 0.11	$ 0.09	$ 0.12	$ 0.12	$ 0.14	$ 0.16	$ 0.17
lighting-added equipment		$ 8.77	$ 8.77	$ 8.77	$ 8.77	$ 8.77	$ 8.77	$ 8.77	$ 8.77	$ 8.77	$ 8.77	$ 8.77	$ 8.77
additional facilities charge		$ 5.19	$ 5.19	$ 5.19	$ 5.19	$ 5.19	$ 5.19	$ 5.19	$ 5.19	$ 5.19	$ 5.19	$ 5.19	$ 5.19
rate - illinois electricity distribution charge		$ 0.00124	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121
illinois electricity distribution charge		$ 0.26	$ 0.24	$ 0.20	$ 0.18	$ 0.18	$ 0.15	$ 0.12	$ 0.16	$ 0.15	$ 0.17	$ 0.19	$ 0.21
nonstandard facilities charge		$ 4.50	$ 4.50	$ 4.50	$ 4.50	$ 4.50	$ 4.50	$ 4.50	$ 4.50	$ 4.50	$ 4.50	$ 4.50	$ 4.50
rate-energy efficiency adjustment													
energy efficiency adjustment													
rate - environmental cost recovery		$ 0.00053	$ 0.00022	$ 0.00022	$ 0.00022	$ 0.00022	$ 0.00022	$ 0.00028	$ 0.00028	$ 0.00028	$ 0.00028	$ 0.00031	$ 0.00031
environmental cost recovery		$ 0.11	$ 0.04	$ 0.04	$ 0.03	$ 0.03	$ 0.03	$ 0.03	$ 0.04	$ 0.03	$ 0.04	$ 0.05	$ 0.05
rate - EEPs		$ 0.00382	$ 0.00260	$ 0.00260	$ 0.00260	$ 0.00260	$ 0.00260	$ 0.00260	$ 0.00260	$ 0.00260	$ 0.00260	$ 0.00260	$ 0.00260
EEPs		$ 0.77	$ 0.51	$ 0.43	$ 0.38	$ 0.38	$ 0.31	$ 0.26	$ 0.34	$ 0.32	$ 0.36	$ 0.41	$ 0.45
rate - RPS		$ 0.001890	$ 0.001890	$ 0.001890	$ 0.001890	$ (0.001090)	$ 0.001890	$ 0.001890	$ 0.001890	$ 0.001890	$ 0.001890	$ 0.001890	$ 0.001890
Renewable Portfolio Standard		$ 0.40	$ 0.37	$ 0.31	$ 0.28	$ (0.16)	$ 0.23	$ 0.19	$ 0.25	$ 0.23	$ 0.26	$ 0.30	$ 0.33
rate - Zero Emissions Standard		$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195
Zero Emissions Standard		$ 0.42	$ 0.39	$ 0.32	$ 0.29	$ 0.29	$ 0.24	$ 0.19	$ 0.26	$ 0.24	$ 0.27	$ 0.31	$ 0.34
rate - franchise charge		$ 0.02016	$ 0.02016	$ 0.02016	$ 0.02016	$ 0.02016	$ 0.02016	$ 0.02016	$ 0.02016	$ 0.02108	$ 0.02108	$ 0.02108	$ 0.02108
quantity - franchise charge		$ 18.72	$ 18.70	$ 18.66	$ 18.64	$ 18.64	$ 18.61	$ 18.58	$ 18.62	$ 18.61	$ 18.63	$ 18.65	$ 18.67
franchise cost		$ 0.38	$ 0.38	$ 0.38	$ 0.38	$ 0.38	$ 0.38	$ 0.37	$ 0.38	$ 0.39	$ 0.39	$ 0.39	$ 0.39
state tax-see rate calulator		$ 0.70	$ 0.65	$ 0.55	$ 0.49	$ 0.40	$ 0.33	$ 0.49	$ 0.43	$ 0.48	$ 0.52	$ 0.52	$ 0.57
subtotal ComEd charges wo rental		$ 9,187.83	$ 8,762.19	$ 10,514.35	$ 14,365.27	$ 14,073.85	$ 7,008.95	$ 7,756.02	$ 9,532.99	$ 7,203.29	$ 8,230.60	$ 8,569.02	$ 8,521.44
ComEd rental lighting charges subtotal		$ 29.62	$ 31.10	$ 31.29	$ 28.77	$ 26.05	$ 24.93	$ 22.88	$ 25.03	$ 24.56	$ 24.74	$ 27.71	$ 27.28
subtotal ComEd charges w rental light		$ 9,217.45	$ 8,793.29	$ 10,545.64	$ 14,394.05	$ 14,099.89	$ 7,033.88	$ 7,778.89	$ 9,558.02	$ 7,227.86	$ 8,255.34	$ 8,596.73	$ 8,548.72

RES Invoice calculation

thru date on RES invoice		12/7-1/10/22	11/4-12/7/21	10/6-11/4/21	9/7-10/6/21	8/6-9/7/21	7/8-8/6/21	6/11-7/8/21	5/7-6/11/21	4/8-5/7/21	3/10-4/8/21	2/9-3/10/21	1/11-2/9/21
metered usage reported by ComEd		224,454.00	224,300.00	212,287.00	209,409.00	255,719.00	170,241.00	124,565.00	188,730.00	143,652.00	166,563.00	223,720.00	206,455.00
ComEd net rate for supply		0.03304	0.04940	0.06299	0.05826	0.04611	0.03313	0.02294	0.03170	0.02629	0.02700	0.04538	0.03041
Electricity Supply charge		$ 5,637.36	$ 10,733.58	$ 12,986.31	$ 11,331.26	$ 12,230.49	$ 5,628.54	$ 3,480.01	$ 5,938.59	$ 3,695.28	$ 4,222.21	$ 11,271.22	$ 5,263.75
transmission service charge rate		$ 0.00841	$ 0.00838	$ 0.00838	$ 0.00838	$ 0.00866	$ 0.00867	$ 0.00867	$ 0.00867	$ 0.00836	$ 0.00836	$ 0.00836	$ 0.00836
transmission service charge rate		$ 1,887.66	$ 1,879.63	$ 1,778.97	$ 1,754.85	$ 2,214.53	$ 1,475.99	$ 1,079.98	$ 1,636.29	$ 1,200.93	$ 1,392.47	$ 1,870.30	$ 1,725.96
Capacity Charges demand reported kW		810.02	810.02	810.02	810.02	810.02	810.02	810.02	810.02	815.90	815.90	815.90	815.90
Capacity Charges rate		6.12131	6.09233	6.09233	6.09233	6.09233	6.10086	6.10086	6.10086	5.81723	5.81723	5.81723	5.81723
capacity charges subtotal		$ 4,958.38	$ 4,934.91	$ 4,934.91	$ 4,934.91	$ 4,934.91	$ 4,941.82	$ 4,941.82	$ 4,941.82	$ 4,746.28	$ 4,746.28	$ 4,746.28	$ 4,746.28
Purchased Electricity Adjustment		$ (1,122.27)	$ 347.66	$ 386.36	$ 869.05	$ (444.95)	$ 11.92	$ (622.83)	$ 943.65	$ 81.88	$ 274.83	$ (1,118.61)	$ 1,013.69
Misc. Procurement Component Chg rate		$ 0.00091	$ 0.00091	$ 0.00091	$ 0.00091	$ 0.00092	$ 0.00092	$ 0.00092	$ 0.00092	$ 0.00099	$ 0.00099	$ 0.00099	$ 0.00099
Misc. Procurement Component Charge		$ 204.25	$ 204.11	$ 193.18	$ 190.56	$ 235.26	$ 156.62	$ 114.60	$ 173.63	$ 142.22	$ 164.90	$ 221.48	$ 204.39
Net Metering Credit-Hourly pricing		$ (2,269.69)	$ (3,207.24)	$ (3,912.89)	$ (5,092.58)	$ (5,290.67)	$ (6,521.60)	$ (7,189.96)	$ (6,335.63)	$ (3,857.63)	$ (3,204.44)	$ (2,511.73)	$ (1,167.97)
Net Metering Credit-Supply Rate		$ 0.00500	$ (0.00155)	$ (0.00182)	$ (0.00415)	$ 0.00174	$ (0.00007)	$ 0.00500	$ (0.00500)	$ (0.00057)	$ (0.00165)	$ 0.00500	$ (0.00491)
Net Metering Credit-Supply		$ 317.97	$ (104.50)	$ (135.25)	$ (369.74)	$ 196.26	$ (9.53)	$ 820.52	$ (794.81)	$ (80.62)	$ (256.20)	$ 550.56	$ (235.33)
total credit for to grid		$ (1,951.72)	$ (3,311.74)	$ (4,047.94)	$ (5,372.32)	$ (5,094.41)	$ (6,531.13)	$ (6,369.45)	$ (6,130.44)	$ (3,938.25)	$ (3,460.64)	$ (1,961.17)	$ (1,403.30)
unit value of power to grid		$ (0.03069)	$ (0.04912)	$ (0.05447)	$ (0.06030)	$ (0.04517)	$ (0.04796)	$ (0.03881)	$ (0.03857)	$ (0.02784)	$ (0.02229)	$ (0.01781)	$ (0.02928)
credit rate for mixed portion		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
calculated total RES cost this invoice		$ 12,513.66	$ 14,788.16	$ 16,231.79	$ 13,708.31	$ 14,080.83	$ 5,683.76	$ 2,624.13	$ 6,603.54	$ 5,928.34	$ 7,340.04	$ 15,029.50	$ 11,550.78

recalculated charges wo Solar

ComEd billing period		12/7-1/10/22	11/4-12/7/21	10/6-11/4/21	9/7-10/6/21	8/6-9/7/21	7/8-8/6/21	6/11-7/8/21	5/7-6/11/21	4/8-5/7/21	3/10-4/8/21	2/9-3/10/21	1/11-2/9/21
recalculated invoice amount-RES w/o Solar		$ 16,161.00	$ 23,833.80	$ 27,838.54	$ 32,297.12	$ 32,155.58	$ 19,216.50	$ 13,446.62	$ 22,143.20	$ 15,294.78	$ 15,100.37	$ 23,643.81	$ 16,605.29
recalculated invoice amount-ComEd w/o Solar w rental lighting		$ 10,654.79	$ 9,818.17	$ 12,405.02	$ 17,196.04	$ 15,975.40	$ 10,655.16	$ 10,593.12	$ 14,846.06	$ 9,966.13	$ 10,109.62	$ 10,486.65	$ 10,061.92
subtotal recalculated invoice - ComEd + RES w rental light		$ 28,815.79	$ 33,651.97	$ 40,243.56	$ 49,493.16	$ 48,130.98	$ 29,871.66	$ 24,039.74	$ 36,989.26	$ 25,260.91	$ 25,209.99	$ 34,130.46	$ 26,667.21
cost of solar FFP invoice		$ 3,921.97	$ 4,292.89	$ 4,651.01	$ 7,403.42	$ 8,993.06	$ 7,801.87	$ 7,826.13	$ 10,058.28	$ 7,636.85	$ 7,112.56	$ 6,023.50	$ 3,633.99
ComEd invoice w rental lighting	**annual total**	$ 21,731.12	$ 23,581.45	$ 26,777.42	$ 28,102.36	$ 28,180.72	$ 12,717.64	$ 10,403.03	$ 16,161.57	$ 13,156.19	$ 15,595.39	$ 23,626.23	$ 20,099.50
net savings from Solar	$83,016.54	$3,162.70	$5,777.63	$8,815.13	$13,987.38	$10,957.20	$9,352.16	$5,810.58	$10,769.41	$4,467.87	$2,502.04	$4,480.73	$2,933.72
total solar generation metered		150,845	165,111	178,885	284,747	345,887	300,072	301,005	386,857	293,725	273,560	231,673	139,769
kWh total from grid w/o solar		311,705	321,992	316,859	405,062	488,812	334,128	261,467	416,626	295,942	284,852	345,281	298,296
kWh total to grid		63,594	67,419	74,313	89,094	112,794	136,185	164,103	158,961	141,435	155,271	110,112	47,928
kW coincidental peak w/o Solar		771.23	717.72	1,043.03	1,512.78	1,441.58	804.94	875.55	1,214.04	757.09	791.08	767.08	772.56
kW coincidental peak w Solar		712.73	715.07	946.58	1,427.24	1,430.27	561.62	707.63	850.58	615.65	715.22	687.71	702.59
ComEd charges													
customer service charge		$ 662.79	$ 554.12	$ 554.12	$ 554.12	$ 554.12	$ 554.17	$ 554.17	$ 554.17	$ 554.17	$ 554.17	$ 554.17	$ 554.17
standard metering charge		$ 10.20	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64	$ 12.64
rate - distribution facilities charge		8.15	7.91	7.91	7.91	7.91	7.92	7.92	7.92	7.92	7.92	7.92	7.92
distribution facilities charge		$ 6,285.52	$ 5,677.17	$ 8,250.37	$ 11,966.09	$ 11,402.90	$ 6,375.12	$ 6,934.36	$ 9,615.20	$ 5,996.15	$ 6,265.35	$ 6,075.27	$ 6,118.68
rate - illinois electricity distribution charge		0.00124	0.00121	0.00121	0.00121	0.00121	0.00121	0.00121	0.00121	0.00121	0.00121	0.00121	0.00121
illinois electricity distribution charge		$ 386.51	$ 389.61	$ 383.40	$ 490.13	$ 591.46	$ 404.29	$ 316.38	$ 504.12	$ 388.09	$ 344.67	$ 417.79	$ 360.94
meter lease		$ 26.09	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30	$ 25.30
nonstandard facilities charge		$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93	$ 208.93
rate - environmental cost recov adj		$ 0.00053	$ 0.00022	$ 0.00022	$ 0.00022	$ 0.00022	$ 0.00022	$ 0.00028	$ 0.00028	$ 0.00028	$ 0.00028	$ 0.00031	$ 0.00031
environmental cost recov adj		$ 165.20	$ 70.84	$ 69.71	$ 89.11	$ 107.54	$ 73.51	$ 73.21	$ 116.66	$ 82.86	$ 79.76	$ 107.04	$ 92.47
rate - EEPs		$ 0.00174	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137	$ 0.00137
EEPs		$ 542.37	$ 441.13	$ 434.10	$ 554.93	$ 669.67	$ 457.76	$ 358.21	$ 570.78	$ 405.44	$ 390.25	$ 473.03	$ 408.67
rate - RPS		$ 0.00189	$ 0.00189	$ 0.00189	$ 0.00189	$ (0.00109)	$ 0.00189	$ 0.00189	$ 0.00189	$ 0.00189	$ 0.00189	$ 0.00189	$ 0.00189
Renewable Portfolio Standard		$ 589.12	$ 608.56	$ 598.86	$ 765.57	$ (532.81)	$ 631.50	$ 494.17	$ 787.42	$ 589.33	$ 538.37	$ 652.58	$ 563.78
rate - Zero Emissions Standard		$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195	$ 0.00195
Zero Emissions Standard		$ 607.82	$ 627.88	$ 617.88	$ 789.87	$ 953.18	$ 651.55	$ 509.86	$ 812.42	$ 577.09	$ 555.46	$ 673.30	$ 581.68
calculated rate from ComEd bill- franchise rax		0.000625874	0.000602994	0.000883358	0.001185095	0.000976774	0.000644033	0.001079114	0.000827174	0.000855973	0.000841302	0.000612408	0.000673512
franchise tax		$ 196.09	$ 194.16	$ 256.13	$ 480.04	$ 477.46	$ 215.19	$ 276.61	$ 344.62	$ 253.32	$ 231.65	$ 211.46	$ 200.91
calculated rate from ComEd bill- state rax		0.0030334	0.0030334	0.0030370	0.0030379	0.0030256	0.0030535	0.0030842	0.0030453	0.0030690	0.0030554	0.0030338	0.0030389
state tax		$ 945.51	$ 976.73	$ 962.30	$ 1,230.54	$ 1,478.95	$ 1,020.27	$ 806.41	$ 1,268.77	$ 908.24	$ 870.33	$ 1,047.43	$ 906.48
subtotal ComEd charges		$ 10,625.17	$ 9,787.07	$ 12,373.73	$ 17,167.27	$ 15,949.35	$ 10,630.23	$ 10,570.24	$ 14,821.02	$ 9,941.57	$ 10,084.88	$ 10,458.94	$ 10,034.64
ComEd rental charges		$ 29.62	$ 31.10	$ 31.29	$ 28.77	$ 26.05	$ 24.93	$ 22.88	$ 25.03	$ 24.56	$ 24.74	$ 27.71	$ 27.28
ComEd charges w rental light		$ 10,654.79	$ 9,818.17	$ 12,405.02	$ 17,196.04	$ 15,975.40	$ 10,655.16	$ 10,593.12	$ 14,846.06	$ 9,966.13	$ 10,109.62	$ 10,486.65	$ 10,061.92

RES Invoice calculation

		12/7-1/10/22	11/4-12/7/21	10/6-11/4/21	9/7-10/6/21	8/6-9/7/21	7/8-8/6/21	6/11-7/8/21	5/7-6/11/21	4/8-5/7/21	3/10-4/8/21	2/9-3/10/21	1/11-2/9/21
ComEd net rate for supply		0.038036123	0.047853678	0.061173364	0.054110664	0.047847403	0.033062188	0.027937302	0.026697345	0.025723833	0.025349027	0.050380923	0.025495871
Electricity Supply charge		$ 11,856.05	$ 15,408.50	$ 19,383.33	$ 21,918.17	$

ComEd Reed Road Campus

notes rate class change point due to cooincidental peak moving from 400kW to 1000kW rage to 1000kW to 100000kW range

supplier (RES)	12 mo	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES
Invoice date-RES	10/16	rev invoice	rev invoice	rev invoice	rev invoice	rev invoice	rev invoice	rev invoice	rev invoice	rev invoice	rev invoice	rev invoice	rev invoice
invoice issue date		1/10/2022	12/7/2021	11/4/2021	10/6/2021	9/7/2021	8/6/2021	7/8/2021	6/14/2021	6/11/2021	6/10/2021	6/9/2021	6/8/2021
Meter read date-ComEd		1/10/2022	11/3/2021	11/3/2021	10/5/2021	9/7/2021	8/5/2021	7/7/2021	6/7/2021	5/7/2021	4/7/2021	3/9/2021	2/8/2021
thru date on invoice		12/6-1/7/22	11/3-12/6/21	10/5-11/3/21	9/3-10/5/21	8/5-9/3/21	7/7-8/5/21	6/7-7/7/21	5/7-6/7/21	4/7-5/7/21	3/9-4/7/21	2/8-3/9/21	1/13-2/8/21
invoice amount-RES		$ 8,507.53	$ 10,434.27	$ 9,871.29	$ 5,477.32	$ 6,986.61	$ 312.21	$ 104.72	$ 2,257.08	$ 3,147.21	$ 3,825.78	$ 11,087.34	$ 6,912.21
invoice amount-ComEd		$ 8,130.62	$ 7,381.01	$ 8,393.06	$ 10,594.30	$ 8,673.57	$ 6,004.59	$ 6,048.84	$ 6,661.19	$ 6,495.96	$ 6,250.72	$ 6,736.92	$ 6,231.60
total RES plus COmEd calculated		$ 16,638.15	$ 17,815.28	$ 18,264.35	$ 16,071.62	$ 15,660.18	$ 6,316.79	$ 6,153.57	$ 8,918.27	$ 9,643.16	$ 10,076.49	$ 17,824.26	$ 13,143.81
aggregated ave price RES portion		$ 0.04978	$ 0.06136	$ 0.06603	$ 0.04095	$ 0.04739	$ 0.00317	$ 0.00097	$ 0.02179	$ 0.02921	$ 0.03128	$ 0.06195	$ 0.05047
aggregated ave price ComEd portion		$ 0.04758	$ 0.04341	$ 0.05614	$ 0.07921	$ 0.05883	$ 0.06098	$ 0.05598	$ 0.06430	$ 0.06029	$ 0.05111	$ 0.03764	$ 0.04550
aggregated ave total price at meter		$ 0.09736	$ 0.10477	$ 0.12217	$ 0.12016	$ 0.10622	$ 0.06415	$ 0.05695	$ 0.08609	$ 0.08949	$ 0.08239	$ 0.09959	$ 0.09597
account # 5918032028 RRC		orange cells mean es	orange cells mean	orange cells mean	orange cells mean	orange cells mean	orange cells mean	orange cells mean	orange cells mean	orange cells mean	orange cells mean	orange cells mean	orange cells mean est
kWh-meter 230269580 CH kWh **from** grid	(r	56963	56682	49832	44583	49143	32824	36020	34531	35917	40765	59657	45654
kWh-meter 230269580 CH kWh **to** grid	(rep	10446	13548	17204	26916	22732	34967	39269	33226	29350	33235	19588	7737
kWh-meter 230269582 Mart kWh **from** grid		56963	56682	49832	44583	49143	32824	36020	34531	35917	40765	59657	45654
kWh-meter 230269582 Mart kWh **to** grid	(rep	10446	13548	17204	26916	22732	34967	39269	33226	29350	33235	19588	7737
kWh-meter 230269579 MMS kWh **from** grid		56963	56682	49832	44583	49143	32824	36020	34531	35917	40765	59657	45654
kWh-meter 230269579 MMS kWh **to** grid	(rep	10446	13548	17204	26916	22732	34967	39269	33226	29350	33235	19588	7737
kWh-total FROM Grid		170,889	170,046	149,496	133,749	147,429	98,472	108,060	103,593	107,751	122,295	178,971	136,962
kWh-total TO Grid		31,338	40,644	51,612	80,748	68,196	104,901	117,807	99,678	88,050	99,705	58,764	23,211
kWh-meter 230269580 CH kWh from grid	(re	218.19	203.58	253.79	381.44	310.38	198.08	195.18	224.02	216.54	198.80	192.75	190.75
kWh-meter 230269582 Mart kWh from grid		218.19	203.58	253.79	381.44	310.38	198.08	195.18	224.02	216.54	198.80	192.75	190.75
kWh-meter 230269579 MMS kWh from grid	(	218.19	203.58	253.79	381.44	310.38	198.08	195.18	224.02	216.54	198.80	192.75	190.75
kW coincidental peak total		654.57	610.74	761.37	**1144.32**	931.14	594.24	585.54	672.06	649.62	596.40	578.25	572.25
RES charges		$ 8,507.53	$ 10,434.27	$ 9,871.29	$ 5,477.32	$ 6,986.61	$ 312.21	$ 104.72	$ 2,257.08	$ 3,147.21	$ 3,825.78	$ 11,087.34	$ 6,912.21
ComEd charges	ratio												
customer service charge		**$ 662.79**	**$ 554.12**	**$ 554.12**	**$ 101.64**	**$ 101.64**	**$ 101.65**	**$ 101.65**	**$ 101.24**	**$ 101.24**	**$ 101.24**	**$ 101.24**	**$ 101.24**
standard metering charge		**$ 10.20**	**$ 12.64**	**$ 12.64**	**$ 11.99**	**$ 11.99**	**$ 11.99**	**$ 11.99**	**$ 11.99**	**$ 11.94**	**$ 11.94**	**$ 11.94**	**$ 11.94**
rate - distribution facilties charge		8.15	7.91	**7.91**	7.53	7.53	7.53	7.53	7.53	7.50	7.50	7.50	7.50
units		654.57	610.74	761.37	**1,144.32**	931.14	594.24	585.54	672.06	649.62	596.40	578.25	572.25
distribution facilties charge		**$ 5,334.75**	**$ 4,830.95**	**$ 6,022.44**	**$ 8,616.73**	**$ 7,011.48**	**$ 4,474.63**	**$ 4,409.12**	**$ 5,060.61**	**$ 4,872.15**	**$ 4,473.00**	**$ 4,336.88**	**$ 4,291.88**
single bill option credit		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
rate - illinois electricity distribution charge		$ 0.00124	$ 0.00121	$ 0.00121	$ 0.00122	$ 0.00122	$ 0.00122	$ 0.00122	$ 0.00122	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121
illinois electricity distribution charge		**$ 211.90**	**$ 205.76**	**$ 180.89**	**$ 163.17**	**$ 179.86**	**$ 120.14**	**$ 131.83**	**$ 126.38**	**$ 130.38**	**$ 147.98**	**$ 216.55**	**$ 165.72**
meter lease		**$ 20.36**	**$ 19.66**	**$ 19.66**	**$ 32.19**	**$ 32.19**	**$ 32.19**	**$ 32.19**	**$ 32.19**	**$ 32.19**	**$ 32.19**	**$ 32.19**	**$ 32.19**
nonstandard facilties charge		**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**
rate- environmental cost recov adj		0.00053	0.00022	0.00022	0.00022	0.00022	0.00022	0.00028	0.00028	0.00028	0.00028	0.00031	0.00031
environmental cost recov adj		**$ 90.57**	**$ 37.41**	**$ 32.89**	**$ 29.42**	**$ 32.43**	**$ 21.66**	**$ 30.26**	**$ 29.01**	**$ 30.17**	**$ 34.24**	**$ 55.48**	**$ 42.46**
rate - EEPs		0.00174	0.00137	0.00137	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260
EEPs		**$ 297.35**	**$ 232.96**	**$ 204.81**	**$ 347.75**	**$ 383.32**	**$ 256.03**	**$ 280.96**	**$ 269.34**	**$ 280.15**	**$ 317.97**	**$ 465.32**	**$ 356.10**
rate - Renewable Portfolio Standard		0.00189	0.00189	0.00189	0.00189	(0.00109)	0.00189	0.00189	0.00189	0.00189	0.00189	0.00189	0.00189
Renewable Portfolio Standard		**$ 322.98**	**$ 321.39**	**$ 282.55**	**$ 252.79**	**$ (160.70)**	**$ 186.11**	**$ 204.23**	**$ 195.79**	**$ 203.65**	**$ 231.14**	**$ 338.26**	**$ 258.86**
rate- Zero Emissions Standard		0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195
Zero Emissions Standard		**$ 333.23**	**$ 331.59**	**$ 291.52**	**$ 260.81**	**$ 287.49**	**$ 192.02**	**$ 210.72**	**$ 202.01**	**$ 210.11**	**$ 238.48**	**$ 348.99**	**$ 267.08**
franchise tax		**$ 99.95**	**$ 90.49**	**$ 108.55**	**$ 141.58**	**$ 116.99**	**$ 76.80**	**$ 75.96**	**$ 85.96**	**$ 64.95**	**$ 60.33**	**$ 59.52**	**$ 58.36**
state tax		**$ 521.76**	**$ 519.26**	**$ 458.22**	**$ 411.45**	**$ 452.09**	**$ 306.59**	**$ 335.16**	**$ 321.89**	**$ 334.24**	**$ 377.44**	**$ 545.76**	**$ 421.00**
subtotal ComEd charges		$ 8,130.62	$ 7,381.01	$ 8,393.06	$ 10,594.30	$ 8,673.57	$ 6,004.59	$ 6,048.84	$ 6,661.19	$ 6,495.96	$ 6,250.72	$ 6,736.92	$ 6,231.60
RES charges analysis													
ComEd invoice date		1/10/2022	11/3/2021	11/3/2021	10/5/2021	9/7/2021	8/5/2021	7/7/2021	6/7/2021	5/7/2021	4/7/2021	3/9/2021	2/8/2021
thru date on ComEd invoice		12/6-1/7/22	11/3-12/6/21	10/5-11/3/21	9/3-10/5/21	8/5-9/3/21	7/7-8/5/21	6/7-7/7/21	5/7-6/7/21	4/7-5/7/21	3/9-4/7/21	2/8-3/9/21	1/13-2/8/21
metered usage reported by ComEd		170,889.00	170,046.00	149,496.00	133,749.00	147,429.00	98,472.00	108,060.00	103,593.00	107,751.00	122,295.00	178,971.00	136,962.00
ComEd net rate for supply		0.03226	0.05138	0.06160	0.05422	0.04854	0.03132	0.02472	0.03086	0.02637	0.02687	0.04719	0.02935
Electricity Supply charge		**$ 6,366.89**	**$ 8,473.31**	**$ 8,936.94**	**$ 6,696.92**	**$ 7,412.65**	**$ 3,077.43**	**$ 3,211.97**	**$ 2,678.42**	**$ 2,780.15**	**$ 3,084.73**	**$ 9,340.50**	**$ 3,347.77**
transmission service charge rate		0.00841	0.00838	0.00838	0.00838	0.00866	0.00867	0.00867	0.00867	0.00836	0.00836	0.00836	0.00836
transmission service charge		**$ 1,437.18**	**$ 1,424.99**	**$ 1,252.78**	**$ 1,120.82**	**$ 1,276.74**	**$ 853.75**	**$ 936.88**	**$ 898.15**	**$ 900.80**	**$ 1,022.39**	**$ 1,496.20**	**$ 1,145.00**
Capacity Charges demand reported kW		415.66	415.66	415.66	415.66	415.66	415.66	415.66	415.66	430.42	430.42	430.42	430.42
Capacity Charges rate		6.12131	6.09233	6.09233	6.09233	6.09233	6.10086	6.10086	6.10086	5.81723	5.81723	5.81723	5.81723
capacity charges subtotal		**$ 2,544.38**	**$ 2,532.34**	**$ 2,532.34**	**$ 2,532.34**	**$ 2,532.34**	**$ 2,535.88**	**$ 2,535.88**	**$ 2,535.88**	**$ 2,503.85**	**$ 2,503.85**	**$ 2,503.85**	**$ 2,503.85**
Purchased Electricity Adjustment		**$ (854.45)**	**$ 263.57**	**$ 272.08**	**$ 555.06**	**$ (256.53)**	**$ 6.89**	**$ (540.30)**	**$ 517.97**	**$ 61.42**	**$ 201.79**	**$ (894.86)**	**$ 672.48**
Misc. Procurement Component Chg rate		0.000910	0.000910	0.000910	0.000910	0.000920	0.000920	0.000920	0.000920	0.000990	0.000990	0.000990	0.000990
Misc. Procurement Component Charge		**$ 155.51**	**$ 154.74**	**$ 136.04**	**$ 121.71**	**$ 135.63**	**$ 90.59**	**$ 99.42**	**$ 95.31**	**$ 106.67**	**$ 121.07**	**$ 177.18**	**$ 135.59**
net meter credit hourly price		**$ (1,006.60)**	**$ (1,974.09)**	**$ (2,685.48)**	**$ (4,464.27)**	**$ (3,579.56)**	**$ (5,239.00)**	**$ (5,598.39)**	**$ (3,014.35)**	**$ (2,332.23)**	**$ (2,011.30)**	**$ (1,279.91)**	**$ (561.50)**
rate credited		(0.03212)	(0.04857)	(0.05203)	(0.05529)	(0.05249)	(0.04994)	(0.04752)	(0.03024)	(0.02649)	(0.02017)	(0.02178)	(0.02419)
net metering credit supply rate		(0.00432)	(0.01084)	(0.01111)	(0.01344)	(0.00784)	(0.00966)	(0.00459)	(0.01459)	(0.00992)	(0.01100)	(0.00435)	(0.01426)
net metering credit - supply		**$ (135.38)**	**$ (440.58)**	**$ (573.41)**	**$ (1,085.25)**	**$ (534.66)**	**$ (1,013.34)**	**$ (540.73)**	**$ (1,454.30)**	**$ (873.46)**	**$ (1,096.76)**	**$ (255.62)**	**$ (330.99)**
total unit price credit		(0.03644)	(0.05941)	(0.06314)	(0.06873)	(0.06033)	(0.05960)	(0.05211)	(0.04483)	(0.03641)	(0.03117)	(0.02613)	(0.03845)
total RES charges invoice		**$ 8,507.53**	**$ 10,434.27**	**$ 9,871.29**	**$ 5,477.32**	**$ 6,986.61**	**$ 312.21**	**$ 104.72**	**$ 2,257.08**	**$ 3,147.21**	**$ 3,825.78**	**$ 11,087.34**	**$ 6,912.21**

recalculation to analyze savings below this line

supplier (RES)		recalcuate wo sola	recalcuate wo sol	recalcuate wo sol	recalcuate wo sol	recalcuate wo sol	recalcuate wo sol	recalcuate wo sol	recalcuate wo sol	recalcuate wo sol	recalcuate wo sol	recalcuate wo sol	recalcuate wo solar
ComEd billing period		12/6-1/7/22	11/3-12/6/21	10/5-11/3/21	9/3-10/5/21	8/5-9/3/21	7/7-8/5/21	6/7-7/7/21	5/7-6/7/21	4/7-5/7/21	3/9-4/7/21	2/8-3/9/21	1/13-2/8/21
recalculated invoice amount-RES w/o Solar		$ 14,367.85	$ 16,327.84	$ 17,721.20	$ 17,826.89	$ 20,887.38	$ 10,323.76	$ 12,253.40	$ 9,526.25	$ 10,454.68	$ 9,439.55	$ 19,679.90	$ 8,036.72
recalculated invoice amount-ComEd w/o Solar		$ 8,429.96	$ 7,732.13	$ 9,496.18	$ 11,758.37	$ 9,159.41	$ 7,181.97	$ 7,471.24	$ 9,819.06	$ 7,375.41	$ 6,932.23	$ 7,173.84	$ 6,649.78
subtotal recalculated RES plus ComEd		$ 22,797.81	$ 24,059.96	$ 27,217.38	$ 29,585.26	$ 30,046.79	$ 17,505.73	$ 19,724.64	$ 19,345.31	$ 17,830.09	$ 16,371.78	$ 26,853.74	$ 14,686.50
cost of solar-FFPinvoice		$ 2,331.84	$ 2,865.98	$ 3,327.25	$ 5,824.52	$ 5,687.27	$ 5,133.44	$ 5,954.91	$ 5,867.94	$ 5,465.56	$ 4,889.82	$ 3,586.02	$ 2,023.06
actual ComEd invoice w solar	**ANNUAL**	$ 16,638.15	$ 17,815.28	$ 18,264.35	$ 16,071.62	$ 15,660.18	$ 6,316.79	$ 6,153.57	$ 8,918.27	$ 9,643.16	$ 10,076.49	$ 17,824.26	$ 13,143.81
Net Savings with Solar	**$56,541**	$3,828	$3,379	$5,626	$7,689	$8,699	$6,055	$7,616	$4,559	$2,721	$1,405	$5,443	($480)
solar generation metered		89,686	110,230	127,971	224,020	218,741	197,440	229,035	225,690	210,214	188,070	137,924	77,810
kWh-total FROM Grid wo solar		229,237	239,632	225,855	277,021	297,974	191,011	219,288	229,605	229,915	210,660	258,131	191,561
kWh-total TO Grid		31,338	40,644	51,612	80,748	68,196	104,901	117,807	99,678	88,050	99,705	58,764	23,211
kW coincidental peak w/o solar		698.51	657.68	887.65	1,183.48	941.87	684.89	691.28	987.42	672.46	638.35	621.75	623.09
kW coincidental peak w solar		654.57	610.74	761.37	1,144.32	931.14	594.24	585.54	672.06	649.62	596.40	578.25	572.25
ComEd charges w/o Solar													
customer service charge		**$ 662.79**	**$ 554.12**	**$ 554.12**	**$ 101.64**	**$ 101.64**	**$ 101.65**	**$ 101.65**	**$ 101.24**	**$ 101.24**	**$ 101.24**	**$ 101.24**	**$ 101.24**
standard metering charge		**$ 10.20**	**$ 12.64**	**$ 12.64**	**$ 11.99**	**$ 11.99**	**$ 11.99**	**$ 11.99**	**$ 11.99**	**$ 11.94**	**$ 11.94**	**$ 11.94**	**$ 11.94**
Distribution facilties charge rate		8.15	7.91	7.91	7.53	7.53	7.53	7.53	7.53	7.50	7.50	7.50	7.50
distribution facilties charge		**$ 5,692.86**	**$ 5,202.25**	**$ 7,021.31**	**$ 8,911.60**	**$ 7,092.28**	**$ 5,157.22**	**$ 5,205.34**	**$ 7,435.27**	**$ 5,043.45**	**$ 4,787.63**	**$ 4,663.13**	**$ 4,673.18**
rate - illinois electricity distribution charge		$ 0.001240	$ 0.001210	$ 0.001210	$ 0.001220	$ 0.001220	$ 0.001220	$ 0.001220	$ 0.001220	$ 0.001210	$ 0.001210	$ 0.001210	$ 0.001210
illinois electricity distribution charge		**$ 284.25**	**$ 289.95**	**$ 273.28**	**$ 337.97**	**$ 363.53**	**$ 233.03**	**$ 267.53**	**$ 280.12**	**$ 278.20**	**$ 254.90**	**$ 312.34**	**$ 231.79**
meter lease		**$ 20.36**	**$ 19.66**	**$ 19.66**	**$ 32.19**	**$ 32.19**	**$ 32.19**	**$ 32.19**	**$ 32.19**	**$ 32.19**	**$ 32.19**	**$ 32.19**	**$ 32.19**
nonstandard facilties charge		**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**	**$ 224.78**
rate- environmental cost recov adj		0.000530	0.000220	0.000220	0.000220	0.000220	0.000220	0.000280	0.000280	0.000280	0.000280	0.000310	0.000310
environmental cost recov adj		**$ 121.50**	**$ 52.72**	**$ 49.69**	**$ 60.94**	**$ 65.55**	**$ 42.02**	**$ 61.40**	**$ 64.29**	**$ 64.38**	**$ 58.98**	**$ 80.02**	**$ 59.38**
rate - EEPs		0.00174	0.00137	0.00137	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260
EEPs		**$ 398.87**	**$ 328.30**	**$ 309.42**	**$ 720.25**	**$ 774.73**	**$ 496.63**	**$ 570.15**	**$ 596.97**	**$ 597.78**	**$ 547.72**	**$ 671.14**	**$ 498.06**
rate - Renewable Portfolio Standard		0.00189	0.00189	0.00189	0.00189	(0.00109)	0.00189	0.00189	0.00189	0.00189	0.00189	0.00189	0.00189
Renewable Portfolio Standard		**$ 433.26**	**$ 452.90**	**$ 426.87**	**$ 523.57**	**$ (324.79)**	**$ 361.01**	**$ 414.45**	**$ 433.95**	**$ 434.54**	**$ 398.15**	**$ 487.87**	**$ 362.05**
rate- Zero Emissions Standard		0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020	0.0020
Zero Emissions Standard		**$ 447.01**	**$ 467.28**	**$ 440.42**	**$ 540.19**	**$ 581.05**	**$ 372.47**	**$ 427.61**	**$ 447.73**	**$ 448.33**	**$ 410.79**	**$ 503.36**	**$ 373.54**
rate calc ComEd bill - franchise cost		0.000585	0.000532	0.000726	0.001059	0.000794	0.000780	0.000703	0.000830	0.000603	0.000493	0.000333	0.000426
franchise tax		**$ 134.08**	**$ 127.52**	**$ 163.99**	**$ 293.24**	**$ 236.45**	**$ 148.97**	**$ 154.15**	**$ 190.52**	**$ 138.59**	**$ 103.92**	**$ 85.85**	**$ 81.62**
rate calc ComEd bill- state tax		0.003053	0.003054	0.003065	0.003076	0.003066	0.003113	0.003102	0.003107	0.003102	0.003086	0.003049	0.003074
state tax		**$ (699.91)**	**$ (731.75)**	**$ (692.27)**	**$ (852.20)**	**$ (913.74)**	**$ (594.71)**	**$ (680.14)**	**$ (713.44)**	**$ (713.19)**	**$ (650.15)**	**$ (787.16)**	**$ (588.82)**
subtotal ComEd charges		**$ 8,429.96**	**$ 7,732.13**	**$ 9,496.18**	**$ 11,758.37**	**$ 9,159.41**	**$ 7,181.97**	**$ 7,471.24**	**$ 9,819.06**	**$ 7,375.41**	**$ 6,932.23**	**$ 7,173.84**	**$ 6,649.78**
ComEd$/kWh		$ 0.03677	$ 0.03227	$ 0.04205	$ 0.03474	$ 0.03074	$ 0.03760	$ 0.03407	$ 0.04277	$ 0.03208	$ 0.03291	$ 0.02779	$ 0.03471
RES charges analysis													
usage reported by ComEd + Solar consumed		229,237	239,632	225,855	277,021	297,974	191,011	219,288	229,605	229,915	210,660	258,131	191,561
ComEd net rate for supply		0.037257	0.049830	0.059780	0.050071	0.050279	0.031252	0.029724	0.025855	0.025802	0.025224	0.052190	0.024443
Electricity Supply charge		**$ 8,540.79**	**$ 11,940.75**	**$ 13,501.72**	**$ 13,870.66**	**$ 14,981.97**	**$ 5,969.44**	**$ 6,518.11**	**$ 5,936.49**	**$ 5,932.18**	**$ 5,313.62**	**$ 13,471.86**	**$ 4,682.34**
transmission service charge rate		0.00841	0.00838	0.00838	0.00838	0.00866	0.00867	0.00867	0.00867	0.00836	0.00836	0.00836	0.00836
transmission service charge		**$ 1,927.88**	**$ 2,008.12**	**$ 1,892.66**	**$ 2,321.44**	**$ 2,580.45**	**$ 1,656.07**	**$ 1,901.23**	**$ 1,990.68**	**$ 1,922.09**	**$ 1,761.12**	**$ 2,157.98**	**$ 1,601.45**
Capacity Charges demand reported kW	solar value unknown	415.66	415.66	415.66	415.66	415.66	415.66	415.66	**415.66**	430.42	430.42	430.42	430.42
Capacity Charges rate		6.12131	6.09233	6.09233	6.09233	6.09233	6.10086	6.10086	6.10086	5.81723	5.81723	5.81723	5.81723
capacity charges subtotal		**$ 2,544.38**	**$ 2,532.34**	**$ 2,532.34**	**$ 2,532.34**	**$ 2,532.34**	**$ 2,535.88**	**$ 2,535.88**	**$ 2,535.88**	**$ 2,503.85**	**$ 2,503.85**	**$ 2,503.85**	**$ 2,503.85**
rate purchased elecrricity adjustment from ComEd bill		0.00500	(0.00155)	(0.00182)	(0.00415)	0.00174	(0.00007)	0.00500	(0.00500)	(0.00057)	(0.00165)	0.00500	(0.00491)
Purchased Electricity Adjustment		**$ 1,146.19**	**$ (371.43)**	**$ (411.05)**	**$ (1,149.64)**	**$ 518.48**	**$ (13.36)**	**$ 1,096.44**	**$ (1,148.04)**	**$ (131.06)**	**$ (347.59)**	**$ 1,290.66**	**$ (940.56)**
Misc. Procurement Component Chg rate		0.000910	0.000910	0.000910	0.000910	0.000920	0.000920	0.000920	0.000920	0.000990	0.000990	0.000990	0.000990
Misc. Procurement Component Charge		**$ 208.61**	**$ 218.07**	**$ 205.53**	**$ 252.09**	**$ 274.14**	**$ 175.73**	**$ 201.74**	**$ 211.24**	**$ 227.62**	**$ 208.55**	**$ 255.55**	**$ 189.65**
net meter credit hourly price		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
rate credited		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
net metering credit supply rate		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
net metering credit - supply		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
calculated total RES invoice		$ 14,367.85	$ 16,327.84	$ 17,721.20	$ 17,826.89	$ 20,887.38	$ 10,323.76	$ 12,253.40	$ 9,526.25	$ 10,454.68	$ 9,439.55	$ 19,679.90	$ 8,036.72

1213159017 SBRC

ComEd Square barn Road Campus

supplier (RES)	12 mo ave/total pre-	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES	ComEd as RES
Invoice date-RES		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Invoice date-ComEd		1/18/2022	1/13/2022	11/4/2021	10/6/2021	9/10/2021	8/6/2021	7/8/2021	6/8/2021	6/2/2021	6/1/2021	3/10/2021	2/9/2021
ComEd Billing period		12/6-1/7/22	11/3-12/6/21	10/5-11/3/21	9/9-10/5/21	8/5-9/9/21	7/7-8/5/21	6/7-7/7/21	5/6-6/7/21	4/7-5/6/21	3/9-4/7/21	2/8-3/9/21	1/8-2/8/21
ConEd revised invoice issue date												5/28/2021	5/27/2021
invoice amount -RES		$ 9,022.06	$ 11,143.23	$ 8,452.80	$ 3,235.47	$ 4,672.61	$ 1,931.11	$ 2,560.85	$ 1,672.58	$ 1,590.90	$ 2,775.03	$ 11,968.72	$ 7,759.71
invoice amount -ComEd		$ 8,224.03	$ 7,340.33	$ 8,297.79	$ 8,962.43	$ 9,539.84	$ 4,382.46	$ 5,379.45	$ 5,673.26	$ 6,295.24	$ 6,246.43	$ 7,688.96	$ 6,972.57
subtotal RES plus ComEd calculated		$ 17,246.09	$ 18,483.56	$ 16,750.59	$ 12,197.90	$ 14,212.45	$ 6,313.57	$ 7,940.31	$ 7,345.83	$ 7,886.14	$ 9,021.46	$ 19,657.68	$ 14,732.29
subtotal RES plus ComEd invoiced		$ 7,940.44	$ 7,940.44	$ 7,940.44	$ 7,940.44	$ 7,940.44	$ 7,940.44	$ 7,940.44	$ 7,345.67	$ 7,886.28	$ 9,021.53	$ 19,657.60	$ 14,731.38
amount paid to ComEd from old invoice		$ 7,940.44	$ 7,940.44	$ 7,940.44	$ 7,940.44	$ 7,940.44	$ 7,940.44	$ 7,940.44	$ 7,345.67	$ 7,886.28	$ 9,021.53	$ 20,552.65	$ 15,489.72
net to ComEd this invoice		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (895.05)	$ (758.34)
cummulative due to ComEd to date		$ (0.00)	$ (0.00)	$ (0.00)	$ (0.00)	$ (0.00)	$ (0.00)	$ (0.00)	$ (0.00)	$ (0.00)	$ (0.00)	$ (0.00)	$ 895.05
cost of solar													
net savings solar													
aggregated ave price RES portion		$ 0.04998	$ 0.06487	$ 0.06332	$ 0.03643	$ 0.03317	$ 0.02283	$ 0.02084	$ 0.01742	$ 0.01847	$ 0.02679	$ 0.05902	$ 0.04373
aggregated ave price comed portion		$ 0.04556	$ 0.04273	$ 0.06216	$ 0.10092	$ 0.06773	$ 0.05182	$ 0.04378	$ 0.05910	$ 0.07311	$ 0.06030	$ 0.03791	$ 0.03929
aggregated ave total price at meter		$ 0.09554	$ 0.10760	$ 0.12548	$ 0.13735	$ 0.10090	$ 0.07465	$ 0.06462	$ 0.07652	$ 0.09158	$ 0.08709	$ 0.09693	$ 0.08302
account # 1213159017 SBRC		net RES cost since ComEd started	net RES cost since ComEd started	net RES cost since ComEd started	net RES cost since ComEd started	net RES cost since ComEd started	net RES cost since ComEd started	net RES cost since ComEd started	net RES cost since ComEd started	net RES cost since ComEd started	net RES cost since ComEd started	net RES cost since ComEd started	net RES cost since ComEd started
kWh-meter 230269567 He **from grid** (pre-071417-141803853 /pre-09		45129	42944	33373	22202	35213	21144	30721	24000	21528	25896	50699	44366
kWh-meter 230269567 He **to grid** (pre-071417-141803853 /pre-09191		8117	9304	15959	19766	26988	22440	25295	33055	29587	30934	16109	7845
kWh-meter 230269568 CO **from grid** (pre-071417-141803852 / pre-0		45129	42944	33373	22202	35213	21144	30721	24000	21528	25896	50699	44366
kWh-meter 230269568 CO to grid (pre-071417-141803852 / pre-091		8117	9304	15959	19766	26988	22440	25295	33055	29587	30934	16109	7845
kWh-meter 230269566 MACK **from grid** (pre-141803851 / pre-09191		45129	42944	33373	22202	35213	21144	30721	24000	21528	25896	50699	44366
kWh-meter 230269566 MACK to **grid** (pre-141803851 / pre-091914-14		8117	9304	15959	19766	26988	22440	25295	33055	29587	30934	16109	7845
kWh-meter 230269569 AT **from grid** (pre-071417-141803850 / pre-09		45129	42944	33373	22202	35213	21144	30721	24000	21528	25896	50699	44366
kWh-meter 230269569 AT to **grid** (pre-071417-141803850 / pre-091914		8117	9304	15959	19766	26988	22440	25295	33055	29587	30934	16109	7845
solar array generation													
kWh total **from grid**		180,516	171,776	133,492	88,808	140,852	84,576	122,884	96,000	86,112	103,584	202,796	177,464
kWh total **to grid**		32,468	37,216	63,836	79,064	107,952	89,760	101,180	132,220	118,348	123,736	64,436	31,380
kW-meter 230269567 He from grid		147.11	147.07	195.46	237.08	246.51	89.24	104.51	126.13	151.7	142.21	144.95	132.79
kW-meter 230269568 CO from grid		147.11	147.07	195.46	237.08	246.51	89.24	104.51	126.13	151.7	142.21	144.95	132.79
kW-meter 230269566 MACK from grid		147.11	147.07	195.46	237.08	246.51	89.24	104.51	126.13	151.7	142.21	144.95	132.79
kW-meter 230269569 AT from grid		147.11	147.07	195.46	237.08	246.51	89.24	104.51	126.13	151.7	142.21	144.95	132.79
kW total		588.44	588.28	781.84	948.32	986.04	356.96	418.04	504.52	606.80	568.84	579.80	531.16
fixed price		$ 9,022.06	$ 11,143.23	$ 8,452.80	$ 3,235.47	$ 4,672.61	$ 1,931.11	$ 2,560.85	$ 1,672.58	$ 1,590.90	$ 2,775.03	$ 11,968.72	$ 7,759.71
customer service charge		**119.89**	**101.64**	**101.64**	**101.64**	**101.64**	**101.65**	**101.65**	**101.65**	**101.24**	**101.24**	**101.24**	**101.24**
standard metering charge		**9.83**	**11.99**	**11.99**	**11.99**	**11.99**	**11.99**	**11.99**	**11.99**	**11.94**	**11.94**	**11.94**	**11.94**
kW demand not matching row 20		588.44	588.28	781.84	948.32	986.04	356.96	418.04	504.52	606.80	568.84	579.80	531.16
Distributed facilities Charge Rate		8.37	7.53	7.53	7.53	7.53	7.53	7.53	7.53	7.50	7.50	7.50	7.50
distribution facilties charge		**4,925.24**	**4,429.75**	**5,887.26**	**7,140.85**	**7,424.88**	**2,687.91**	**3,147.84**	**3,799.04**	**4,551.00**	**4,266.30**	**4,348.50**	**3,983.70**
single bill option credit		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
rate - illinois electricity distribution charge		$ 0.00122	$ 0.00122	$ 0.00122	$ 0.00122	$ 0.00122	$ 0.00122	$ 0.00122	$ 0.00122	$ 0.00121	$ 0.00121	$ 0.00121	$ 0.00121
illinois electricity distribution charge		**225.65**	**209.57**	**162.86**	**108.35**	**171.84**	**103.18**	**149.92**	**117.12**	**104.20**	**125.34**	**245.38**	**214.73**
meter lease		**50.23**	**50.23**	**48.17**	**48.17**	**48.17**	**48.17**	**48.17**	**48.17**	**48.17**	**48.17**	**48.17**	**48.17**
nonstandard facilties charge		**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**
rate-energy efficiency cost adjustment		0	0	0	0	0	0	0	0	0	0	0	0
energy efficiency credit		-	-	-	-	-	-	-	-	-	-	-	-
AMP refund													
smart meter program		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
rate - environmental cost recov adj		0.00053	0.00022	0.00022	0.00022	0.00022	0.00022	0.00028	0.00028	0.00028	0.00028	0.00031	0.00031
environmental cost recov adj		**95.67**	**37.79**	**29.37**	**19.54**	**30.99**	**18.61**	**34.41**	**26.88**	**24.11**	**29.00**	**62.87**	**55.01**
rate-EEPs		0.00362	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260
EEPs		**653.47**	**446.62**	**347.08**	**230.90**	**366.22**	**219.90**	**319.50**	**249.60**	**223.89**	**269.32**	**527.27**	**461.41**
rate - Renewable Portfolio Standard		0.001890	0.001890	0.001890	0.001890	(0.001090)	0.001890	0.001890	0.001890	0.001890	0.001890	0.001890	0.001890
Renewable Portfolio Standard		**341.18**	**324.66**	**252.30**	**167.85**	**(153.53)**	**159.85**	**232.25**	**181.44**	**162.75**	**195.77**	**383.28**	**335.41**
rate - Zero Emission Standard		0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195
Zero Emission Standard		**352.01**	**334.96**	**260.31**	**173.18**	**274.66**	**164.92**	**239.62**	**187.20**	**167.92**	**201.99**	**395.45**	**346.05**
rate - franchise cost		formula unknown	formula unknow	formula unknow	formula unknow	formula unknow	formula unknow	formula unknow	formula unknow	formula unknow	formula unknow	formula unknow	formula unknow
franchise cost		**87.01**	**78.99**	**100.52**	**119.40**	**124.79**	**50.31**	**58.16**	**67.74**	**75.12**	**71.24**	**74.22**	**68.40**
state tax-see rate calculator not working		**$ 550.35**	**$ 524.40**	**$ 410.69**	**$ 277.30**	**$ 432.56**	**$ 264.49**	**$ 379.19**	**$ 299.09**	**$ 269.14**	**$ 321.86**	**$ 616.52**	**$ 541.29**
municipal tax-see rate calculator not working		**$ 516.76**	**$ 492.99**	**$ 388.86**	**$ 266.52**	**$ 408.88**	**$ 254.73**	**$ 360.00**	**$ 286.59**	**$ 259.01**	**$ 307.51**	**$ 577.36**	**$ 508.47**
excess credit		0	0	0	0	0	0	0	0	0	0	0	0
subtotal ComEd charges		$ 8,224.03	$ 7,340.33	$ 8,297.79	$ 8,962.43	$ 9,539.84	$ 4,382.46	$ 5,379.45	$ 5,673.26	$ 6,295.24	$ 6,246.43	$ 7,688.96	$ 6,972.57
Total Cost This account													

RES Invoice analysis

ComEd Billing period		12/6-1/7/22	11/3-12/6/21	10/5-11/3/21	9/9-10/5/21	8/5-9/9/21	7/7-8/5/21	6/7-7/7/21	5/6-6/7/21	4/7-5/6/21	3/9-4/7/21	2/8-3/9/21	1/8-2/8/21
ComEd Billing Date		1/18/2022	1/13/2022	11/4/2021	10/6/2021	9/10/2021	8/6/2021	7/8/2021	6/8/2021	6/2/2021	6/1/2021	3/10/2021	2/9/2021
metered usage reported by ComEd		180,516.00	171,776.00	133,492.00	88,808.00	140,852.00	84,576.00	122,884.00	96,000.00	86,112.00	103,584.00	202,796.00	177,464.00
ComEd net rate for supply		0.03198	0.05217	0.06172	0.05663	0.04329	0.03466	0.02532	0.03043	0.02618	0.02657	0.04627	0.02937
Electricity Supply charge		**$ 6,674.87**	**$ 8,695.94**	**$ 7,996.37**	**$ 4,660.45**	**$ 6,342.89**	**$ 2,925.33**	**$ 3,725.62**	**$ 2,441.19**	**$ 2,205.15**	**$ 2,581.71**	**$ 10,397.78**	**$ 4,341.11**
transmission service charge rate		$ 0.00841	$ 0.00838	$ 0.00838	$ 0.00838	$ 0.00866	$ 0.00867	$ 0.00867	$ 0.00867	$ 0.00836	$ 0.00836	$ 0.00836	$ 0.00836
transmission service charge rate		**$ 1,518.14**	**$ 1,439.48**	**$ 1,118.66**	**$ 744.21**	**$ 1,219.78**	**$ 733.27**	**$ 1,065.40**	**$ 832.32**	**$ 719.90**	**$ 865.96**	**$ 1,695.37**	**$ 1,483.60**
Capacity Charges demand reported kW		407.47	407.47	407.47	407.47	407.47	407.47	407.47	407.47	309.24	309.24	309.24	309.24
Capacity Charges rate		6.12131	6.09233	6.09233	6.09233	6.09233	6.10086	6.10086	6.10086	5.81723	5.81723	5.81723	5.81723
capacity charges subtotal		**$ 2,494.25**	**$ 2,482.44**	**$ 2,482.44**	**$ 2,482.44**	**$ 2,482.44**	**$ 2,485.92**	**$ 2,485.92**	**$ 2,485.92**	**$ 1,798.92**	**$ 1,798.92**	**$ 1,798.92**	**$ 1,798.92**
Purchased Electricity Adjustment		**$ (902.57)**	**$ 266.26**	**$ 242.95**	**$ 368.54**	**$ (245.08)**	**$ 5.92**	**$ (614.42)**	**$ 479.99**	**$ 49.08**	**$ 170.91**	**$ (1,013.98)**	**$ 871.35**
Misc. Procurement Component Chg rate		$ 0.00091	$ 0.00091	$ 0.00091	$ 0.00091	$ 0.00092	$ 0.00092	$ 0.00092	$ 0.00092	$ 0.00099	$ 0.00099	$ 0.00099	$ 0.00099
Misc. Procurement Component Charge		**$ 164.27**	**$ 156.32**	**$ 121.48**	**$ 80.82**	**$ 129.58**	**$ 77.81**	**$ 113.05**	**$ 88.32**	**$ 85.25**	**$ 102.55**	**$ 200.77**	**$ 175.69**
Net metering credit-hourly price		**$ (1,089.24)**	**$ (1,839.53)**	**$ (3,392.92)**	**$ (4,772.87)**	**$ (5,444.84)**	**$ (4,290.86)**	**$ (4,720.62)**	**$ (3,994.06)**	**$ (3,199.94)**	**$ (2,540.86)**	**$ (1,432.32)**	**$ (756.88)**
Net Meterin credit supply rate		$ 0.00500	$ (0.00155)	$ (0.00182)	$ (0.00415)	$ 0.00174	$ (0.00007)	$ 0.00500	$ (0.00500)	$ (0.00057)	$ (0.00165)	$ 0.00500	$ (0.00491)
Net metering credit-Supply		**$ 162.34**	**$ (57.68)**	**$ (116.18)**	**$ (328.12)**	**$ 187.84**	**$ (6.28)**	**$ 505.90**	**$ (661.10)**	**$ (67.46)**	**$ (204.16)**	**$ 322.18**	**$ (154.08)**
total unit credit(per kWh to grid		$ (0.0285)	$ (0.0510)	$ (0.0550)	$ (0.0645)	$ (0.0487)	$ (0.0479)	$ (0.0417)	$ (0.0352)	$ (0.0276)	$ (0.0222)	$ (0.0172)	$ (0.0290)
calculated total cost this RES invoice		**$ 9,022.06**	**$ 11,143.23**	**$ 8,452.80**	**$ 3,235.47**	**$ 4,672.61**	**$ 1,931.11**	**$ 2,560.85**	**$ 1,672.58**	**$ 1,590.90**	**$ 2,775.03**	**$ 11,968.72**	**$ 7,759.71**

calculation of ComEd invoice wo Solar

supplier (RES)		recalculate wo solar	recalculate wo solar	recalculate wo solar	recalculate wo solar	recalculate wo solar	recalculate wo solar	recalculate wo solar	recalculate wo solar	recalculate wo solar	recalculate wo solar	recalculate wo solar	recalculate wo solar
ComEd Billing period		12/6-1/7/22	11/3-12/6/21	10/5-11/3/21	9/9-10/5/21	8/5-9/9/21	7/7-8/5/21	6/7-7/7/21	5/6-6/7/21	4/7-5/6/21	3/9-4/7/21	2/8-3/9/21	1/8-2/8/21
recalculated invoice amount -RES w/o Solar		$ 11,793.93	$ 16,078.04	$ 17,114.85	$ 16,033.73	$ 15,727.59	$ 8,579.51	$ 9,611.10	$ 11,534.12	$ 8,886.73	$ 8,552.81	$ 17,484.08	$ 11,200.45
recalculate 230269568 amount -ComEd w/oSolar		$ 9,350.74	$ 8,151.30	$ 10,320.38	$ 11,337.98	$ 11,257.28	$ 6,760.91	$ 7,929.15	$ 10,274.83	$ 8,186.16	$ 7,837.23	$ 9,179.94	$ 8,282.93
subtotal recalculated invoice RES plus ComEd		$ 21,100.67	$ 24,229.34	$ 27,435.23	$ 27,371.71	$ 26,984.87	$ 15,281.72	$ 17,540.25	$ 21,808.95	$ 17,072.89	$ 16,390.04	$ 26,664.02	$ 19,483.38
cost of solar-FFP invoice	12 mo totals	$ 2,005.72	$ 2,252.51	$ 3,546.48	$ 5,091.68	$ 5,657.94	$ 3,715.35	$ 4,880.04	$ 6,820.24	$ 6,025.14	$ 5,412.13	$ 3,734.51	$ 2,430.84
ComEd invoice		$ 17,246.09	$ 18,483.56	$ 16,750.59	$ 12,197.90	$ 14,212.45	$ 6,313.57	$ 7,940.31	$ 7,345.83	$ 7,886.14	$ 9,021.46	$ 19,657.68	$ 14,732.29
net savings solar	**$58,003**	**$1,849**	**$3,493**	**$7,138**	**$10,082**	**$7,114**	**$5,253**	**$4,720**	**$7,643**	**$3,162**	**$1,956**	**$3,272**	**$2,320**
solar generation metered	**1,983,561**	77,143.00	86,635.00	136,403.00	195,834.00	217,613.00	142,898.00	187,694.00	262,317.00	231,736.00	208,159.00	143,635.00	93,494.00
kWh total from grid wo solar	**2,588,758**	225,192.00	221,197.00	206,057.00	205,579.00	250,512.00	137,714.00	204,112.00	226,098.00	199,500.00	188,006.00	281,995.00	242,796.00
kWh total to grid	**983,663**	32,467.00	37,214.00	63,836.00	79,063.00	107,953.00	89,760.00	106,466.00	132,220.00	118,348.00	123,737.00	64,436.00	28,162.00
kW coincidental peak wo solar		**634.35**	**602.37**	**909.53**	**1025.79**	**1042.86**	**561.90**	**601.00**	**860.84**	**633.12**	**615.55**	**628.51**	**581.65**
kW coincidental peak w solar		**588.44**	**588.28**	**781.84**	**948.32**	**986.04**	**356.96**	**418.04**	**504.52**	**606.80**	**568.84**	**579.80**	**531.16**
ComEd charges													
customer service charge		**119.89**	**101.64**	**101.64**	**101.64**	**101.64**	**101.65**	**101.65**	**101.65**	**101.24**	**101.24**	**101.24**	**101.24**
standard metering charge		**9.83**	**11.99**	**11.99**	**11.99**	**11.99**	**11.99**	**11.99**	**11.99**	**11.94**	**11.94**	**11.94**	**11.94**
Distributed facilities Charge Rate		8.37	7.53	7.53	7.53	7.53	7.53	7.53	7.53	7.50	7.50	7.50	7.50
distribution facilties charge		**5,309.51**	**4,535.85**	**6,848.76**	**7,724.20**	**7,852.74**	**4,231.11**	**4,525.53**	**6,482.13**	**4,748.40**	**4,616.63**	**4,713.83**	**4,362.38**
rate - illinois electricity distribution charge		0.00125	0.00122	0.00122	0.00122	0.00122	0.00122	0.00122	0.00122	0.00121	0.00121	0.00121	0.00121
illinois electricity distribution charge		**281.49**	**269.86**	**251.39**	**250.81**	**305.62**	**168.01**	**249.02**	**275.84**	**241.40**	**227.49**	**341.21**	**293.78**
meter lease		**50.23**	**50.23**	**48.17**	**48.17**	**48.17**	**48.17**	**48.17**	**48.17**	**48.17**	**48.17**	**48.17**	**48.17**
nonstandard facilties charge		**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**	**296.75**
rate-energy efficiency cost adjustment													
rate - environmental cost recov adj		0.00053	0.00022	0.00022	0.00022	0.00022	0.00022	0.00028	0.00028	0.00028	0.00028	0.00031	0.00031
environmental cost recov adj		**119.35**	**48.66**	**45.33**	**45.23**	**55.11**	**30.30**	**57.15**	**63.31**	**55.86**	**52.64**	**87.42**	**75.27**
rate-EEPs		0.00362	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260	0.00260
EEPs		**815.20**	**575.11**	**535.75**	**534.51**	**651.33**	**358.06**	**530.69**	**587.85**	**518.70**	**488.82**	**733.19**	**631.27**
rate - Renewable Portfolio Standard		0.001890	0.001890	0.001890	0.001890	(0.001090)	0.001890	0.001890	0.001890	0.001890	0.001890	0.001890	0.001890
Renewable Portfolio Standard		**425.61**	**418.06**	**389.45**	**388.54**	**(273.06)**	**260.28**	**385.77**	**427.33**	**377.06**	**355.33**	**532.97**	**458.88**
rate - Zero Emission Standard		0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195	0.00195
Zero Emission Standard		**439.12**	**431.33**	**401.81**	**400.88**	**488.50**	**268.54**	**398.02**	**440.89**	**389.03**	**366.61**	**549.89**	**473.45**
rate - franchise tax-ESTIMATED UNITS CALC OF COMED BIL		0.00048	0.00046	0.00075	0.00134	0.00089	0.00059	0.00047	0.00071	0.00087	0.00069	0.00037	0.00039
franchise cost		**108.54**	**101.72**	**155.16**	**276.40**	**221.94**	**81.92**	**96.60**	**159.54**	**174.03**	**129.30**	**103.21**	**93.58**
rate - state tax -ESTIMATED UNITS CALC OF COMED BILL		0.00305	0.00305	0.00308	0.00312	0.00307	0.00313	0.00309	0.00312	0.00313	0.00311	0.00304	0.00305
state tax-see rate calculator not working		**$ 686.56**	**$ 675.27**	**$ 633.94**	**$ 641.91**	**$ 769.33**	**$ 430.67**	**$ 629.84**	**$ 704.41**	**$ 623.53**	**$ 584.18**	**$ 857.29**	**$ 740.56**
rate - state tax -ESTIMATED UNITS CALC OF COMED BILL		$ 0.00286	$ 0.00287	$ 0.00291	$ 0.00300	$ 0.00290	$ 0.00301	$ 0.00293	$ 0.00299	$ 0.00301	$ 0.00297	$ 0.00285	$ 0.00287
municipal tax-see rate calculator not working		**$ 644.65**	**$ 634.83**	**$ 600.24**	**$ 616.96**	**$ 727.21**	**$ 414.77**	**$ 597.96**	**$ 674.97**	**$ 600.06**	**$ 558.13**	**$ 802.84**	**$ 695.66**
excess credit		0	0	0	0	0	0	0	0	0	0	0	0
subtotal ComEd charges		**$ 9,306.74**	**$ 8,151.30**	**$ 10,320.38**	**$ 11,337.98**	**$ 11,257.28**	**$ 6,702.21**	**$ 7,929.15**	**$ 10,274.83**	**$ 8,186.16**	**$ 7,837.23**	**$ 9,179.94**	**$ 8,282.93**
ComEd $/kWh		$ 0.04133	$ 0.03685	$ 0.05009	$ 0.05515	$ 0.04494	$ 0.04867	$ 0.03885	$ 0.04544	$ 0.04103	$ 0.04169	$ 0.03255	$ 0.03411

RES Invoice analysis

ComEd Billing period		12/6-1/7/22	11/3-12/6/21	10/5-11/3/21	9/9-10/5/21	8/5-9/9/21	7/7-8/5/21	6/7-7/7/21	5/6-6/7/21	4/7-5/6/21	3/9-4/7/21	2/8-3/9/21	1/8-2/8/21
metered usage reported by ComEd		225,192.00	221,197.00	206,057.00	205,579.00	250,512.00	137,714.00	204,112.00	226,098.00	199,500.00	188,006.00	281,995.00	242,796.00
ComEd net rate for supply		0.03698	0.05062	0.05990	0.05248	0.04503	0.03459	0.03032	0.02543	0.02561	0.02492	0.05127	0.02446
Electricity Supply charge		**$ 8,326.84**	**$ 11,197.81**	**$ 12,343.12**	**$ 10,788.34**	**$ 11,281.13**	**$ 4,763.28**	**$ 6,188.31**	**$ 5,749.46**	**$ 5,108.78**	**$ 4,685.83**	**$ 14,458.48**	**$ 5,939.26**
transmission service charge rate		$ 0.00841	$ 0.00838	$ 0.00838	$ 0.00838	$ 0.00866	$ 0.00867	$ 0.00867	$ 0.00867	$ 0.00836	$ 0.00836	$ 0.00836	$ 0.00836
transmission service charge rate		**$ 1,893.86**	**$ 1,853.63**	**$ 1,726.76**	**$ 1,722.75**	**$ 2,169.43**	**$ 1,193.98**	**$ 1,769.65**	**$ 1,960.27**	**$ 1,667.82**	**$ 1,571.73**	**$ 2,357.48**	**$ 2,029.77**
reported kW-PLC nomination		407.47	407.47	407.47	407.47	407.47	407.47	407.47	407.47	309.24	309.24	309.24	309.24
Capacity Charges rate		6.12131	6.09233	6.09233	6.09233	6.09233	6.10086	6.10086	6.10086	5.81723	5.81723	5.81723	5.81723
capacity charges subtotal		**$ 2,494.25**	**$ 2,482.44**	**$ 2,482.44**	**$ 2,482.44**	**$ 2,482.44**	**$ 2,485.92**	**$ 2,485.92**	**$ 2,485.92**	**$ 1,798.92**	**$ 1,798.92**	**$ 1,798.92**	**$ 1,798.92**
rate calc purchase electricity adjustmet unitized charge		$ (0.00500)	$ 0.00155	$ 0.00182	$ 0.00415	$ (0.00174)	$ 0.00007	$ (0.00500)	$ 0.00500	$ 0.00057	$ 0.00165	$ (0.00500)	$ 0.00491
Purchased Electricity Adjustment		**$ (1,125.95)**	**$ 342.86**	**$ 375.02**	**$ 853.12**	**$ (435.89)**	**$ 9.64**	**$ (1,020.56)**	**$ 1,130.47**	**$ 113.71**	**$ 310.20**	**$ (1,409.98)**	**$ 1,192.13**
Misc. Procurement Component Chg rate		$ 0.00091	$ 0.00091	$ 0.00091	$ 0.00091	$ 0.00092	$ 0.00092	$ 0.00092	$ 0.00092	$ 0.00099	$ 0.00099	$ 0.00099	$ 0.00099
Misc. Procurement Component Charge		**$ 204.92**	**$ 201.29**	**$ 187.51**	**$ 187.08**	**$ 230.47**	**$ 126.70**	**$ 187.78**	**$ 208.01**	**$ 197.51**	**$ 186.13**	**$ 279.18**	**$ 240.37**
Net metering credit-hourly price													
Net Meterin credit supply rate		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net metering credit-Supply													
total unit credit(per kWh to grid		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
retail Service Charge rate, per kWh		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
calculated total cost this RES invoice		**$ 11,793.93**	**$ 16,078.04**	**$ 17,114.85**	**$ 16,033.73**	**$ 15,727.59**	**$ 8,579.51**	**$ 9,611.10**	**$ 11,534.12**	**$ 8,886.73**	**$ 8,552.81**	**$ 17,484.08**	**$ 11,200.45**

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

DATE: February 10, 2022

TO: Building and Grounds Committee and Administration

FROM: Doug Renkosik, Director of Operations and Maintenance

RE: FY 22 D158 Operations and Maintenance Department Annual Report **(R)**
Building and Grounds Committee
Board of Education meeting, February 10, 2022

Attached is a report which documents the Operation and Maintenance Department's evolution over the recent years, providing some insight as to what the Department does and provides some measures of its performance.

DR/jk

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Operations & Maintenance

2022

Annual Report

Author: Doug Renkosik, Director of Operations and Maintenance

Last Edit Date: February 10, 2022

The following report is intended to provide a look at the recent history of the Huntley Community School District 158 Operations and Maintenance Department. Where digital data is available, it has been included to provide a look back at how the Operations and Maintenance Department has evolved. The report is also intended to provide some information on what the Operations and Maintenance Department does for the taxpayers of the community who entrust the O&M Department with physical plant management responsibilities.

This report is intended to be an executive summary of data and is limited.

When the school district moved to new facilities away from the old Huntley Campus off Lincoln Street, the school district transitioned to a more out-sourced model of providing Operations and Maintenance Department services. Outsourcing peaked about 2005 when the School District expanded its' facilities from 840,000 square feet (five buildings) to 1,410,000 square feet (nine buildings) all in one summer. Since that time, the School District has moved away from the out-sourced model slightly.

On the Fiscal review graph you will notice that over the last two years, capital replacement spending is starting to decline. This is happening for a few reasons; one a life cycle on roof systems is near the end (the only thing left is HHS has a couple more years to go at present pace), and two remaining life cycle replacement initiatives have been slowed down due to funding issues including asphalt replacement and floor finish replacement.

Also of note is the increase in purchase services and supplies during the CoVid19 pandemic period which started in March of 2020. As a return to school unfolded, the District spending increased notably with purchase of supplies, services, and equipment to support enhanced cleaning and increased ventilation.

Our Department motto remains: ***Foster a Clean, Comfortable, Safe Learning Environment for Students Faculty and Staff***

Included here is an index of the contents of the report on the following pages.

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Huntley Community School District 158 Physical Plant Inventory

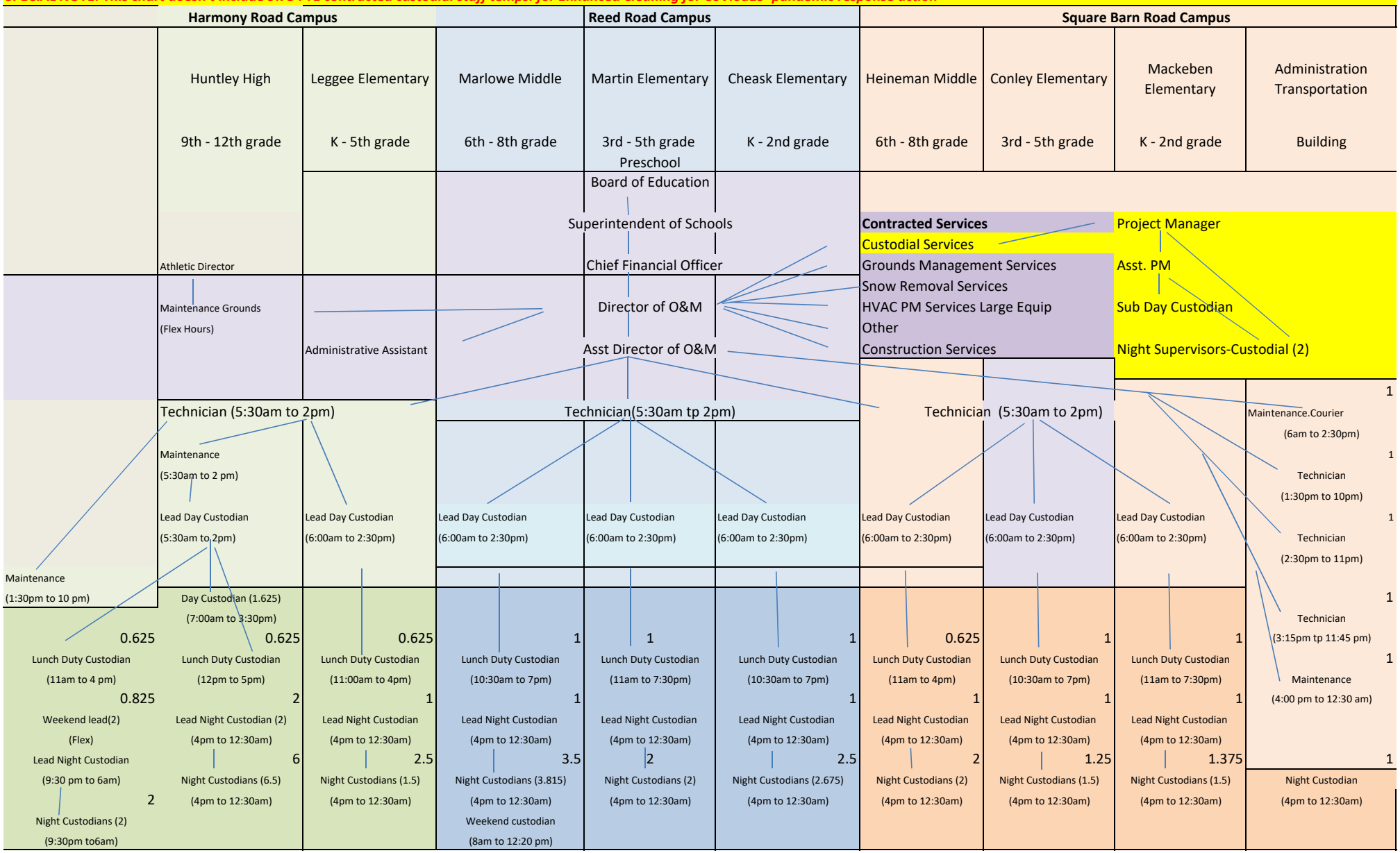
last edit 1/31/2022

Campus/Building	Year	Square Footage by Addition	Square Footage by Building	Percentage District 158 Space	Managed Turf Inventory Acres	Pavement Inventory Square Feet
Harmony Road Campus *includes 2014 site improvements*					62	1,092,046
Huntley High School	1997& W wing	167,000				
	2002 Addition	193,388				
	2014/2016	102,356				
	2020	6,836	469,580	31%		
Leggee Elementary School	2000/2001	105,317				
	2003 Addition	14,766	120,083	8%		
Reed Road Campus					52	1,020,019
Marlowe Middle School	2005	130,579				
	2007 Addition	69,800	200,379	13%		
Chesak Elementary School	2000/2001/2002	134,651				
	2003 Addition	24,256	158,907	10%		
Martin Elementary	2002	148,286	148,286	10%		
Square Barn Rd. Campus					51	1,180,000
Heineman Middle School	2005	130,579	130,579	9%		
Mackeben Elementary School	2005	120,192	120,192	8%		
Conley Elementary School	2005	120,192	120,192	8%		
Transportation/Administration	2004	66,746	66,746	4%		
Grand Total			1,534,944	100%	165	3,292,065

Huntley School District 158 Operations and Maintenance Department Organizational Chart

Last Edit 1/31/2022

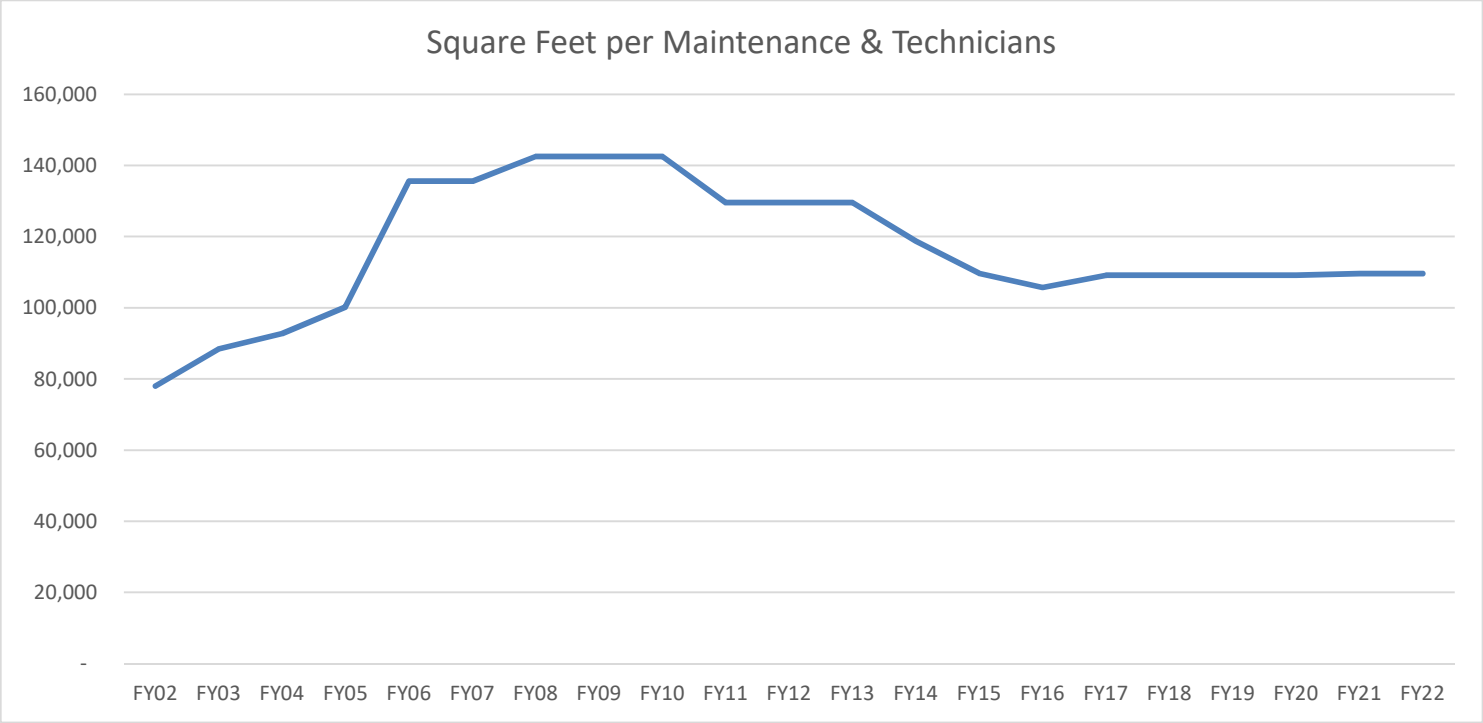
SPECIAL NOTE: This chart doesn't include 9.75 FTE contracted custodial staff temps. for Enhanced Cleaning for CoViod19 pandemic response action



SPECIAL NOTES

1. Where shades darken above, positions are outsourced
2. All Custodians in-house & outsourced are managed by custodial services contractor
3. Lunch Duty Custodians have assigned cleaning after last bell of school day

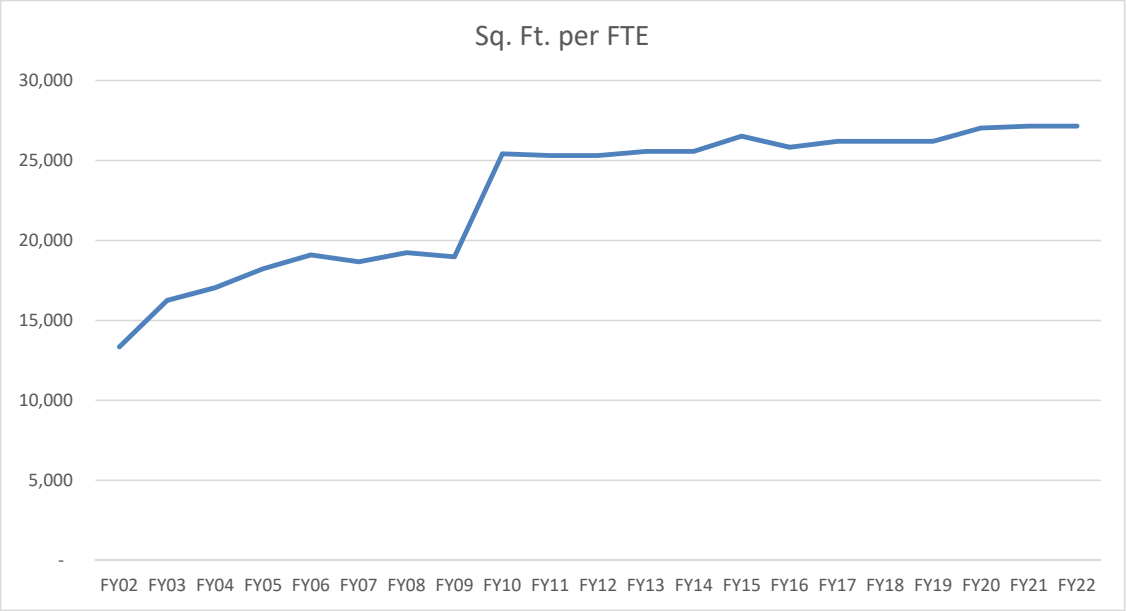
CSD158 Technician and Maintenance Staff Inventory History



Fiscal Year	Square Feet per Maintenance & Technicians	At-Will and HESPA Maintenance Staff	Physical Plant Space Maintained
FY02	78,033	6.5	507,216
FY03	88,488	9	796,390
FY04	92,824	9	835,412
FY05	100,240	9	902,158
FY06	135,595	10	1,355,952
FY07	135,595	10	1,355,952
FY08	142,575	10	1,425,752
FY09	142,575	10	1,425,752
FY10	142,575	10	1,425,752
FY11	129,614	11	1,425,752
FY12	129,614	11	1,425,752
FY13	129,614	11	1,425,752
FY14	118,813	12	1,425,752
FY15	109,673	13	1,425,752
FY16	105,769	14	1,480,762
FY17	109,151	14	1,528,108
FY18	109,151	14	1,528,108
FY19	109,151	14	1,528,108
FY20	109,151	14	1,528,108
FY21	109,639	14	1,534,944
FY22	109,639	14	1,534,944

CSD158 Custodial Staff Inventory History

last edit 1-29-22



Fiscal Year	Square Feet covered per custodian	Total Custodial	HESPA Custodial	Out-Sourced Custodial	Physical Plant Space Maintained
FY02	13,348	38	13	25	507,216
FY03	16,253	49	16	33	796,390
FY04	17,049	49	16	33	835,412
FY05	18,225	49.5	15	34.5	902,158
FY06	19,098	71	11.58	59.42	1,355,952
FY07	18,672	72.62	11.58	61.04	1,355,952
FY08	19,236	74.12	11.58	62.54	1,425,752
FY09	18,980	75.12	11.58	63.54	1,425,752
FY10	25,424	56.08	11.58	44.75 see note 1	1,425,752
FY11	25,311	56.33	11.58	44.75	1,425,752
FY12	25,311	56.33	11.58	44.75	1,425,752
FY13	25,574	55.75	11	44.75	1,425,752
FY14	25,574	55.75	11	44.75	1,425,752
FY15	26,526	53.75	9	44.75	1,425,752
FY16	25,831	57.325	9	48.325	1,480,752
FY17	26,200	58.325	9	49.325	1,528,108
FY18	26,200	58.325	9	49.325	1,528,108
FY19	26,200	58.325	9	49.325	1,528,108
FY20	27,032	56.53	9	47.53	1,528,108
FY21	27,153	56.53	9	47.53	1,534,944
FY22	27,153	56.53	8	48.53 see note 3	1,534,944

Note #1: Outsourced custodial services contract reduced by 4.0%

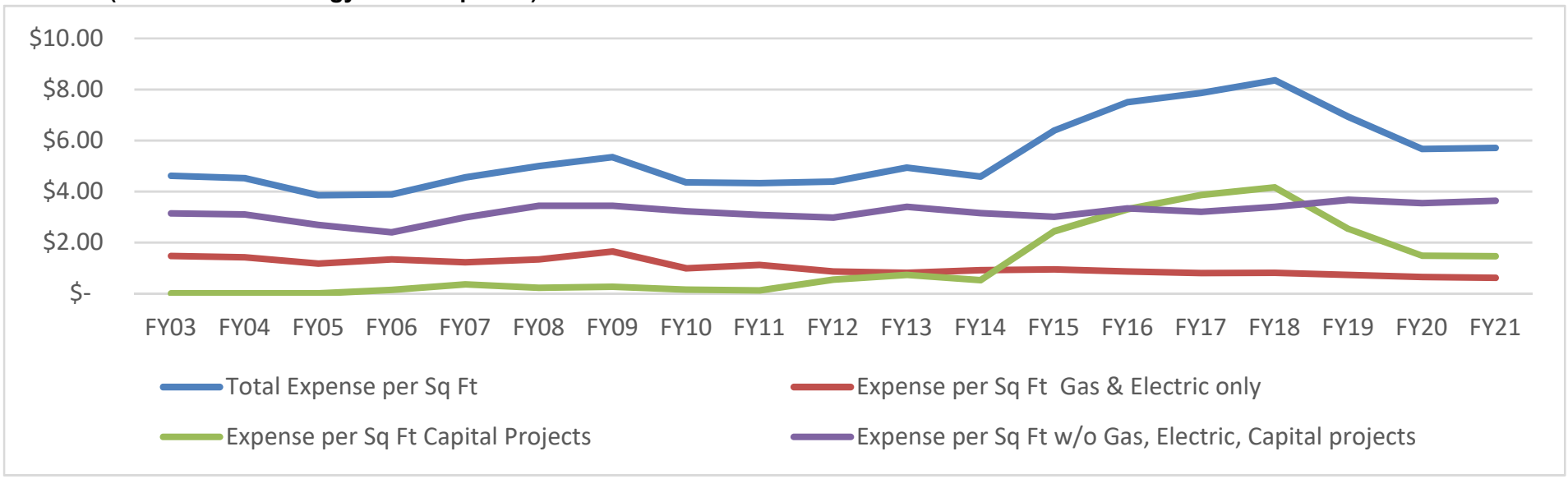
Note #2 this report does not include 9.75 FTE added for enhanced cleaning for pandemic support

Note #3: Swing shift custodian at martin moved fromin-house to out-sourced thru attrition

O&M Dept. Managed Accounts Fiscal History - Summary

(excludes Technology and Telephone)

last edit 1-20-22



total increase over 19 yrs- operating expense wo capital projects & energy costs 15.81%

Fiscal Year Actual Expended	Total Expense per Sq Ft	Expense per Sq Ft Gas & Electric only	Expense per Sq Ft Capital Projects	Expense per Sq Ft w/o Gas, Electric, Capital projects	Facility Space Inventory
FY03	$ 4.61	$ 1.47	$ -	$ 3.14	796,390
FY04	$ 4.52	$ 1.42	$ -	$ 3.10	835,412
FY05	$ 3.86	$ 1.17	$ -	$ 2.68	902,158
FY06	$ 3.88	$ 1.34	$ 0.14	$ 2.40	1,361,568
FY07	$ 4.55	$ 1.22	$ 0.35	$ 2.98	1,361,568
FY08	$ 5.00	$ 1.33	$ 0.22	$ 3.44	1,425,752
FY09	$ 5.34	$ 1.64	$ 0.26	$ 3.44	1,425,752
FY10	$ 4.36	$ 0.99	$ 0.15	$ 3.22	1,425,752
FY11	$ 4.32	$ 1.12	$ 0.12	$ 3.08	1,425,752
FY12	$ 4.38	$ 0.86	$ 0.55	$ 2.98	1,425,752
FY13	$ 4.93	$ 0.81	$ 0.73	$ 3.40	1,425,752
FY14	$ 4.59	$ 0.91	$ 0.52	$ 3.15	1,425,752
FY15	$ 6.39	$ 0.94	$ 2.44	$ 3.01	1,425,762
FY16	$ 7.50	$ 0.86	$ 3.31	$ 3.34	1,480,762
FY17	$ 7.86	$ 0.79	$ 3.86	$ 3.21	1,528,108
FY18	$ 8.36	$ 0.80	$ 4.16	$ 3.40	1,528,108
FY19	$ 6.92	$ 0.72	$ 410 2.53	$ 3.67	1,528,108
FY20	$ 5.67	$ 0.65	$ 1.48	$ 3.54	1,528,108
FY21	$ 5.71	$ 0.61	$ 1.46	$ 3.64	1,534,944

O&M Dept. Managed Accounts Fiscal History - Detail

(excludes Technology and Telephone)

Fund 20	District Space - sq. ft.	1,534,944		1,528,108		1,528,108		1,528,108		1,528,108		1,480,762		1,425,762		1,425,752	
Accounts		Fiscal Year 20.21		Fiscal Year 19.20		Fiscal Year 18.19		Fiscal Year 17.18		Fiscal Year 16.17		Fiscal Year 15.16		Fiscal Year 14.15		Fiscal Year 13.14	
Function	Description	actual	$/sf	actual	$/sf	actual	$/sf	actual	$/sf	actual	$/sf	actual	$/sf	actual	$/sf	actual	$/sf
DETAIL BY ACCOUNT																	
100	Salaries	$ 1,402,379	$ 0.92	$ 1,400,881	$ 0.92	$ 1,314,509	$ 0.86	$ 1,219,903	$ 0.80	$ 1,206,965	$ 0.79	$ 1,149,517	$ 0.78	$ 1,101,382	$ 0.77	$ 1,043,545	$ 0.73
200	Benefits	$ 214,770	$ 0.14	$ 186,456	$ 0.12	$ 199,677	$ 0.13	$ 194,617	$ 0.13	$ 157,653	$ 0.10	$ 154,833	$ 0.10	$ 138,506	$ 0.10	$ 149,045	$ 0.10
2540-310	Professional Technical Services	$ 128,698	$ 0.08	$ 287,596	$ 0.19	$ 242,231	$ 0.16	$ 276,507	$ 0.18	$ 187,819	$ 0.12	$ 107,174	$ 0.07	$ 105,163	$ 0.07	$ 147,178	$ 0.10
2540-332	Travel	$ 1,679	$ 0.00	$ 4,223	$ 0.00	$ 3,897	$ 0.00	$ 3,050	$ 0.00	$ 2,459	$ 0.00	$ 2,961	$ 0.00	$ 3,573	$ 0.00	$ 3,964	$ 0.00
2540-370	Water/Sewer	$ 64,217	$ 0.04	$ 104,994	$ 0.07	$ 131,913	$ 0.09	$ 107,631	$ 0.07	$ 102,754	$ 0.07	$ 95,602	$ 0.06	$ 93,672	$ 0.07	$ 117,388	$ 0.08
2540-410	Office Supplies-B&G	$ 4,206	$ 0.00	$ 2,555	$ 0.00	$ 4,043	$ 0.00	$ 2,343	$ 0.00	$ 2,106	$ 0.00	$ 4,980	$ 0.00	$ 1,502	$ 0.00	$ 1,479	$ 0.00
2540-464	O&M (Vehicle)Fuel Costs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 781	$ 0.00	$ 781	$ 0.00	$ 72	$ 0.00
2540-465	Natural Gas	$ 267,304	$ 0.17	$ 219,427	$ 0.14	$ 262,980	$ 0.17	$ 257,226	$ 0.17	$ 242,405	$ 0.16	$ 203,737	$ 0.14	$ 279,800	$ 0.20	$ 492,300	$ 0.35
2540-466	Electricity	$ 665,878	$ 0.44	$ 770,126	$ 0.50	$ 840,226	$ 0.55	$ 972,770	$ 0.64	$ 971,298	$ 0.64	$ 1,064,979	$ 0.72	$ 1,063,275	$ 0.75	$ 807,592	$ 0.57
2540-640	Dues & Fees	$ 2,502	$ 0.00	$ 2,613	$ 0.00	$ 4,388	$ 0.00	$ 2,732	$ 0.00	$ 3,268	$ 0.00	$ 2,880	$ 0.00	$ 2,584	$ 0.00	$ 3,549	$ 0.00
2542-310	Custodial Contracted Services	$ 1,621,807	$ 1.06	$ 1,513,421	$ 0.99	$ 1,582,779	$ 1.04	$ 1,469,120	$ 0.96	$ 1,442,960	$ 0.94	$ 1,421,022	$ 0.96	$ 1,312,480	$ 0.92	$ 1,285,487	$ 0.90
2542-320	Contractual Overtime	$ 80,893	$ 0.05	$ 27,490	$ 0.02	$ 8,108	$ 0.01	$ 36,642	$ 0.02	$ 50,922	$ 0.03	$ 50,633	$ 0.03	$ 40,489	$ 0.03	$ 33,740	$ 0.02
2542-321	Sanitation Extermination	$ 41,424	$ 0.03	$ 35,362	$ 0.02	$ 50,098	$ 0.03	$ 34,264	$ 0.02	$ 38,016	$ 0.02	$ 39,939	$ 0.03	$ 39,259	$ 0.03	$ 38,424	$ 0.03
2542-322	Snow Removal	$ 225,737	$ 0.15	$ 196,631	$ 0.13	$ 263,469	$ 0.17	$ 259,287	$ 0.17	$ 158,942	$ 0.10	$ 146,106	$ 0.10	$ 260,574	$ 0.18	$ 473,786	$ 0.33
2542-323	Repairs-Buildings	$ 578,787	$ 0.38	$ 503,837	$ 0.33	$ 555,541	$ 0.36	$ 648,938	$ 0.42	$ 587,105	$ 0.38	$ 536,706	$ 0.36	$ 387,836	$ 0.27	$ 382,478	$ 0.27
2542-324	Fingerprint Background Check	$ -	$ -	$ -	$ -	$ (833)	$ (0.00)	$ (96)	$ (0.00)	$ 7,742	$ 0.01	$ 3,724	$ 0.00				
2542-325	Rentals	$ -	$ -	$ 25	$ 0.00	$ -	$ -	$ 743	$ 0.00	$ 1,072	$ 0.00	$ 534	$ 0.00	$ 5,616	$ 0.00	$ 510	$ 0.00
2542-329	Small Building Projects	$ 109,342	$ 0.07	$ 64,186	$ 0.04	$ 179,934	$ 0.12	$ 352,253	$ 0.23	$ 242,477	$ 0.16	$ 341,762	$ 0.23	$ 202,038	$ 0.14	$ 83,098	$ 0.06
2542-390	Other Purchased Services(PM)	$ 199,850	$ 0.13	$ 205,183	$ 0.13	$ 241,668	$ 0.16	$ 207,495	$ 0.14	$ 155,965	$ 0.10	$ 486,402	$ 0.33	$ 179,245	$ 0.13	$ 137,841	$ 0.10
2542-410	Supplies - B&G	$ 642,488	$ 0.42	$ 453,363	$ 0.30	$ 442,399	$ 0.29	$ 398,156	$ 0.26	$ 366,850	$ 0.24	$ 310,590	$ 0.21	$ 278,474	$ 0.20	$ 302,477	$ 0.21
2542-490	Invent Supplies - B&G	$ 36,364	$ 0.02	$ 53,325	$ 0.03	$ 10,675	$ 0.01	$ 19,085	$ 0.01	$ 45,892	$ 0.03	$ 52,544	$ 0.04	$ 31,100	$ 0.02	$ 52,997	$ 0.04
2542-520	Building Projects	$ 1,947,786	$ 1.27	$ 678,891	$ 0.44	$ 3,406,900	$ 2.23	$ 3,065,644	$ 2.01	$ 4,256,902	$ 2.79	$ 3,148,757	$ 2.13	$ 1,928,467	$ 1.35	$ 147,707	$ 0.10
2543-320	Grounds Mgmt Service Contract	$ 192,699	$ 0.13	$ 184,839	$ 0.12	$ 183,032	$ 0.12	$ 155,781	$ 0.10	$ 157,455	$ 0.10	$ 156,245	$ 0.11	$ 154,200	$ 0.11	$ 193,533	$ 0.14
2543-323	Repairs-Grounds	$ 91,669	$ 0.06	$ 160,063	$ 0.10	$ 249,460	$ 0.16	$ 90,527	$ 0.06	$ 152,707	$ 0.10	$ 117,079	$ 0.08	$ 80,566	$ 0.06	$ 69,169	$ 0.05
2543-329	Grounds Small Projects	$ 74,414	$ 0.05	$ 34,417	$ 0.02	$ 55,724	$ 0.04	$ 21,185	$ 0.01	$ 17,225	$ 0.01	$ 19,023	$ 0.01	$ 2,136	$ 0.00	$ 1,980	$ 0.00
2543-390	Grounds Contractual Other	$ -	$ -	$ 2,200	$ 0.00	$ 4,214	$ 0.00		$ -		$ -		$ -		$ -	$ -	$ -
2543-410	Grounds Supplies	$ 53,786	$ 0.04	$ 79,071	$ 0.05	$ 90,908	$ 0.06	$ 45,625	$ 0.03	$ 62,623	$ 0.04	$ 76,040	$ 0.05	$ 40,556	$ 0.03	$ 31,217	$ 0.02
2543-490	Grounds Invent Supplies	$ 8,722	$ 0.01	$ -	$ -	$ 22,892	$ 0.01	$ 11,673	$ 0.01	$ -	$ -	$ 17,715	$ 0.01	$ 17,715	$ 0.01	$ 15,847	$ 0.01
2543-530	Improvements Not Buildings	$ 101,730	$ 0.07	$ 1,484,580	$ 0.97	$ 222,276	$ 0.15	$ 2,918,826	$ 1.91	$ 1,382,068	$ 0.90	$ 1,385,115	$ 0.94	$ 1,351,084	$ 0.95	$ 511,972	$ 0.36
2545-323	Vehicle Service	$ 3,343	$ 0.00	$ 5,726	$ 0.00	$ 4,454	$ 0.00	$ 6,280	$ 0.00	$ 8,603	$ 0.01	$ 5,726	$ 0.00	$ 9,883	$ 0.01	$ 11,435	$ 0.01
Key Peformance indictator by facility space																	
total expended	Totals by Account	$ 8,762,473	$ 5.71	$ 8,661,482	$ 5.67	$ 10,577,562	$ 6.92	$ 12,778,206	$ 8.36	$ 12,012,254	$ 7.86	$ 11,103,105	$ 7.50	$ 9,111,956	$ 6.39	$ 6,539,809	$ 4.59
gas & electric only	Totals by Account	$ 933,182	$ 0.61	$ 989,553	$ 0.65	$ 1,103,206	$ 0.72	$ 1,229,996	$ 0.80	$ 1,213,703	$ 0.79	$ 1,268,716	$ 0.86	$ 1,343,075	$ 0.94	$ 1,299,892	$ 0.91
capital projects only	Total for 500's +329's	$ 2,233,271	$ 1.46	$ 2,262,075	$ 1.48	$ 3,864,834	$ 2.53	$ 6,357,908	$ 4.16	$ 5,898,672	$ 3.86	$ 4,894,657	$ 3.31	$ 3,483,725	$ 2.44	$ 744,757	$ 0.52
total expended wo capital projects & energy	Totals by Account	$ 5,596,020	$ 3.64	$ 5,409,854	$ 3.54	$ 5,609,522	$ 3.67	$ 5,190,302	$ 3.40	$ 4,899,879	$ 3.21	$ 4,939,732	$ 3.34	$ 4,285,156	$ 3.01	$ 4,495,161	$ 3.15
Key Peformance indictator by student population																	
total expended	Totals by Account	$ 8,762,473	$ 957	$ 8,661,482	$ 946	$ 10,577,562	$ 1,133	$ 12,778,206	$1,333	$ 12,012,254	$ 1,252	$ 11,103,105	$ 1,175	$ 9,111,956	$ 962	$ 6,539,809	$ 691
gas & electric only	Totals by Account	$ 933,182	$ 102	$ 989,553	$ 108	$ 1,103,206	$ 118	$ 1,229,996	$ 128	$ 1,213,703	$ 126	$ 1,268,716	$ 134	$ 1,343,075	$ 142	$ 1,299,892	$ 137
capital projects only	Total for 500's +329's	$ 2,233,271	$ 244	$ 2,262,075	$ 247	$ 3,864,834	$ 414	$ 6,357,908	$ 663	$ 5,898,672	$ 615	$ 4,894,657	$ 518	$ 3,483,725	$ 368	$ 744,757	$ 79
enrollment history comparison																	
	student population	9,158		9,158		9,336		9,583		9,595		9,451		9,475		9,466	

O&M Dept. Managed Accounts Fiscal History - Detail

(excludes Technology and Telephone)

Fund 20	District Space - sq. ft.	1,425,752		1,425,752		1,425,752		1,425,752		1,425,752		1,425,752		1,361,568		1,361,568	
Accounts		Fiscal Year 12.13		Fiscal Year 11.12		Fiscal Year 10.11		Fiscal Year 09.10		Fiscal Year 08.09		Fiscal Year 07.08		Fiscal Year 06.07		Fiscal Year 05.06	
Function	Description	actual	$/sf	actual	$/sf	actual	$/sf	actual	$/sf	final adj budget	$/sf	actual/budget	$/sf	actual	$/sf	actual	$/sf
DETAIL BY ACCOUNT																	
100	Salaries	$ 1,060,987	$ 0.74	$ 983,322	$ 0.69	$ 927,043	$ 0.65	$ 935,659	$ 0.66	$ 903,495	$ 0.63	$ 920,796	$ 0.68	$ 910,817	$ 0.67	$ 809,069	$ 0.59
200	Benefits	$ 160,696	$ 0.11	$ 137,064	$ 0.10	$ 137,407	$ 0.10	$ 63,554	$ 0.04	$ 131,999	$ 0.09	$ 79,601	$ 0.06	$ 600	$ 0.00	$ 546	$ 0.00
2540-310	Professional Technical Services	$ 75,896	$ 0.05	$ 94,976	$ 0.07	$ 104,078	$ 0.07	$ 78,000	$ 0.05	$ 207,000	$ 0.15	$ 148,840	$ 0.11	$ 76,260	$ 0.06	$ 27,742	$ 0.02
2540-332	Travel	$ 3,763	$ 0.00	$ 3,412	$ 0.00	$ 1,333	$ 0.00	$ 1,103	$ 0.00	$ 1,725	$ 0.00	$ 2,571	$ 0.00	$ 1,596	$ 0.00	$ 1,080	$ 0.00
2540-370	Water/Sewer	$ 117,258	$ 0.08	$ 108,949	$ 0.08	$ 109,342	$ 0.08	$ 104,590	$ 0.07	$ 102,861	$ 0.07	$ 65,355	$ 0.05	$ 65,514	$ 0.05	$ 46,565	$ 0.03
2540-410	Office Supplies-B&G	$ 661	$ 0.00	$ 712	$ 0.00	$ 2,499	$ 0.00	$ 1,942	$ 0.00	$ 1,617	$ 0.00	$ 1,099	$ 0.00	$ 2,741	$ 0.00	$ 2,846	$ 0.00
2540-464	O&M (Vehicle)Fuel Costs	$ 100,006	$ 0.07	$ 9,361	$ 0.01	$ 2,547	$ 0.00	$ 5,892	$ 0.00	$ 5,913	$ 0.00	$ 9,874	$ 0.01	$ 11,260	$ 0.01	$ 900	$ 0.00
2540-465	Natural Gas	$ 257,548	$ 0.18	$ 196,484	$ 0.14	$ 320,616	$ 0.22	$ 375,269	$ 0.26	$ 799,170	$ 0.56	$ 545,386	$ 0.40	$ 433,360	$ 0.32	$ 737,119	$ 0.54
2540-466	Electricity	$ 891,324	$ 0.63	$ 1,030,113	$ 0.72	$ 1,274,325	$ 0.89	$ 1,034,915	$ 0.73	$ 1,545,452	$ 1.08	$ 1,272,132	$ 0.93	$ 1,223,658	$ 0.90	$ 1,085,169	$ 0.80
2540-640	Dues & Fees	$ 2,554	$ 0.00	$ 2,519	$ 0.00	$ 226,323	$ 0.16	$ 1,020	$ 0.00	$ 1,600	$ 0.00	$ 1,149	$ 0.00	$ 1,600	$ 0.00	$ 898	$ 0.00
2542-310	Custodial Contracted Services	$ 1,436,760	$ 1.01	$ 1,379,094	$ 0.97	$ 1,352,766	$ 0.95	$ 1,743,122	$ 1.22	$ 1,744,546	$ 1.22	$ 1,956,030	$ 1.44	$ 1,811,209	$ 1.33	$ 1,648,942	$ 1.21
2542-320	Contractual Overtime	$ 51,071	$ 0.04	$ 54,645	$ 0.04	$ 43,524	$ 0.03	$ 37,874	$ 0.03	$ 69,057	$ 0.05	$ 100,702	$ 0.07	$ 63,098	$ 0.05	$ 18,797	$ 0.01
2542-321	Sanitation Extermination	$ 48,416	$ 0.03	$ 37,341	$ 0.03	$ 42,166	$ 0.03	$ 68,342	$ 0.05	$ 73,937	$ 0.05	$ 57,081	$ 0.04	$ 47,838	$ 0.04	$ 48,616	$ 0.04
2542-322	Snow Removal	$ 209,722	$ 0.15	$ 137,434	$ 0.10	$ 221,418	$ 0.16	$ 176,183	$ 0.12	$ 314,557	$ 0.22	$ 374,861	$ 0.28	$ 128,093	$ 0.09	$ 132,414	$ 0.10
2542-323	Repairs-Buildings	$ 521,084	$ 0.37	$ 420,896	$ 0.30	$ 309,951	$ 0.22	$ 384,322	$ 0.27	$ 474,008	$ 0.33	$ 371,010	$ 0.27	$ 257,028	$ 0.19	$ 168,099	$ 0.12
2542-324	Fingerprint Background Check																
2542-325	Rentals	$ 837	$ 0.00	$ 996	$ 0.00	$ 846	$ 0.00	$ 1,378	$ 0.00	$ 990	$ 0.00	$ 1,412	$ 0.00	$ 5,000	$ 0.00	$ 3,397	$ 0.00
2542-329	Small Building Projects																
2542-390	Other Purchased Services(PM)	$ 173,915	$ 0.12	$ 185,203	$ 0.13	$ 266,503	$ 0.19	$ 179,654	$ 0.13	$ 232,000	$ 0.16	$ 206,488	$ 0.15	$ 195,118	$ 0.14	$ 178,471	$ 0.13
2542-410	Supplies - B&G	$ 280,316	$ 0.20	$ 297,359	$ 0.21	$ 225,323	$ 0.16	$ 281,355	$ 0.20	$ 307,804	$ 0.22	$ 194,342	$ 0.14	$ 162,630	$ 0.12	$ 109,526	$ 0.08
2542-490	Invent Supplies - B&G	$ 49,637	$ 0.03	$ 74,882	$ 0.05	$ 1,760	$ 0.00	$ 125,043	$ 0.09	$ -	$ -	$ 136,627	$ 0.10	$ 3,659	$ 0.00	$ -	$ -
2542-520	Building Projects	$ 343,703	$ 0.24	$ 487,376	$ 0.34	$ 131,625	$ 0.09	$ 46,240	$ 0.03	$ 176,565	$ 0.12	$ 287,546	$ 0.21	$ 356,162	$ 0.26		
2543-320	Grounds Mgmt Service Contract	$ 221,021	$ 0.16	$ 213,611	$ 0.15	$ 210,133	$ 0.15	$ 210,889	$ 0.15	$ 212,076	$ 0.15	$ 314,498	$ 0.23	$ 216,726	$ 0.16	$ 48,278	$ 0.04
2543-323	Repairs-Grounds	$ 255,831	$ 0.18	$ 73,074	$ 0.05	$ 177,389	$ 0.12	$ 106,635	$ 0.07	$ 52,800	$ 0.04	$ 43,550	$ 0.03	$ 12,500	$ 0.01	$ 3,222	$ 0.00
2543-329	Grounds Small Projects																
2543-390	Grounds Contractual Other	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,812	$ 0.01	$ 7,238	$ 0.01	$ 2,655	$ 0.00	$ 70,868	$ 0.05		
2543-410	Grounds Supplies	$ 63,384	$ 0.04	$ 21,776	$ 0.02	$ 21,975	$ 0.02	$ 66,127	$ 0.05	$ 45,384	$ 0.03	$ 8,962	$ 0.01	$ 17,000	$ 0.01	$ 18,287	$ 0.01
2543-490	Grounds Invent Supplies	$ 7,299	$ 0.01	$ -	$ -	$ -	$ -	$ 3,828	$ 0.00	$ 10,000	$ 0.01	$ -	$ -	$ -	$ -	$ -	$ -
2543-530	Improvements Not Buildings	$ 694,064	$ 0.49	$ 290,738	$ 0.20	$ 43,413	$ 0.03	$ 163,911	$ 0.11	$ 191,910	$ 0.13	$ 17,121	$ 0.01	$ 125,468	$ 0.09	$ 191,813	$ 0.14
2545-323	Vehicle Service	$ 8,286	$ 0.01	$ 9,098	$ 0.01	$ 6,048	$ 0.00	$ 10,478	$ 0.01	$ 3,151	$ 0.00	$ 7,612	$ 0.01	$ 1,948	$ 0.00	$ 129	$ 0.00
Key Peformance indictator by facility space																	
total expended	Totals by Account	$ 7,036,039	$ 4.93	$ 6,250,436	$ 4.38	$ 6,160,355	$ 4.32	$ 6,215,137	$ 4.36	$ 7,616,855	$ 5.34	$ 7,127,300	$ 5.00	$ 6,201,751	$ 4.55	$ 5,281,924	$ 3.88
gas & electric only	Totals by Account	$ 1,148,872	$ 0.81	$ 1,226,597	$ 0.86	$ 1,594,941	$ 1.12	$ 1,410,184	$ 0.99	$ 2,344,622	$ 1.64	$ 1,817,518	$ 1.33	$ 1,657,018	$ 1.22	$ 1,822,288	$ 1.34
capital projects only	Total for 500's +329's	$ 1,037,767	$ 0.73	$ 778,114	$ 0.55	$ 175,038	$ 0.12	$ 210,151	$ 0.15	$ 368,475	$ 0.26	$ 304,667	$ 0.22	$ 481,630	$ 0.35	$ 191,813	$ 0.14
total expended wo capital projects & energy	Totals by Account	$ 4,849,400	$ 3.40	$ 4,245,725	$ 2.98	$ 4,390,376	$ 3.08	$ 4,594,802	$ 3.22	$ 4,903,758	$ 3.44	$ 5,005,115	$ 3.44	$ 4,063,103	$ 2.98	$ 3,267,823	$ 2.40
Key Peformance indictator by student population																	
total expended	Totals by Account	$ 7,036,039	$ 745	$ 6,250,436	$ 671	$ 6,160,355	$ 676	$ 6,215,137	$ 696	$ 7,616,855	$ 878	$ 7,127,300	$ 869	$ 6,201,751	$ 813	$ 5,281,924	$ 756
gas & electric only	Totals by Account	$ 1,148,872	$ 122	$ 1,226,597	$ 132	$ 1,594,941	$ 175	$ 1,410,184	$ 158	$ 2,344,622	$ 270	$ 1,817,518	$ 222	$ 1,657,018	$ 217	$ 1,822,288	$ 261
capital projects only	Total for 500's +329's	$ 1,037,767	$ 110	$ 778,114	$ 83	$ 175,038	$ 19	$ 210,151	$ 23	$ 368,475	$ 42	$ 304,667	$ 37	$ 481,630	$ 63	$ 191,813	$ 27
enrollment history comparison																	
	student population	9,448		9,322		9,113		8,928		8,673		8,200		7,630		6,983	

O&M Dept. Managed Accounts Fiscal History - Detail

(excludes Technology and Telephone)

Fund 20	District Space - sq. ft.	902,158		835,412		796,390	
Accounts		Fiscal Year 04-05		Fiscal Year 03-04		Fiscal Year 02-03	
Function	Description	actual	$/sf	actual	$/sf	actual	$/sf
DETAIL BY ACCOUNT							
100	Salaries	$874,238	$0.97	$994,176	$1.19	$929,049	$1.17
200	Benefits	$120,000	$0.13	$110,000	$0.13	in other #	
2540-310	Professional Technical Services	300	$0.00	$1,200	$0.00	$192,296	$0.24
2540-332	Travel	$1,503	$0.00	$94	$0.00	$1,260	$0.00
2540-370	Water/Sewer	$43,104	$0.05	$32,373	$0.04	$37,802	$0.05
2540-410	Office Supplies-B&G	$1,063	$0.00	$476	$0.00	$-	$-
2540-464	O&M (Vehicle)Fuel Costs	in other fund					
2540-465	Natural Gas	$386,746	$0.43	$311,490	$0.37	$380,463	$0.48
2540-466	Electricity	$672,064	$0.74	$876,519	$1.05	$785,542	$0.99
2540-640	Dues & Fees	$368	$0.00	$1,543	$0.00	$4,920	$0.01
2542-310	Custodial Contracted Services	$813,107	$0.90	$856,000	$1.02	$796,548	$1.00
2542-320	Contractual Overtime	included in 2542-310					
2542-321	Sanitation Extermination	$34,334	$0.04	$23,812	$0.03	$26,372	$0.03
2542-322	Snow Removal	$141,609	$0.16	$86,300	$0.10	in other #	
2542-323	Repairs-Buildings	$122,669	$0.14	$126,468	$0.15	$166,029	$0.21
2542-324	Fingerprint Background Check						
2542-325	Rentals	$9,387	$0.01	$2,623	$0.00	$4,534	$0.01
2542-329	Small Building Projects						
2542-390	Other Purchased Services(PM)	$72,695	$0.08	$124,351	$0.15	$34,034	$0.04
2542-410	Supplies - B&G	$173,253	$0.19	$188,940	$0.23	$312,673	$0.39
2542-490	Invent Supplies - B&G	$0	$0.00	$4,746	$0.01	$-	$-
2542-520	Building Projects						
2543-320	Grounds Mgmt Service Contract	included in 2542-390					
2543-323	Repairs-Grounds	in-house					
2543-329	Grounds Small Projects						
2543-390	Grounds Contractual Other						
2543-410	Grounds Supplies	$11,455	$0.01	$21,345	$0.03	in other #	
2543-490	Grounds Invent Supplies	$0	$0.00	$12,758	$0.02	$-	$-
2543-530	Improvements Not Buildings						
2545-323	Vehicle Service	in other fund					
Key Peformance indictator by facility space							
total expended	Totals by Account	$ 3,477,894	$ 3.86	$ 3,775,214	$ 4.52	$ 3,671,522	$ 4.61
gas & electric only	Totals by Account	$ 1,058,810	$ 1.17	$ 1,188,009	$ 1.42	$ 1,166,005	$ 1.47
capital projects only	Total for 500's +329's	$ -	$ -	$ -	$ -	$ -	$ -
total expended wo capital projects & energy	Totals by Account	$ 2,419,084	$ 2.68	$ 2,587,205	$ 3.10	$ 2,505,517	$ 3.14
Key Peformance indictator by student population							
total expended	Totals by Account	$ 3,477,894	$ 567	$ 3,775,214	$ 697	$ 3,671,522	$ 792
gas & electric only	Totals by Account	$ 1,058,810	$ 173	$ 1,188,009	$ 219	$ 1,166,005	$ 251
capital projects only	Total for 500's +329's	$ -	$ -	$ -	$ -	$ -	$ -
enrollment history comparison							
	student population	6,134		5,416		4,637	

HCSD158 Physical Plant Capital Replacement Life Cycle Summer 2022

Location	Fiscal Yr	project description	budget	subtotals
Huntley High School School - east circle - door 30	FY 22	Rubber stair tread replacement	$ 20,000	
District 158	FY22	Asphalt Repairs	$ 20,000	
Marlowe - phase 2 - staff lot & loop drive w FDR	FY22	Asphalt replacement	$ 913,668	
Marlowe - site regrading around walks door 11 thru door 15 and site drainage enhancements	FY22	Asphalt replacement	$ 110,000	
District 158- nineteen old XL15C JACE	FY22	Building Automation Update	$ 87,636	
SBRC buildings	FY22	Infrared scan electrical distribution systems	$ 10,000	
Leggee	FY22	Playground safety surface replacement	$ 48,116	
Huntley High - phase 3 - areas L, KK, M	FY22	Roof replacement	$ 682,447	
Mackeben - NW stairwell	FY22	Rubber stair tread replacement	$ 11,000	
District - bottle filler conversions on water fountains	FY22	Safety Enhancements	$ 60,217	
District 158	FY22	Tuckpointing.sealant replacement	$ 35,000	
O&M Dept M-2 snow plow pickup	FY22	Vehicle replacement	$ 27,000	
Huntley High School	FY22	Unit ventilator bushings replacement-79 units	$ 62,580	
Huntley High west plant	FY22	Water heater replacement	$ 27,000	$ 2,114,664

HCSD158 O&M Dept. Managed Service Contracts Schedule

Last Edited on 01/31/22

Company Name	Locations	Service Description	Earliest action date	Expiration	Evergreen Date	To Board if needed	Rebid / Quote Time	Last Bid Date
Trane	District	Trane Air-cooled chiller PMs	11/04/21	03/31/22	1/13/22	01/01/22		04/01/17
CTS Group	District	BMS service support - remote	02/01/22	06/30/22	4/20/22	03/01/22		04/28/16
MDC Environmental	District	refuse/recycle hauling	04/01/22	08/11/22	No Evergreen Clause	06/24/22	05/01/22	
Otis Elevator	District	elevator grease and oil	04/01/22	07/13/22	NA	06/01/22	03/01/18	
SV Enterprises	District	snow removal	05/01/22	04/30/22	No Evergreen Clause	05/01/22	06/01/22	07/13/05
Weatherworks	District	certified snow depth reporting	06/01/22	10/31/22				
Fruin Bros.	District	cash farm rental	09/01/22	11/30/22	NA	10/01/22	12/01/19	Oct.2016
Anderson Pest Control	District	pest control	10/01/22	12/31/22	30 notice monthly	11/01/22	10/24/22	
JCI	Mackeben	chiller scheduled PM	11/28/22	02/28/23	NA	01/28/23	NA	NA
Centerpoint (starts 9-1-22),	District	natural gas procurement	03/01/23	08/31/24	NA	07/01/24	03/01/23	
Fox Valley Fire	District	fire & security alarm monitor	03/01/23	05/06/23	04/06/23	03/01/23	02/01/23	
MSDS Online	District	web based SDS sheet access sys	03/15/23	05/05/23	No Evergreen Clause			
Thermosystems	District	three chillers and six RTUs scheduled PM	09/01/23	11/01/23	NA	10/01/23	NA	NA
ABM	District	custodial services	01/01/24	05/30/24	No Evergreen Clause	02/01/24	03/01/24	03/01/18
Global Water Technologies, Inc	District	water treatment services	05/01/24	09/01/24	6/1/24	06/01/24		05/14/18
Advantage Mechanical	District	HVAC PM's-McQuay/JCI-York	07/01/24	09/30/24	No Evergreen Clause	07/01/24	08/01/24	
Veach, CT	District	grounds management	09/01/24	11/30/24	No Evergreen Clause	09/01/24	10/01/24	11/12/19
Fox Valley Fire and Safety	District	Life safety Syst Inspections - FACP, FE, sprinkler, and ansul	01/30/25	05/30/25	No Evergreen Clause	02/01/25	03/01/25	02/28/18
Voltus	District	demand load response	08/12/26	11/12/26	10/12/26	09/12/26		
ForeFront Power	District	PPA agreements	06/01/40	09/01/40				
Barr Mechanical	HHS	boiler-Eundura annual PM - Fine Arts	annual	annual	NA	NA	04/01/22	04/21/21
Quartix - Vehicle Tracking	O&M	vehicle tracking	annual	annual	NA	annual	NA	NA
Facility Tree	District	CMS & rental scheduling software	m-m	m-m	NA	m-m	m-m	NA
Earthwise	SBRC	water softener quarterly pm inspections	open	open	No Evergreen Clause		08/07/18	
NA Corporation	District	quarterly PMs on R14's and T16	open	contract				
Company Name	**Locations**	**Service Description**		**Expiration**	**Evergreen Date**	**To Board if needed**	**Rebid / quote**	**Last Bid Date**

Energy Conservation Measures Rewards Tally

Accumulated Annual Cost Savings	**$ 681,363**	
Annual Carbon Emmisions Avoided	**14,189,270**	**pounds**
Annual Power Consumption Avoided	**13,486,617**	**kilowatt-hours**
Annual Natural Gas Consumption Avoided	**117,171**	**therms**

Pollution Emissions Disclosure Statement					
Constellation New Energy Report 2015	**Present Energy Costs (at meter)**				
1,052.10 lbs. carbon dioxide / 1000 kWh power generated	gas	$	0.425	$/ therm	see note #2
	electric	$	0.075	$/kWh	see note #3

SPECIAL NOTES

1	Yellow highlighted ECM's deactivated during pandemic response action
2	Gas unit cost based on 12 month review 11.20 thru 10.21
3	elctricity rate reduced from $0.105 since solar installation w COD Oct.20

Projects Tally / Annual Savings

project completion year	Description	kWh	therms	$ electric	$ gas	$ total
2007	Marlowe gym addition lights-convert to fluorescent from metal halide	19,934	0	$ 1,495	$ -	$ 1,495
2009	District-wide gym addition lights-convert to fluorescent from metal halide	223,442	0	$ 16,758	$ -	$ 16,758
2009	Chesak, Martin, Leggee soffit lights -convert to fluorescent from Metal halide	109,777	0	$ 8,233	$ -	$ 8,233
2012	Mackeben - upgrade replacement chiller to premium efficiency unit	64,459	0	$ 4,834	$ -	$ 4,834
2012	Huntley High central chiller replacement to premium efficiency unit	393,232	0	$ 29,492	$ -	$ 29,492
2013	Guaranteed Energy Savings project with CTS including HVAC controls retrofits some interior lighting retrofits and occupancy sensors for lighting control District-wide	3,192,151	88,978	$ 239,411	$ 37,816	$ 277,227
2013	Square Barn Road Campus - convert light fixtures on poles to LED from HP sodium	166,424	0	$ 12,482	$ -	$ 12,482
2015	Guaranteed Energy Savings project with PSI including retrofit of over 9,000 lighting fixtures include interior and exterior locations	1,146,925	0	$ 86,019	$ -	$ 86,019
2014	Huntley High Expansion and Renovations Phase 1 - Act on recommendations from the Smart Energy Design Assistance Center for installation of more efficient equipment beyond code requirements including LED lighting interior and exterior, premium efficiency boilers, destratification fans, and added roof insulation	34,052	7,952	$ 2,554	$ 3,380	$ 5,934
2015	Huntley High Expansion and Renovations Phase 2 - Act on recommendations from the Smart Energy Design Assistance Center for installation of more efficient equipment beyond code requirements including LED lighting interior and exterior, premium efficiency boiler and chiller, added wall and roof insulation, and premium efficiency windows and doors	133,501	736	$ 10,013	$ 312.80	$ 10,325
2017	Conley Chiller Replacement	227,607	0	$ 17,071	$ -	$ 17,071
2018	Conley and Mackeben retrofit fluorescent fixtures w linear LED	129,887	0	$ 9,742	$ -	$ 9,742
2020	Solar array installations	7402610		$ 117,489		$ 117,489
2020	GES RFP 2020-32 fluorescent to LED conversion - Leggee, Martin, Heinemann & kitchen DCV all eight sites	204,345	9376	$ 14,937	$ 3,684.50	$ 18,621
2020	kitchen demnd control ventilation in all eight school kitchens	33,801	10129	$ 14,937	$ 3,684.50	$ 18,621
2020	lighting retrofit - replace 8ft T8 lamped fixtures with LED	4470.8	0	$ 326.37	$ -	$ 326
2021	demand management with Orchestrate while upgrading BAS to Niagara 4-net savings yr. 2 on			$ 46,693.00	$ -	$ 46,693

EPA Energy Star Ratings for *Huntley 158* Facilities

last edit 1/11/2021

Building	EPA measurement tool	Energy Star Rating: Base Line Year Ending 3-31-10	Year Ending 8-31-17	Year Ending 2-18-19	Year Ending 12-3-19	Year Ending 7-1-20	Weather normalized energy use: Base Line Year kbtu/sf 3-31-10	kbtu/sf 2-18-19	kbtu/sf 7-1-20	reduction baseline to 2-18-19	reduction 2-18-19 to 7-1-20	reduction baseine to 7-1-20
Chesak Elementary School	pre2018	54	86									
	2018	47	77	80	80	78	72.30	56.50	54.80	22%	3%	24%
Leggee Elementary School	pre2018	57	82									
	2018	42	74	69	76	67	77.40	70.80	63.80	9%	10%	18%
Martin Elementary School	pre2018	49	84									
	2018	49	74	71	69	67	67.50	58.40	56.60	13%	3%	16%
Conley Elementary School	pre2018	29	63									
	2018	20	48	54	61	68	79.40	62.90	52.90	21%	16%	33%
Mackeben Elementary School	pre2018	21	67									
	2018	16	46	51	57	63	86.20	64.30	56.30	25%	12%	35%
Marlowe Middle School	pre2018	48	91									
	2018	45	85	87	88	88	70.80	50.90	45.60	28%	10%	36%
Heineman Middle School	pre2018	49	81									
	2018	28	64	67	63	69	80.20	61.00	59.70	24%	2%	26%
Huntley High School	pre2018	39	85									
	2018	32	67	74	77	72	89.00	62.00	61.20	30%	1%	31%
Admin. Trans. Center	pre2018	74	91									
	2018	52	70	73	79	80	77.10	54.80	60.20	29%	-10%	22%
Averages	pre2018	47	81									
	2018	37	67	70	72	72	77.77	60.18	56.79	23%	6%	27%

Huntley Community School District 158 Operations & Maintenance Dept.

Managed Facility inspections list

last edit 1/29/2022

	Inspection type	purpose	assigned to:
1	AC equipment	PM	outsourced
2	Acid dilution pits and canisters	PM	D158
3	AED battery check	PM	D158
4	After-hours walk thru for HVAC control issues	PM	D158
5	AHU OA damper checks and OA intake cleaning	PM	D158
6	Air compressors	PM	D158
7	Air Curtain	PM	D158
8	Air-Handlers	PM	outsourced
9	Air-handlers –add anti-microbe tabs	PM	D158
10	Air-handlers –filter changes	PM	D158
11	Anode rod replacements-water heaters & storage tanks	PM	D158
12	Attic Inspections	PM	D158
13	Backflow Preventers	PM	outsourced
14	Basketball back board inspections	PM	outsourced
15	Bleacher Inspections	PM	in-house/outsourced
16	Boiler logs and inspection-daily	PM	D158
17	Boiler/Chill Water Treat	PM	outsourced
18	Boiler-burner tune	PM	outsourced
19	Boilers – monthly	PM	D158
20	Boilers– test emergency shut-off	PM	D158
21	Boilers-annual open, inspect, clean	PM	D158
22	Boilers-annual recertification	PM	outsourced
23	Boilers-semi-annual	PM	outsourced
24	Boiler make Up Air Preheat System	PM	D158
25	Building Automation system	PM	outsourced
26	Burglar alarm system test	PM	D158
27	Bus block heater timer-Test batteries	PM	D158
28	Bus wash	PM	outsourced(Trans)
29	Cafeterai Table (Folding)	PM	D158
30	Carbon monoxide sensor testing	PM	D158
31	Chiller-draining/filling	PM	D158
32	Chiller-oil sample analysis	PM	outsourced
33	Chillers-monthly (ops season)	PM	D158
34	Chillers-semi-annual	PM	outsourced
35	Clean screens on drain tile outlets HRC only	PM	D158
36	PE climbing wall checks	PM	D158
37	condensate pumps	PM	D158
38	Custodial Equipment-D158 owned	PM	D158
39	Destratification fans	PM	D158
40	Dimmer Control Rack - HHS PAC	PM	D158
41	Dock leveler (at Admin Trans only)	PM	D158
42	Door hardware checks	PM	D158
43	Door hardware-all-annually	PM	D158
44	Door hardware-Exterior -monthly	PM	D158
45	Dust collectors (HHS IT rooms)	PM	outsourced
46	Elevator phone check	PM	D158
47	Elevator fireman'skey ops check	PM	D158
48	Elevator-quarterly	PM	outsourced
49	Elevator-annual hydraulic test	PM	outsourced
50	Elevator-semi-annual recertification	PM	outsourced
51	Emergency Generators-annual	PM	outsourced
52	Emergency Generators-monthly	PM	D158
53	Emergency Generators-weekly logs	PM	D158
54	Emergency Lights – 30 second test	PM	D158
55	Emergency Lights – 90 minute test	PM	D158
56	Exhaust fans	PM	D158
57	Exterior Building envelop inspections	PM	D158
58	Facility Condition assessment-multiple per week-varies	QC	in-house
59	Fire Alarm Print maint. list-smoke detectors	PM	D158
60	Fire Alarm slave printer printout	PM	D158
61	Fire Alarm systems-annual	PM	outsourced
62	Fire Alarm systems-monthly	PM	D158
63	Fire Extinguishers	PM	outsourced
64	Fire pump – annual	PM	outsourced
65	Fire pump – weekly	PM	D158
66	Fire Sprinkler-25 year	PM	outsourced
67	Fire Sprinkler-annual	PM	outsourced
68	Fire Sprinkler-daily logs	PM	D158
69	Fire Sprinkler-dry-draining condensate	PM	D158
70	Fire Sprinkler-five year	PM	outsourced
71	Fire Sprinkler-monthly	PM	D158
72	Fire Sprinkler-quarterly	PM	D158
73	Fire Sprinkler-semi-annual	PM	D158
74	Fire Sprinkler-three year	PM	outsourced
75	Fire Sprinkler-weekly log review	PM	D158
76	First Aid kits	PM	D158
77	Floor drain trap filling	PM	D158
78	Freezestats / Outside air damper position	PM	D158
79	Flush Eye Wash Station	PM	D158
80	Folding partition inspect/adjust	PM	outsourced
81	Fork lift PM	PM	outsourced
82	GFCI receptacle tests-all-annual	PM	D158
83	GFCI receptacle tests-exterior-monthly	PM	D158
84	Grease trap clear in kitchens	PM	in-house / outsourced
85	Grounds Condition Assessment	PM	D158
86	Heat wheels	PM	D158
87	Hot water storage tank draining	PM	D158
88	Housekeeping surveillance	QC	in-house-2/3x per wk
89	Housekeeping surveillance	QC	outsourced/in-house
90	HVAC systems-computer network hubs	PM	outsourced
91	Hydronic water filter cartridge check / replace	PM	D158
92	Infrared heaters-Trans	PM	D158
93	Keyless entry sys-semi-annual	PM	outsourced
94	Kitchen equip – replace filters	PM	D158
95	Kitchen equip exhaust hood filter cleaning	PM	D158
96	Kitchen Equip-clean drain bowls	PM	D158
97	Kitchen exhaust dust & fan housing cleaning	PM	outsourced
98	Kitchen range hood ansul systems	PM	outsourced
99	Ladder inspections	PM	D158
100	ladder Support Bracket	PM	D158
101	Lift Station	PM	D158
102	Light pole visual inspect structural	PM	D158
103	Lockdown system function test	PM	D158
104	MUA unit (HHS IT rooms)	PM	D158
105	O&M Trailer PM	PM	D158
106	Personnel Lifts	PM	outsourced
107	Plaster trap cleaning in science/art rooms	PM	D158
108	Playground Equipment-annual	PM	outsourced
109	Playground Equipment-weekly report	PM	D158
110	portable cooling systems	PM	D158
111	Pumps-Chilled Water Circulation	PM	D158
112	Pumps-circ, ejector, submersible	PM	D158
113	Refrigerant sensors	PM	D158
114	Roll-up doors drop tests	PM	outsourced
115	Roofs-annual condition reports	PM	outsourced
116	Roofs-monthly	PM	D158
117	RTU – filter changes	PM	D158
118	RTU –add anti-microbe tabs	PM	D158
119	RTU- condensate drain purge	PM	D158
120	Sealant Replace-Conley Mack. Metal Roofs	PM	D158
121	Sectional Overhead doors	PM	D158
122	Site Lighting Check	PM	D158
123	Snow tractor/blower	PM	D158
124	Spray booth (HHS IT rooms)	PM	D158
125	Thermostatic Mixing Valves	PM	D158
126	Three-way Mixing Valves –hydronic systems	PM	D158
127	Transfer Switch (emergency Generator systems)	PM	outsourced
128	Unit ventilator fresh air intake cleaning	PM	D158
129	Unit Ventilators-filter changes	PM	D158
130	variable speed drives -heat syncs	PM	D158
131	VAV/FP boxes –filter change	PM	D158
132	wall hydrant draining per-winter	PM	D158
133	Water Heaters-annually	PM	outsourced
134	Water softener Salt level check	PM	D158
135	Water softener testing/log	PM	D158

CSD 158 O&M team Facility Tree Work Request Completion Time Analysis

Fiscal Year	Total # WO for year					
FY12	9,726	7.53 days per Request	7.53 days per Request	7.53 days per Request	7.53 days per Request	7.53 days per Request
FY13	4,632	4.61 days per Request	4.61 days per Request	4.61 days per Request	4.61 days per Request	4.61 days per Request
FY14	7,724	4.30 days per Request	4.30 days per Request	4.30 days per Request	4.30 days per Request	4.30 days per Request
FY15	7,186	3.46 days per Request	3.46 days per Request	3.46 days per Request	3.46 days per Request	3.46 days per Request
FY16	7,368	3.52 days per Request	3.52 days per Request	3.52 days per Request	3.52 days per Request	3.52 days per Request
FY17	6,811	4.20 days per Request	4.20 days per Request	4.20 days per Request	4.20 days per Request	4.20 days per Request
FY18	6,436	3.94 days per Request	3.94 days per Request	3.94 days per Request	3.94 days per Request	3.94 days per Request
FY19	6,717	4.45 days per Request	4.45 days per Request	4.45 days per Request	4.45 days per Request	4.45 days per Request
FY20 CoVid	4,701	3.44 days per Request	3.44 days per Request	3.44 days per Request	3.44 days per Request	3.44 days per Request
FY21 CoVid	5,567	3.46 days per Request	3.46 days per Request	3.46 days per Request	3.46 days per Request	3.46 days per Request
FY22 to date	4,152	2.79 days per Request	2.84 days per Request	2.93 days per Request	3.12 days per Request	5.35 days per Request

		Date Range			Date Range			Date Range			Date Range			Date Range		
	All Facility Tree work orders processed	# requests completed	# of days total to complete all	average turn-around time	# requests completed	# of days total to complete all	average turn-around time	# requests completed	# of days total to complete all	average turn-around time	# requests completed	# of days total to complete all	average turn-around time	# requests completed	# of days total to complete all	average turn-around time
excludes projects less last line		12/1-12/31/21			11/1-11/30/21			10/1-10/31/21			8/1-9/30/21			7/1-7/31/21		
Tech/Maintenance subtotal		112	376	**3.4**	207	565	**2.7**	147	512	**3.5**	545	2,251	**4.1**	119	659	**5.5**
Custodians D158 subtotal		260	505	**1.9**	380	868	**2.3**	434	787	**1.8**	1,573	3,902	**2.5**	107	540	**5.0**
Custodial Contractor subtotal		51	91	**1.8**	68	168	**2.5**	57	103	**1.8**	88	215	**2.4**	4	32	**8.0**
O&M Department net w/o projects		423	972	**2.30**	655	1,601	**2.44**	638	1,402	**2.20**	2,206	6,368	**2.89**	230	1,231	**5.35**
Detail By Assigned Employee			Date Range			Date Range			Date Range			Date Range			Date Range	
Date of Print	**All Facility Tree work orders processed**	# requests completed	# of days total to complete all	average turn-around time	# requests completed	# of days total to complete all	average turn-around time	# requests completed	# of days total to complete all	average turn-around time	# requests completed	# of days total to complete all	average turn-around time	# requests completed	# of days total to complete all	average turn-around time
Name	**Location**	12/1-12/31/21			11/1-11/30/21			10/1-10/31/21			8/1-9/30/21			7/1-7/31/21		
TECHNICIANS/MAINTENANCE																
Nardi	District	1	2	2.00	2	14	7.00	1	0	0.00	9	108	12.00	2	14	7.00
Oliver	Harmony Rd Campus	1	4	4.00	11	53	4.82	6	18	3.00	29	161	5.55	4	4	1.00
Letheby	Square Barn Rd Campus	12	18	1.50	36	57	1.58	15	30	2.00	38	78	2.05	5	15	3.00
Ceithaml	Reed Road Campus	14	56	4.00	18	69	3.83	17	94	5.53	58	171	2.95	11	52	4.73
Sauer	District	16	42	2.63	16	13	0.81	6	18	3.00	41	187	4.56	9	93	10.33
Carlson	HHS-2nd shift	8	22	2.75	35	56	1.60	19	28	1.47	55	200	3.64	5	8	1.60
Verhagen, J	Huntley High	13	20	1.54	12	24	2.00	13	32	2.46	55	177	3.22	8	34	4.25
Neuzil	District	33	167	5.06	52	241	4.63	**50**	221	4.42	194	965	4.97	57	270	4.74
Forbes	District	8	21	2.63	8	13	1.63	6	22	3.67	30	116	3.87	12	114	9.50
Krueger	Admin	6	24	4.00	17	25	1.47	14	49	3.50	36	88	2.44	6	55	9.17
LEAD DAY CUSTODIANS																
Hernandez	Huntley High	11	111	10.09	20	140	7.00	23	148	6.43	121	690	5.70	14	89	6.36
McGee	Leggee	68	81	1.19	**98**	112	1.14	**107**	135	1.26	371	340	0.92	24	127	5.29
Carmona	Chesak	69	154	2.23	66	173	2.62	83	162	1.95	233	851	3.65	24	118	4.92
Alejandro	Martin	37	63	1.70	68	163	2.40	67	140	2.09	251	931	3.71	8	98	12.25
Corapi	Marlowe	34	57	1.68	53	144	2.72	63	64	1.02	186	340	1.83	13	67	5.15
Schubert	Heineman	0	0	#DIV/0!	0	0	#DIV/0!	9	12	1.33	124	111	0.90	3	2	0.67
Purdom	Conley	15	13	0.87	25	32	1.28	25	34	1.36	126	336	2.67	11	20	1.82
Shephard	Mackeben	26	26	1.00	50	104	2.08	57	92	1.61	161	303	1.88	10	19	1.90

HCSD158 O&M Staff Open Work Order History report

By Assigned Employee		Number of "Issued and in Progress" Requests on Print Date																		
Date of Print		**01/02/22**	**12/04/21**	**11/11/21**	**10/10/21**	**08/20/21**	**04/02/21**	**02/27/21**	**02/01/21**	**01/11/21**	**12/05/20**	**11/01/20**	**09/01/20**	**08/16/20**	**04/06/20**	**02/29/20**	**01/20/20**	**12/17/19**	**11/02/19**	**09/18/19**	**08/18/19**
Name	Location																				
TECHNICIANS/MAINTENANCE																					
Nardi	District	1	1	2	3	2	1	0	0	0	1	1	1	2	0	1	1	0	0	1	0
Oliver	Harmony Rd	3	0	3	0	4	2	10	3	0	3	3	3	2	2	2	1	3	12	12	5
Letheby	Square Barn	1	0	3	4	6	3	1	0	2	0	1	0	1	0	5	2	1	6	8	4
Ceithaml	Reed Road	1	1	4	7	4	3	1	4	1	1	**9**	5	3	0	1	2	2	**16**	15	**21**
Verhagen, J	HHS	2	0	1	0	5	0	0	1	1	0		0	0	1	7	0	0	**14**	**23**	4
Carlson	HHS	0	1	2	4	7	1	2	2	2	2	2	5	2	1	3	1	4	1	7	0
Neuzil	District	2	3	17	6	30	2	6	29	4	9	6	**14**	5	3	7	6	6	6	**19**	11
Forbes	District	0	1	2	1	9	2	3	3	1	11	2	4	2	4	4	3	2	3	3	3
Krueger	Admin	4	0	2	1	3	3	0	3	2	3	3	3	4	2	3	4	4	5	5	2
Lindquist	Admin	0	1	2	3	4	3	1	3	1	2	1	3	1	0	0	0	1	3	3	1
Sauer, J	District	0	0	2	0	10	1	0	2	6	1	2	7	3	0	0	4	0	0		NA
Renkosik	Admin	2	1	2	0	2	1	1	2	4	3	2	0	3	4	5	4	3	4	4	2
LEAD DAY CUSTODIANS																					
Hernandez	Huntley High	3	1	21	12	17	**12**	3	7	3	12	8	**18**	**23**	7	3	**16**	**6**	**36**	**32**	2
McGee	Leggee	0	0	4	4	5	4	**10**	2	0	3	2	4	14	2	0	3	1	7	4	6
Carmona	Chesak	0	2	18	**14**	14	3	3	5	**9**	9	**11**		**37**	1	2	3	10	16	**19**	**28**
Alejandro	Martin	1	4	8	7	**24**	0	5	7	**13**	5	7	6	15	5	1	5	2	9	2	7
Corapi	Marlowe	2	2	11	11	**37**	3	2	1	4	1	0			1	4	7	3	7	9	10
Schubert	Heineman	1	0	2	4	2	0	2	2	1	1	3	2	2	3	0	0	2	1	1	0
Purdom	Conley	0	0	4	4	5	0	7	0	1	0	1	1	1	0	4	1	1	3	2	1
Shephard	Mackeben	0	1	1	1	1	0	3	0	0	1	0	2	2	0	0	2	1	1	2	2

Open O&M Requests		Number of "Issued and in Progress" Requests on Print Date																		
Date of Print	Requests per 10,000 sf	**01/02/22**	**12/04/21**	**11/11/21**	**10/10/21**	**08/20/21**	**04/02/21**	**02/27/21**	**02/01/21**	**01/11/21**	**12/05/20**	**11/01/20**	**9/1/2020**	**08/16/20**	**04/06/20**	**02/29/20**	**01/20/20**	**12/17/19**	**11/02/19**	**09/18/19**	**08/18/19**
Admin Trans	0.75	5	0	7	4	7	2	4	6	5	8	7	7		6	4		6	10	9	7
Chesak	0.00	0	**0**	**7**	**8**	6	2	5	5	4	4	3	6		2	3		6	1	14	12
Conley	0.08	1	0	2	4	11	3	3	3	3	3	3	5		3	**10**		**5**	**5**	**15**	8
Heineman	0.15	2	3	3	0	2	4	0	3	4	6	4	0		0	3		0	1	8	3
Huntley High	**0.22**	**8**	2	16	11	23	4	3	7	7	11	8	8		6	14		**15**	**24**	**47**	17
Leggee	0.08	1	0	2	1	5	4	**5**	4	1	5	4	2		2	1		4	2	7	3
Mackeben	0.17	2	0	3	2	5	1	1	1	3	3	0	10		1	1		1	1	4	2
Marlowe	0.15	3	0	10	8	18	6	4	2	4	8	11	5		0	1		2	1	5	2
Martin	0.07	1	0	3	2	5	0	1	1	0	6	4	7		2	4		2	3	8	9

Open ABM Requests		Number of "Issued and in Progress" Requests on Print Date																		
Date of Print	Requests per 10,000 sf	**01/02/22**	**12/04/21**	**11/11/21**	**10/10/21**	**08/20/21**	**04/02/21**	**02/27/21**	**02/01/21**	**01/11/21**	**12/05/20**	**11/01/20**	**09/01/20**	**08/16/20**	**04/06/20**	**02/29/20**	**01/20/20**	**12/17/19**	**11/02/19**	**09/18/19**	**08/18/19**
Admin Trans	0.00	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0
Chesak	0.00	0	0	0	**3**	0	0	0	0	0	0	0	0	4	0	1	0	0	0	0	2
Conley	**0.08**	1	0	0	1	0	0	3	0	2	0	0	0	4	0	3	0	0	0	3	0
Heineman	**0.08**	1	0	0	0	**1**	0	0	0	0	0	1	0	6	0	0	0	0	1	0	0
Huntley High	0.00	0	0	0	1	**2**	0	0	0	0	0	1	0	4	0	0	0	0	0	3	2
Leggee	0.00	0	0	3	0	**1**	0	0	11	0	0	0	0	3	0	0	0	0	0	0	2
Mackeben	0.00	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	**5**	**1**	0	0	4
Marlowe	**0.05**	1	0	0	0	0	0	1	0	0	1	0	0	2	0	0	0	0	0	**10**	1
Martin	0.00	0	0	0	1	0	0	0	1	0	2	0	2	6	0	1	0	3	0	0	0

Open 158 HVAC Requests		Number of "Issued and in Progress" Requests on Print Date																		
Date of Print	Requests per 10,000 sf	**01/02/22**	**12/04/21**	**11/11/21**	**10/10/21**	**08/20/21**	**04/02/21**	**02/27/21**	**02/01/21**	**01/11/21**	**12/05/20**	**11/01/20**	**09/01/20**	**08/16/20**	**04/06/20**	**02/29/20**	**01/20/20**	**12/17/19**	**11/02/19**	**09/18/19**	**08/18/19**
Admin Trans	0.00	0	0	0	0	0	0	1	0	1	1	1	0	1	0	0	0	0	0	0	0
Chesak	0.00	0	0	0	2	0	0	2	2	0	3	3	0	0	1	0	1	**1**	**0**	**3**	0
Conley	0.00	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	1	0
Heineman	0.00	0	0	0	0	2	0	0	0	0	2	2	0	0	1	0	0	0	1	0	0
Huntley High	0.00	1	0	0	0	0	1	1	0	0	3	1	0	0	0	0	0	4	3	5	3
Leggee	0.00	0	0	0	1	0	0	0	2	0	0	0	0	0	0	0	1	1	0	2	1
Mackeben	0.00	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0	0	1	1
Marlowe	0.05	1	0	1	1	1	1	1	0	0	7	7	1	1	0	0	1	1	0	3	0
Martin	0.00	1	0	0	0	0	0	0	2	0	3	3	2	1	2	0	1	1	0	2	0

D158 O&M Office reporting
Grant funding tracking
O&M Office Facilitated

last edit 1/29/2022

** retrocommissioning/energy audit consulting services value (est.$40k each) not included below (Chesak, Conley, Mackeben (2), Heinemann, Martin)

Total Revenue received for Energy Conservation Projects $ 1,628,951.29

Fiscal Year	source	program	$ amount	status
22	ISBE	School Maintenance Grant-Energy Conservartion	$ 50,000.00	in progress
21	ComEd	Energy Efficiency program -kitchen demand control ventilation	$ 15,200.00	checks received
21	NiCor	Energy Efficiency program -kitchen demand control ventilation	$ 5,972.00	checks received
20	ISBE	School Maintenance Grant-Energy Conservartion	$ 50,000.00	check received
18	ComEd	Energy Efficiency program - chiller conley	$ 17,200.00	check received
17	Ill. DCEO	Ill. Energy Now - New construction energy efficiency -electric- HHS Additions and Renovations Bid Release 1	$ 62,104.34	check received
17	Ill. DCEO	Ill. Energy Now - New construction energy efficiency -gas- HHS Additions and Renovations Bid Release 1	$ 98,435.56	check received
17	Ill. DCEO	Ill. Energy Now - New construction energy efficiency -gas- HHS Additions and Renovations Bid Release 2	$ 34,509.15	check received
17	Ill. DCEO	Ill. Energy Now - New construction energy efficiency -electric- HHS Additions and Renovations Bid Release 2	$ 42,177.85	check received
17	Ill. DCEO	Ill. Energy Now - Energy efficiency retrofits- electricity - vending and snack misers throuight District	$ 990.00	check received
17	MMC	Ill. Energy Now - Energy efficiency retrofits- gas - destratification fans in HHS	$ 13,133.75	check received
17	MMC	Ill. Energy Now - Energy efficiency retrofits- gas - destratification fans in MMS	$ 14,905.00	check received
17	MMC	Ill. Energy Now - Energy efficiency retrofits- gas - destratification fans in HMS	$ 8,724.00	check received
17	MMC	Ill. Energy Now - Energy efficiency retrofits- electricity - lighting retrofits - exterior wallpaks LED Admin	$ 1,840.00	check received
17	MMC	Ill. Energy Now - Energy efficiency retrofits- electricity - lighting retrofits - exterior wallpaks LED Leggee	$ 320.00	check received
17	MMC	Ill. Energy Now - Energy efficiency retrofits- electricity - lighting retrofits - exterior wallpaks LED Martin	$ 240.00	check received
17	MMC	Ill. Energy Now - Energy efficiency retrofits- electricity - lighting retrofits - exterior wallpaks LED Chesak	$ 240.00	check received
15	Ill. DCEO	Ill. Energy Now - Energy efficiency retrofits- electricity - lighting retrofit-PSI	$ 283,466.30	check received
14	MMC	Ill. Energy Now - Energy efficiency retrofits- electricity - lighting retrofit-SBRC site light poles	$ 53,247.08	check received
13	ISBE	School Maintenance Grant-network Video Enhancement	$ 50,000.00	check received
13	Ill. DCEO	Illinois Energy Now program-Guaranteed Energy Savings project-CTS	$ 392,917.71	check received
13	Ill. DCEO	Illinois Energy Now program-Guaranteed Energy Savings project-CTS	$ 320,802.75	check received
13	Ill. DCEO	Illinois Energy Now program-Chiller replacement Huntley High	$ 38,540.00	check received
12	Ill. DCEO	Illinois Energy Now program-Chiller replacement Mackeben	$ 21,220.00	check received
O9	Ill. Clean Energy Community Foundation	Lighting retrofits - metal halides in gyms and multi-purpose rooms repalced w flourescents	$ 52,765.80	check received

Strategic Plan Annual Goals End of year Report

To be presented to the Board on September 2, 2021

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Purpose: This report provides a framework of the District's goals for the 2021-22 school year as they pertain to the Annual Goals as outlined in the Destination 158 Strategic Plan.
Context: The strategic plan was approved in June of 2020 and this report shares the goals set in year 2 of the 5 year strategic plan.

LONG TERM GOAL #1: All students achieve personal growth and development

- **KPI 1.1: Based on the local growth model in ECRISS, in the 2021-22 District Overall Summary, at least 84% of students will make expected or high growth in reading.**
  - **Status:** TBD
  - **Analysis:** Winter growth report predicted to be received 2/3/22

- **KPI 1.2: Based on the local growth model in ECRISS, in the 2021-22 District Overall Summary, at least 84% of students will make expected or high growth in math.**
  - **Status:** TBD
  - **Analysis:** Pending summary report

- **KPI 1.3: Continue with implementation of 2021/22 Action Steps in District Social Emotional Learning Plan.** Social Emotional Learning Plan 2019 -202 - Action Steps/ Goals 2021-2022
  - **Status:** On Track
  - **Analysis:** The rollout of our Tier 1 approach to social-emotional learning, RULER, continues to be a major focus across our secondary schools. The first semester of the 2021-2022 school year focused heavily on developing the staff's knowledge and understanding of "Why Emotions Matter" and the core RULER tools. Students in grades 6-12 have now begun receiving instruction on the importance of emotions and the RULER tools, too, which can be utilized to help recognize, understand, and navigate their feelings; these lessons occur through their P.E. classes. Our elementary buildings continue to target SEL through the interdisciplinary units along with additional, supplementary resources. In order to ensure a consistent, district-wide approach to SEL, small core teams from our Early Childhood Center and each elementary building will attend RULER implementation training over the next several months. This will serve as the first step in the process of bringing RULER to our PreK-5 staff and students. From late October through early December, the Behavioral and Emotional

Screening System (BESS) was administered for the first time for students grades PreK-12. Results from the first screening period were analyzed at the building and district level to help identify tier one trends as well as small group and individual student needs. A second screening window is scheduled to occur late February through mid-March. The BESS data is utilized as part of the district's MTSS Framework and will help determine the effectiveness of our current SEL instruction and interventions as well as identify additional areas of need.

- **KPI 1.4: Online coursework built during the 2021-2022 school year will be integrated into the high school scheduling process and additional courses will be constructed and presented for student enrollment in the 2022-2023 school year.**
  - **Status:** On Track
  - **Analysis:** This indicator is on track for completion by the end of the 2022-23 school year. The 4 freshman classes (Spanish, PE, Global Studies, Biology) that have been built will be offered for student registration, with counselors managing that process, as HHS structures freshman access to alternative pathways to ensure student acclimation to the high school and student success. HHS is finalizing several additional classes, including English IV) to offer to upperclassmen, pending teacher agreement. Courses are on track to continue being built in the learning management system throughout the spring and summer. The model for building new blended courses is a useful roadmap for this process.

- **KPI 1.5: The dual degree program, in partnership with McHenry County College, will be implemented for student enrollment for the 2022-2023 school year.**
  - **Status:** On Track
  - **Analysis:** The Dual Degree program has rolled out, with the first class of students accepted into the program. Approximately 25 students will enter the program, pending confirmation with families and individual planning. Students are meeting HHS staff to plan their Dual Degree course progress, to begin in summer 2022.

- **KPI 1.6: The 2021-2022 phases of the Elementary Literacy Action Plan will be implemented.**
  - **Status:** On Track
  - **Analysis:** The 2021-2022 phase of this indicator is on track for completion by the end of this school year. To date, emphasis has been placed on the implementation of a quality core curriculum and literacy approach. In addition to that, WIN time has been scheduled at each school for literacy and math. There are flexible structures in place to meet student needs for reteaching/enrichment, Tier 2 and/or Tier 3 supports during that time. Professional Learning on the science of reading is occurring through building's weekly PLC's, Early Release Days, and Institute Dates, with the goal of providing professional learning for all staff on the Structure of English, Phonological Awareness, Phonics and

Decoding, and MultiSyllabic words by the end of the school year. Finally, initial work on how to provide families with support on literacy.

- **KPI 1.7: Huntley 158 will increase in the percentage of students scoring at the proficient level in ELA, on state accountability assessments.**
  - **Status:** TBD
  - **Analysis:** Pending IAR and SAT results for spring 2022

- **KPI 1.8: Huntley 158 will increase in the percentage of students scoring at the proficient level in Math, on state accountability assessments.**
  - **Status:** TBD
  - **Analysis:** Pending IAR and SAT results for spring 2022

LONG TERM GOAL #2: All students are prepared to achieve their lifelong goals.

- **KPI 2.1: Based on the local growth model in ECRISS, in the 2021-22 District Overall Summary, at least 84% of students with IEPs will make expected or high growth in reading.**
  - **Status:** TBD
  - **Analysis:** Pending summary report

- **KPI 2.2: Based on the local growth model in ECRISS, in the 2021-22 District Overall Summary, at least 84% of students with IEPs will make expected or high growth in math.**
  - **Status:** TBD
  - **Analysis:** Pending summary report

- **KPI 2.3: The 2021-2022 phases of the District Personalization of Learning Plan will be implemented.**
  - **Status:** On Track
  - **Analysis:** All projected timeline indicators are on track for completion during the course of the 2021-22 school year. Each predicted phase of development is in progress (Design, Implementation, Refinement/Improvement), for full completion of 21-22 projections.

- **KPI 2.4: The Special Services delivery model committee will continue to evaluate Huntley 158's current reality of service delivery model as outlined in the DM Group Opportunity**

Review Recommendations, culminating in a recommendation to District Administration for consideration at the conclusion of the 2021-2022 school year.

- **Status:** On Track
- **Analysis:** The District is committed to offering a strong continuum of supports that allows provision of intense services within the district rather than outside the district. In alignment with the DM Group, the District believes that content-specific expertise is key to raising the outcomes of all students, including those with disabilities. Content-specific expertise is one of several ways to differentiate and specialize the many responsibilities of special education teachers as well as related services providers. Further, there is direct alignment of this concept with best practices in co-teaching given expectations to limit the number of co-teaching pairs and subjects to foster deep knowledge of content while also increasing allowances for collaboration between co-teaching pairs. Ongoing discussion and review of options to improve the service delivery model for students receiving special education supports through co-taught and instructional classrooms at secondary level schools have happened throughout the school year. Utilization of the Workload Analysis Committee has helped to further identify areas within the current service delivery model that will be prioritized within the final recommendation to District Administration. We continue to collaborate and plan with staff to identify the next steps in implementation of the adopted service delivery model, which include the option of phases that would continue throughout the 2022-23 and 2023-24 school years, beginning with specific grade levels.

KPI 2.5: The Instructional Coaching Model will be finalized by a collaborative working group in alignment with best practices in instructional support and academic intervention, as outlined in the DM Group Opportunity Review Recommendations.

- **Status:** On Track
- **Analysis:** Training is underway for instructional coaches and administrators with a shift to a student-centered coaching model. Currently, coaches are working to implement a mini-coaching cycle or full coaching cycle following the student-centered coaching mindset. Next steps include developing an action plan with administration and coaches to determine what the role and purpose of the instructional coach is and how to communicate that with staff at the beginning of the 2022-2023 school year.

***LONG TERM GOAL #3:* All students learn in environments that are safe, secure, and supportive.**

KPI 3.1: The District Equity Action Plan will continue to be implemented, with specific focus on the 2021/22 action steps.

- **Status:** TBD
- **Analysis:** Providing educational equity requires a conscious and consistent focus. As a district, we are compelled to prioritize systemic equity and provide every student with access to the educational resources and rigor they need at the right moment in their education regardless of race, gender, ethnicity, language, disability, sexual orientation, family background, and/or family income. Ongoing professional development has continued throughout the school year including a facilitated book

study with district leadership during summer and a 9-hour professional development series (divided into one-hour sessions) facilitated each month from September 2021 thru May 2022 for five staff stakeholder groups. Topics include, but are not limited to, race, racism, fallacies associated with racism, implicit bias, cognitive dissonance and microaggressions. Other action steps are underway, in addition to additional measures related to the needs identified due to the student and the staff experiences during the pandemic.

Equity Action Plan 2020-2025 - Condensed Guide
2021-22 District Equity Action Plan Action Steps

- **KPI 3.2: The District will house and maintain a hub for health & social emotional supports on the Huntley 158 website. Family engagement with the resources and relevant district platforms will be tracked to ensure effectiveness.**
  - **Status:** Ongoing
  - **Analysis:** The District's Virtual Calming Room is available on our website here: https://huntley158.org/calm-room/. This resource is updated with relevant information, mental health tools, and community-based resources as it becomes available. Since our migration to the new website design at huntley158.org, the Virtual Calming Room is now navigable from the main menu of our district website. Analytics and engagement on the page will continue to be tracked.

- **KPI 3.3: The district will conduct a job satisfaction survey to measure levels of staff engagement, social emotional support, and climate. This survey will result in an action plan for improvement.**
  - **Status:** TBD
  - **Analysis:** Pending summary report

- **KPI 3.4: The District will design a plan that outlines the needed steps of implementation to secure a permanent location for the LIGHT Program, which will become the D158 Transition Center. The plan will be presented to the Board by January 2022. To facilitate this work, a Steering Committee will be formed no later than October, 2021.**
  - **Status:** TBD
  - **Analysis:** Report presented to Board of Education at 2/10 board meeting. Dr. del Castillo has met with families in the LIGHT program to gather feedback and has updated them throughout the fall semester. Representatives from WOLD architects have met with Dr. Waughon to gain needed understanding of the program. Options being presented serve as one step in a long process, but progress is underway and a path forward will be discussed at the February board meeting.

- **KPI 3.5: During the 2021-2022 school year, a Bullying Prevention and Intervention Plan will be developed focusing on three key elements: Policy, Programming, Training/Education and Awareness. As part of this plan, policies will be reviewed and updated, processes and**

interventions will be reviewed, and feedback will be gathered from parents, students and staff. In January, a midpoint presentation outlining the policy will occur and the final overall plan will be presented to the Board of Education in June of 2022.

- **Status:** In progress
- **Analysis:** Policy approved by ISBE in IWAS in September of 2021. Policy update and review presented at the Board of Education meeting on January 20, 2022.

LONG TERM GOAL #4: **The District remains sustainable to meet the needs of students and the community.**

- **KPI 4.1: Huntley158.org website Beta launch is rolled out with enhanced speed and security measures while seeking feedback from staff that will be used to inform action steps to improve the platform for all public constituents.**
  - **Status:** Complete/Ongoing
  - **Analysis:** Huntley158.org site has been moved to a GCP dedicated server environment and has been launched to staff, families and the public with survey opportunities for feedback. Ongoing updates and improvements are being made continuously and we are looking ahead to an opportunity for another round of feedback at the end of the school year.

- **KPI 4.2: District communication satisfaction survey for families will be conducted resulting in an action report for improvement.**
  - **Status:** In Progress
  - **Analysis:** Timeline for survey rollout - Spring 2022

- **KPI 4.3: The District will meet or exceed State fiscal health guidelines.**
  - **Status:** Completed
  - **Analysis:** Per the fiscal year 2021 audit and per the State's Profile Score Rating, the District remains at "Recognition" status with a Profile Score of 3.8 for the fiscal year. The rating continues to reflect the District's strong commitment to financial health. "Recognition" is the highest rating of financial strength.

- **KPI 4.4: The district will construct a plan to increase the recruitment and retention of a diverse teaching staff, reflective of our student population to be shared with the board by March 15, 2022.**
  - **Status:** TBD
  - **Analysis:** Pending summary report

- **KPI 4.5: The district will collaboratively plan for and implement year 1 of the operational efficiency action plan by June 30, 2022.**
  - **Status:** Completed/Continuing
  - **Analysis:** As presented last Spring, the District continues to focus on operational efficiencies throughout the system with numerous projects completed and underway. For purposes of this goal, "Operational Efficiency" has been defined as A process that creates labor efficiency, hard cost savings as a result of a project, i.e. (LED lighting), Internal controls to prevent loss of funds, i.e (Annual employee benefit contribution audit), and/or a revenue opportunity, that may include a review/redesign process to maximize funding.

- **KPI 4.6: Parent/family education opportunities regarding student learning and support (Parent University) will be offered.**
  - **Status:** TBD
  - **Analysis:** The district has re-engaged families with ongoing updates along our strategic planning process. One session has been held focusing on academic interventions to address learning gaps caused by the pandemic. The second installment had to be postponed due the Omicron spike, but will be rescheduled for later this Spring along with the other strategic planning progress sessions already planned.

APPENDIX

KPI 1.3 2021-22 SEL PLAN ACTION STEPS

- Refine Tier 1 SEL at elementary level
- Implement SEL screener/survey at elementary level
- Implement Tier 1 SEL at secondary level
- Continue to implement Tier 2 and Tier 3 consistently
- Continue to implement SEL screener/survey at secondary level
- Begin SEL-focused Parent University offerings

View full SEL Plan

Back to KPI 1.3

KPI 2.3 2021-22 DISTRICT PERSONALIZATION OF LEARNING PLAN PHASES

- Design Phase K-12 Math
- Implementing Phase 6-12 Music, PE/Health, Science ELA, CTE and Exploratory
- Refinement Phase 6-12 Social Studies

View full Personalization of Learning Plan

Back to KPI 2.3

KPI 3.1 2020-21 DISTRICT EQUITY ACTION PLAN ACTION STEPS

2021-22 District Equity Action Plan Action Steps

View full Equity Action Plan

Back to KPI 3.1

Huntley Community School District 158 – Board of Education

Regular Agenda

Date: Thursday, January 20, 2022
Meeting: Regular Meeting with Closed Session as per OMA and 5ILCS120/2c
Time: 6:00 PM
Location: District Office
650 Dr. John Burkey Drive
Algonquin, IL 60102

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. Sean 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 Regular Meeting at 6:02p.m. A quorum must be met.
Roll Call: Ayes 7/ Absent 0/ Motion Carried
Mr. Geheren was remote
Members: Mr. Quagliano, Mr. Geheren, Mr. Gentry, Mr. Cratty, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

2. **Closed Session / Roll Call**

Move to enter into closed session at 6:03p.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; **(14)** Discussion of minutes of meetings lawfully closed under this Act.
Members: Mr. Geheren, Mr. Cratty, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino
Roll Call: Ayes 7 / Nays 0 / Absent 0 / Motion Carried

1. **Exit or Suspend Closed Session / Voice Call (A)**

Move to exit or suspend closed session at 7:03 p.m. and return to open session.
Voice Call: Ayes 7/ Nays 0/ Motion Carried

3. **Resume in Public Session / Roll Call (A)** (Mr. Quagliano) *approx. 7:00 p.m*.

Resume the Regular meeting at 7:07p.m.
Members: Mrs. Melendy, Mr. Troy, Mrs. Maiorino, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr.Cratty
Roll Call: Ayes 7 / Nays 0/ Motion Carried

1. **Action as Required / Roll Call** (Mr. Quagliano)

That student 2022-01 be expelled, held in abeyance, conditional of acceptations and successful completion at the Regional Safe Schools, Evergreen Academy, in Union Illinois for the remainder of the 2021-22 school year and all of the 2022-23 school year.
The Board took action to expell student 2022-01 till the end of the 2022-2023 school year.
Mr. Quagliano moved, Mr. Gentry 2nd
Roll Call: Ayes 7/ Nays 0/ Motion Carried
Members: Mr. Cratty, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

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

The following students from Conley Elementary School lead us in the Pledge.
Tyler Fishman, Addison Hartman and London Mendez

5. **Award Presentation:**

The Cleanie Award

Mr. Renkosik and the District received the Cleanie Award. Forefront was on Zoom to present the award to Doug and the District.

D158 has been voted as a Finalist in the Cleanie Award which is a national competition for a Project of the Year award which recognizes projects that add tremendous community value. These may include local economic impact, environmental impact, or carbon offset impact. From developers, investors, financial and legal experts to the corporate buyers and many more, it takes a village to get a project secured and started.

The Solar Builder Award

D158 has also been voted a finalist in The Solar Builder Award. The *Solar Builder* seeks to highlight the most outstanding Photo Voltaic projects in the solar industry each year. Any Photo Voltaic project is eligible big or small. They are looking for innovative installations which help their community and/or sites which just look really awesome, are inventive, interesting or impactful.

6. **Academic Spotlight**

The 5th Grade Band and Orchestra Program which is lead by Christian Bierma, Nick Lowe, Jeff Rollins, and Jake Walker gave a great overview of the Bank and Orchestra program. Several students

7. **Public Comment** (Mr. Quagliano)

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.
The following people had a public comment. Jill Cataldo, Corine Burns, C. Cross and Justin Cross

8. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Quagliano)

The Agenda was adopted with the following changes. Removal of 10,12,14.
Action: Adoption of the Agenda.
Mr. Quagliano moved, Mrs. Melendy 2nd
Voice Call: Ayes 7/ Nays 0/ Motion Carried

9. **Associate Superintendent's Report (R)** (Ms. Lombard)

Updates were be provided about the Bully Policy per ISBE. Ms. Lombard explained the new guidelines.
Recommendation: For informational purposes only.

10. **Assistant Superintendent Learning and Innovation (R)** (Dr. Schlichter)- **NONE**

Updates will be provided at this time.
Recommendation: For informational purposes only.

11. **Assistant Superintendent of Special Services (R)** (Dr. del Castillo)

Updates will be provided at this time.
Recommendation: For informational purposes only.

12. **Assistant Superintendent for Elementary Learning and Innovation (R)** (Dr. MacCrindle) -**NONE**

Updates will be provided at this time.
Recommendation: For informational purposes only.

13. **Chief Financial Officer/Treasurer (R)** (Mr. Altmayer)

Mr. Altmayer provided several Financial updates to the Board. The updates included general fund balances. As well as information regard the Abatement process and it's cost savings.
Recommendation: For informational purposes only.

1. **Levy Year 2021 Abatement Discussion (R)** (Mr. Altmayer)

Discussion surrounding the future debt abatement of property taxes.
Recommendation: For informational purposes only.

2. **Purchase of General Obligation Bonds - Series 2022A (R)** Mr. Altmayer

During the month, the District finalized another phase of the District's Debt Restructuring Plan. During the month we finalized and accepted the lowest bid for the purchase of $11.8M of Series 2022A General Obligation Refunding Tax Exempt School Bonds. The Bond will be purchased pursuant to the provisions of a Forward Bond Purchase Agreement and has been executed by locking in the rate and terms of the Bond. The Bond will be issued on the Closing Date of October 7, 2022. The Bonds bear interest at a 1.92% and mature in February 2029, with varying principal payments from February 2026 to February 2029.
Recommendation: For informational purposes only.

3. **Monthly Fiscal Updates (R)** (Mr. Altmayer)

Mr. Altmayer provided the monthly fiscal updates and the Activity Fund Balance Report.
Recommendation: For informational purposes only.

4. **Revenue & Expenditures Report (R)** (Mr. Altmayer)
Mr. Altmayer gave a general overview of Revenue and Expenditures.
Recommendation: For informational purposes only.

14. **Assistant Superintendent of HR Report (R)** (Dr. Zehr)-**NONE**

Dr. Zehr provided the H/R Updates provided at this time.
Recommendation: For informational purposes only.

15. **Chief Technology Officer (R)** (Dr. Budzynski)

Dr. Budzynski gave current enrollment numbers.
Recommendation: For informational purposes only.

16. **Community Relations & Student Outreach** (Mrs. Melendy-Chair, Mr. Geheren, Mrs. Maiorino)
1. **Freedom of Information Act (FOIA) Requests (R)**
A monthly report on the FOIA requests was provided in the packet.
Recommendation: For informational purposes only.

17. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Cratty, Mr. Quagliano)
1. **O&M updates (R)** (Mr. Renkosik)
Mr. Renkosik provided the O&M Updates.
Recommendation: For informational purposes only.

18. **Superintendents Report** (Dr. Rowe)
Dr. Rowe gave an update about the Covid Dashboard. District 158 was also name one of the best place to work in education, in McHenry County.
1. **Donations:**
Heineman Middle School received a $1000.00 donation for their Music Department from Carrie McCabe.
Huntley HS received a $500.00 from Uncharted Learning, NFP to be used for the Incubator Program.
Huntley HS received a $5000.00 from FYH Bearing Units USA Inc to be used for the Incubator Program.

19. **President's Report** (Mr. Quagliano)

20. **Legislation Committee (R)** (Mr. Cratty- Chair, Mrs. Melendy Mrs. Maiorino)

Recommendation: For informational purposes only.
1. **Legislative Updates (R)** (Mr. Cratty)
Mr. Cratty provided legislative updates.
The State Budget Hearing is February 2, 2021.
Recommendation: For informational purposes only

21. **Action Items / Roll/ Voice Call** (Mr. Quagliano)

Action items require a motion and a second; discussion if needed; and roll or voice call.
1. **Board of Education** (Mr. Quagliano)
1. **Minutes (A)**
The following minutes were approved as presented.
Mr. Quagliano moved, Mr. Gentry 2nd
Roll Call: Ayes 7/ Nays 0/ Motion Carried
Recommendation: Seeking approval of the Board as presented.
2. **Graduation Event Location Agreement (A)** (Dr. Rowe)
Dr. Rowe will present an agreement with NIU for consideration to host 2022-2024 Huntley High School's Graduation Event. This is a three year agreement.
Mr. Quagliano moved, Mrs. Melendy 2nd
Roll Call: Ayes 6/ Nays 1- Mr. Quagliano/ Motion Carried

2. **Human Resources Committee** (Mr. Gentry-chair, Mrs. Melendy, Mr. Quagliano)
1. **HR Personnel (A)** (Dr. Zehr)
Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.
Mr. Quagliano moved, Mr. Gentry 2nd
Roll Call: Ayes 7/ Nays 0/ Motion Carried

2. Administrative Assistant Food Services Job Description (A) (Dr. Zehr)
Seeking approval of the Board as presented.
Mr. Quagliano moved, Mr. Gentry 2nd
Roll Call: Ayes 7/ Nays 0/ Motion Carried
3. **MOU HESPA Substitute (A)** (Dr. Zehr)
Seeking approval of the Board as presented.
Mr. Quagliano moved, Mr. Gentry 2nd
Roll Call: Ayes 7/ Nays 0/ Motion Carried
4. **MTSS Facilitator Job Description (A)** (Dr. Zehr)
Seeking approval of the Board as presented.
Mr. Quagliano moved, Mr. Gentry 2nd
Roll Call: Ayes 7/ Nays 0/ Motion Carried
Finance Committee (Mr. Quagliano-chair, Mr. Cratty, Mr. Gentry)
1.**Payables (A)** (Mr. Altmayer)
Mr. Altmayer sought approval of the Purchase Orders issued at $5,193,498.16; Accounts Payable issued at $3,545.01; Imprest issued at $193,557.21 and Disbursements issued at $19,786,905.29, as presented.
Mr. Quagliano moved, Mr. Cratty 2nd
Roll Call: Ayes 7/ Nays 0/ Motion Carried
2. **2016 Debt Refunding Abatement Resolution #2022-01-01 (A)** (Mr. Altmayer)
Seeking approval of the Board, to abate $472,331.00 by the Resolution providing for the payment of debt service on the outstanding General Obligation Refunding School Bonds, Series 2016, of the District, and abating a portion of the taxes heretofore levied for the year 2021 for said bonds.
Mr. Quagliano moved, Mr. Troy 2nd
Roll Call: Ayes 7/ Nays 0/ Motion Carried
3. **Designation of Person to Prepare a Tentative Budget Resolution #2022-01-02 (A)** (Mr. Altmayer)
A resolution seeking appointment of Mr. Altmayer as the person to prepare a Tentative Budget of the Board will be presented.
Mr. Quagliano moved, Mrs. Melendy 2nd
Roll Call: Ayes 7/ Nays 0/ Motion Carried
4.**Establish the Fiscal Year - Resolution #2022-01-03 (A)** (Mr. Altmayer)
Administration is sought approval of the Board to establish a fiscal year for Huntley Community SD158 as per 105ILCS 5/17-1, for the period of July 1, 2022 through June 30, 2023.
Mr. Quagliano moved, Mr. Cratty 2nd
Roll Call: Ayes 7/ Nays 0/ Motion Carried
5.**Resolution to Escrow Funds for Future Abatement - Resolution #2022-01-04 (A)** (Mr. Atlmayer)
Seeking approval of the Board to restrict and escrow $11,665,000 as defined in the attached Resolution as well as approve the future Certificate of Reduction of Taxes as noted in section 3 of the attached resolution.
Mr. Quagliano moved, Mr. Troy 2nd
Roll Call: Ayes 7/ Nays 0/ Motion Carried
6. **Equipment Declared as Surplus (A)** (Mr. Altmayer)
The Board approved the request from Mr. Altmayer to approve the list of declared surplus that are either non-functional or which have exceeded their useful life for the District.
Mr. Quagliano moved, Mr. Meleny 2nd
Roll Call: Ayes 7/ Nays 0/ Motion Carried

1.**Policy Committee (A)** (Mrs. Maiorino-chair, Mr. Geheren, Mr. Troy)
1.**Policy Updates (A)**
Attached are the Recommended Changes for Board Policy
PRESS Updates - November 2021, Issue 108
Mr. Quagliano moved, Mrs Maiorino 2nd
Roll Call: Ayes 7/ Nays 0/ Motion Carried

3. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)

1. **Track Resurfacing Bid # 2021-45(A)** (Mr. Renkosik)

At the August 5, 2021 Committee of the Whole meeting of the District 158 Board of Education, the Administration presented the Board with an updated O&M Life Cycle Deferred Maintenance capital projects report which included Track Resurfacing at Marlowe Middle School to be done in FY24 and Heinemann MiddleSchool Track Resurfacing in FY23. However, at this time, Marlowe Middle School's track surface is showing significantly more signs of wear than Heinemann Middle School's track.

On November 19, 2021, a bid specification for a track resurfacing project at Marlowe Middle School was released.

Mr. Quagliano moved, Mr. Troy 2nd

Roll Call: Ayes 7/ Nays 0/ Motion Carried

2. **Replacement Truck Purchase (A)** (Mr. Renkosik)

At the August 5, 2021 Committee of the Whole meeting of the District 158 Board of Education, the Administration presented the Board with an updated O&M Life Cycle Deferred Maintenance capital projects report which included replacement of a pickup truck which the O&M Department staff utilize for snow and ice management services and day to day maintenance operations.

Mr. Quagliano moved, Mr. Troy 2nd

Roll Call: Ayes 7/ Nays 0/ Motion Carried

Adjournment (A) (Mr. Quagliano)

Motion to adjourn the meeting at 10:31 p.m.

Voice Call: Ayes 7 / Nays 0/ Motion Carried

Submitted by,
Julie Stock, Board Operations
Paul Troy, Board Secretary

President	**Date**	**Board Secretary**	**Date**

Huntley Community School District 158 – Board of Education
Personnel Report
February 10, 2022

2021-2022 Staff Retirements

Sara Spilotro
- Administrative Assistant
- 25 Years of Service

Donna Sweitzer
- Bus Driver
- 19 Years of Service

Larry Melman
- Bus Driver
- 14 Years of Service

Administration

Replacements	Location	Name	Salary	Effective Date
Principal	Mackeben	Marcie Marzullo (N)	$112,000.00	July 1, 2022

Certified

New Position	Location	Name	Salary	Effective Date
Teacher/Dual Language	TBD	Erika Kittl (N)	M0/J $59,608.00	August 15, 2022
Teacher/Dual Language	Martin	Elizabeth Bergren (T)	M0/H $55,644.00	August 15, 2022

Resignations	Location	Name	Salary/Reason	Effective Date
Teacher/Kindergarten	Mackeben	Paula Mancuso-Thivierge	$51,281.00/Voluntary	May 27, 2022
RtI Interventionist	Mackeben	Haley Kinnamon	$40,306.00/Voluntary	May 27, 2022
Teacher/Fourth Grade	Conley	Sarah Bong	$44,041.00/Voluntary	May 27, 2022
Teacher/Dual Language	Conley	Denise Lara	$28,912.80/Voluntary	January 27, 2022
Teacher/Special Education	Heineman	Lesley Paramo	$47,178.00/Voluntary	February 11, 2022
Social Worker	Heineman	Grace Sefton	$48,744.00/Voluntary	May 27, 2022
Teacher/Dual Language	Marlowe	Julia Lightbody	$73,655.00/Voluntary	May 27, 2022
Teacher/Math	Marlowe	Aimee Palys	$57,592.00/Voluntary	May 27, 2022
Teacher/Social Studies	High School	Allison Lewandowski	$47,178.00/Voluntary	May 27, 2022
Teacher/Special Education	High School	Matthew Milazzo	$55,935.00/Voluntary	May 27, 2022

(N) = New Staff
(T) = Transfer of existing

Teacher/Fifth Grade	Martin	Dominique Hall	$40,306.00/Voluntary	May 27, 2022
Teacher/Fifth Grade	Martin	Colleen Kaveney	$40,306.00/Voluntary	May 27, 2022
Teacher/Special Education	Martin	AnnMarie Pranjic	$40,306.00/Voluntary	May 27, 2022
Social Worker	Martin	Amie Kelly	$38,797.44/Voluntary	May 27, 2022
Teacher/Special Education	Martin	AnneMarie Kelley	$51,192.00/Voluntary (Not returning for 2022-23 school year from one-year personal leave)	May 27, 2022
Transition Facilitator	Marlowe	Elizabeth Kienzle	$69,117.00/Voluntary (Not returning for 2022-23 school year from one-year personal leave)	May 27, 2022
Teacher/Language Arts & Reading	Heineman	Beverly Smith	$81,394.56/Voluntary (Not returning for 2022-23 school year from one-year personal leave)	May 27, 2022

Educational Support

New Position	Location	Name	Salary	Effective Date
Communications Specialist	District Office	Kimberly Moore (N)	$42,500.00 (will be pro-rated once start date is determined)	TBD

Replacements	Location	Name	Salary	Effective Date
Cook	Heineman	Amanda Zervas (N)	$12.62 per hour	January 24, 2022
Elementary Supervisor	Mackeben	Chloe Baurhyte (N)	$12.00 per hour	January 31, 2022
Bus Driver	Transportation	Louise Scholer (N)	$19.91 per hour	January 26, 2022
Bus Driver	Transportation	Marty Ward (N)	$17.32 per hour	February 1, 2022

Change in Assignment, Status or Position	Location	Name	Salary	Effective Date
Elementary Supervisor	Chesak	Jennifer Pharis (T)	$12.00 per hour	January 27, 2022
Cook	High School	Elizabeth Schubert (T)	$12.62 per hour	January 25, 2022
Nurse	Leggee	Amy Butler (T)	$28.50 per hour	January 24, 2022

Resignations	Location	Name	Salary/Reason	Effective Date
Bus Driver	Transportation	Larry Melman	$24.03 per hour/Retirement	February 4, 2022

(N) = New Staff
(T) = Transfer of existing

Bus Driver	Transportation	Donna Sweitzer	$26.02 per hour/Retirement	February 1, 2022
Bus Driver	Transportation	Veronica Kearney	$26.02 per hour/Voluntary	January 28, 2022
Nurse	High School	Melissa Gulley	$27.00 per hour/Voluntary	January 7, 2022
Program Aide	High School	Marlo Hern	$15.14 per hour/Voluntary	February 18, 2022
Cook	Mackeben	Heather Wasielewski	$12.62 per hour/Voluntary	February 11, 2022
Administrative Assistant	Mackeben	Sara Spilotro	$21.39 per hour/Retirement	June 3, 2022

Extra-Curricular

Sport/Activity	Name	Home School	Amount	Effective
Martin Yearbook Co Coordinator .5 FTE	Kiley Bejna	Martin	$691.25	2021-22 School Year
Martin Yearbook Co Coordinator .5 FTE	Emily Calder	Martin	$691.25	2021-22 School Year
Play Director (Asst.) - .5	Becky Ciccone	Heineman	$826.00	2021-22 School Year
Play Director (Asst.) - .5	Wayne Blake	Heineman	$826.00	2021-22 School Year
Track (Asst) - Heineman	Jason Lebar	Conley	$2,787.75	2021-22 School Year
Track (Asst) - Heineman	Jeremy Finstein	Martin	$1,868.30	2021-22 School Year

Mandated Leaves

Type	Location	Number of Staff
FMLA	Leggee	2
FMLA	High School	2
FMLA	O&M	1
FMLA	Transportation	1
FMLA	Marlowe	2
FMLA/Intermittent	Marlowe	1

Non-Mandated Leaves

Type	Location	Number of Staff
Medical	Heineman	1

Medical	Conley	1
Medical	Chesak	1
Medical	District Office	1
Personal Unpaid Leave (7 Weeks)	Leggee	1

Huntley Community School District #158
Job Description – Office Assistant (Covid Protocol)

Job Title: Office Assistant (Covid Protocol)
Department: Building
Reports To: Principals or Other Administrators
Prepared By: HR
Prepared Date: January, 2022
Approved By: Board of Education
Approved Date: February 10, 2022

Summary: This position will support building office staff and nurses with various aspects of COVID protocol in the areas of contact tracing, parent phone calls, paperwork, and other duties as assigned. The ability to maintain confidentiality is an essential attribute for this position.

Essential Duties and Responsibilities:

- Works closely with the building or district office staff to ensure the completion of specific Covid protocols.
- Contact parents to communicate current Covid guidelines as necessary.
- Input and track data to ensure that information is accurate and up to date.
- Enter information into databases as necessary.
- Provides positive public relations with multiple stakeholders across the district.
- Knowledgeable of the school district's policies and procedures.
- Maintains a neat and orderly work station.
- Maintains strict confidentiality.
- Maintains the filing system implemented by each building.
- Attends meetings as necessary.
- Ability to multi-task, handle stressful situations, cope with changes, work under pressure, be flexible with daily schedules, and provide excellent organizational and communication skills.
- Ability to provide personable and precise information to multiple stakeholders across the district.
- Other duties may be assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: HS diploma or GED, excellent written and oral communication skills, and ability to communicate with all levels of staff, parents and students.

Language Skills: Ability to write, communicate and be proficient in English grammar. Be able to present information in one-on-one, and in small group situations to other employees, entities, vendors, and the public. Professional communication and public relations skills.

Mathematical Skills: Ability to calculate figures to process purchase orders, reimbursements, and requests. Ability to work with spreadsheets and databases.

Reasoning Ability: Ability to carry out instruction furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have:

- Ability to access, organize, and manipulate information using standard office applications, especially Google and Microsoft products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Certificates, Licenses, Registrations: Valid Illinois Driver's License

Other Skills and Abilities: Ability to maintain confidentiality.

Physical Demands: Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. The ability to sit or stand for long durations.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies.

Employee Signature **Date**

Hiring Supervisor Signature **Date**

Huntley Community School District #158
Job Description

Job Title: Principal
Department: Administration
Reports To: Superintendent/Associate Superintendent
Prepared By: Human Resources
Prepared Date: February, 2022
Approved By: Board of Education
Approved Date: February 10, 2022

Summary: Directs and coordinates educational, administrative, and activities of assigned school by performing the following duties personally or through other supervisors in the building.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Oversees the day to day operations of assigned building
- Serves as the instructional leader of assigned building
- Provides student centered leadership for the school
- Develops and evaluates educational program to ensure conformance to state and school board standards
- Develops and coordinates educational programs through appropriate meetings with staff and departments, review of teachers' activities, and issuance of directives
- Works collaboratively with all stakeholders concerning educational and behavioral problems in school
- Supervises the instructional staff in the development, implementation, and improvement of instruction, teaching, learning and student activities
- Establishes and maintains relationships with colleges, community organizations, parents and other schools to coordinate educational services
- Requisitions and allocates supplies, equipment, and instructional material as needed
- Directs preparation of class schedules, cumulative records, and attendance reports
- Attends Board of Education meetings as directed by the Superintendent
- Provides direction for teachers and administrators in the area of data analysis by utilizing the results of various assessments

- Works collaboratively with students, parents, school personnel, and the community to meet the diverse needs of all students
- Maintains staff and community relationships which promote the best interests of the district
- Maintains visibility throughout the building
- Build a positive culture and climate for all stakeholders within the school community
- Maintains a strong relationship with HESPA and HEA leadership at the building level
- Plans and monitors school budget
- Reports to the appropriate administration on a timely basis the needs of the school with respect to curriculum, personnel, equipment, supplies, and building maintenance.
- Must be highly organized with the ability to maintain records, possesses excellent team building skills and accepts delegated responsibilities willingly

Supervisory Responsibilities: Supervise assigned administrators and departments. This position carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Master's degree in Educational Leadership: minimum of two years as an education administrator is preferred.

Licenses/Endorsements: Valid Illinois Driver's License**.** Appropriate and valid Professional Educator License with Administrator Endorsement.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write basic correspondence. Ability to effectively present information in one-on-one and small group situations to parents and employees of the district. Ability to speak effectively before groups of employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to develop and interpret mathematical data in graphs or other visual displays.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have:

- Ability to access, organize, and manipulate information using standard office applications, especially Google products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Employee Signature **Date**

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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: February 10, 2022

Subject: **Purchase Order Summary**
Board of Education Meeting, February 10, 2022
Finance Committee

The following is an executive summary of the attached report titled "Purchase Orders" which is a listing of purchase orders issued from January 14, 2022 to February 4, 2022 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	$ 1,972,705.86
Operations & Maintenance Fund	535,169.29
Debt Service Fund	0.00
Transporation Fund	127,915.09
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	$ 2,635,790.24

RECOMMENDATION
Administration requests that the Finance Committee recommends the Board of Education approve the Purchase Order Report at the February 10, 2022 Regular Board of Education meeting.

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0022020677	1ST Ayd Corporation						
		40-2554-410-00-79	Fleet Supplies		500.00	2/2/2022	40-2554-410-00-79
				Total	$500.00		
0020221970	3P Learning Inc						
		10-2212-310-00-79-505-14	Curriclum Gen Pur Svc		470.00	1/27/2022	10-2212-310-00-79-505-14
		10-2212-310-00-79-505-14	Curriclum Gen Pur Svc		611.00	1/27/2022	10-2212-310-00-79-505-14
		10-2212-310-00-79-505-14	Curriclum Gen Pur Svc		763.75	1/27/2022	10-2212-310-00-79-505-14
		10-2212-310-00-79-505-14	Curriclum Gen Pur Svc		822.50	1/27/2022	10-2212-310-00-79-505-14
				Total	$2,667.25		
0020221840	95 Percent Group Inc						
		10-1100-421-00-74-500-14	Materials K-12		407.00	1/18/2022	10-1100-421-00-74-500-14
				Total	$407.00		
0020221897	ABM Industry Groups LLC						
		20-2542-310-00-79	Custodial Contract Service		57,963.54	1/24/2022	20-2542-310-00-79
				Total	$57,963.54		
0020221898	ABM Industry Groups LLC						
		20-2542-319-00-79-605-14	Contractual Cust. Replacement		2,836.88	1/24/2022	20-2542-319-00-79-605-14
				Total	$2,836.88		
0022020187	ABM Industry Groups LLC						
		40-2550-321-00-79	Bus Sanitation		3,251.76	2/2/2022	40-2550-321-00-79
				Total	$3,251.76		
0022020207	ABM Industry Groups LLC						
		20-2542-310-00-79	Custodial Contract Service		160,194.30	2/2/2022	20-2542-310-00-79
				Total	$160,194.30		
0022020217	ABM Industry Groups LLC						
		20-2542-320-00-79-605-14	Contractual Overtime		2,200.00	2/2/2022	20-2542-320-00-79-605-14
				Total	$2,200.00		
0022020227	ABM Industry Groups LLC						
		20-2542-319-00-79-605-14	Contractual Cust. Replacement		1,250.00	2/2/2022	20-2542-319-00-79-605-14
				Total	$1,250.00		
0022020407	ABM Industry Groups LLC						
		20-2542-310-00-79	Custodial Contract Service		33,000.00	2/2/2022	20-2542-310-00-79
				Total	$33,000.00		
0022020637	Accountable Healthcare Staffing Inc						
		10-2140-310-00-79-600-14	Psychological Services		10,000.00	2/2/2022	10-2140-310-00-79-600-14
				Total	$10,000.00		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221863	Acutrans						
		10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv		100.00	1/20/2022	10-2150-310-92-79-600-14
				Total	$100.00		
0022020337	ADP LLC						
		10-1100-220-00-79-600-14	Regular Programs Insurance		2,000.00	2/2/2022	10-1100-220-00-79-600-14
				Total	$2,000.00		
0022020437	ADP LLC						
		10-2520-310-00-74-500-14	Prof & Tech Fiscal		3,200.00	2/2/2022	10-2520-310-00-74-500-14
		10-2520-310-00-74-500-14	Prof & Tech Fiscal		6,600.00	2/2/2022	10-2520-310-00-74-500-14
		10-2520-310-00-74-500-14	Prof & Tech Fiscal		4,500.00	2/2/2022	10-2520-310-00-74-500-14
		10-2520-310-00-74-500-14	Prof & Tech Fiscal		4,400.00	2/2/2022	10-2520-310-00-74-500-14
				Total	$18,700.00		
0022020717	Advance Auto Parts						
		40-2554-410-00-79	Fleet Supplies		2,000.00	2/2/2022	40-2554-410-00-79
				Total	$2,000.00		
0020221838	Advantage Mechanical Inc						
		20-2542-323-00-79	Repairs & Maint Buildings		10,825.00	1/18/2022	20-2542-323-00-79
				Total	$10,825.00		
0020221989	Advantage Mechanical Inc						
		20-2542-323-00-79	Repairs & Maint Buildings		1,921.80	1/31/2022	20-2542-323-00-79
				Total	$1,921.80		
0022020027	Advantage Mechanical Inc						
		20-2542-323-00-79	Repairs & Maint Buildings		2,500.00	2/2/2022	20-2542-323-00-79
				Total	$2,500.00		
0022020317	Advantage Mechanical Inc						
		20-2542-390-00-79	Other Purchased Service		4,695.96	2/2/2022	20-2542-390-00-79
				Total	$4,695.96		
0022020427	AFLAC Group						
		10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		4,500.00	2/2/2022	10-2310-220-00-79-600-14
				Total	$4,500.00		
0020221985	Air Products Equipment Co						
		20-2542-410-00-79	Supplies B & G		580.00	1/28/2022	20-2542-410-00-79
				Total	$580.00		
0022020237	Airgas USA LLC						
		20-2542-410-00-79	Supplies B & G		500.00	2/2/2022	20-2542-410-00-79
				Total	$500.00		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020222023	Alboum & Associates LLC						
		10-2213-310-00-79-600-14	Special Svcs Pur Svc		42.08	2/3/2022	10-2213-310-00-79-600-14
				Total	$42.08		
0020222024	Alboum & Associates LLC						
		10-2213-310-00-79-600-14	Special Svcs Pur Svc		45.76	2/3/2022	10-2213-310-00-79-600-14
				Total	$45.76		
0020222045	Alboum & Associates LLC						
		10-2213-310-00-79-600-14	Special Svcs Pur Svc		40.32	2/4/2022	10-2213-310-00-79-600-14
				Total	$40.32		
0022021617	Alexander Leigh Center for Autism						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		35,000.00	2/2/2022	10-4220-670-00-79-600-14
				Total	$35,000.00		
0022021077	Alpha Baking Company Inc						
		10-2560-415-00-71-100-13	Cafe Food Leggee		650.00	2/2/2022	10-2560-415-00-71-100-13
				Total	$650.00		
0022021087	Alpha Baking Company Inc						
		10-2560-415-00-71-300-13	Cafe Food HS		1,500.00	2/2/2022	10-2560-415-00-71-300-13
				Total	$1,500.00		
0022021097	Alpha Baking Company Inc						
		10-2560-415-00-72-110-13	Cafe Food Chesak		700.00	2/2/2022	10-2560-415-00-72-110-13
				Total	$700.00		
0022021107	Alpha Baking Company Inc						
		10-2560-415-00-72-120-13	Cafe Food Martin		1,000.00	2/2/2022	10-2560-415-00-72-120-13
				Total	$1,000.00		
0022021117	Alpha Baking Company Inc						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		1,000.00	2/2/2022	10-2560-415-00-72-220-13
				Total	$1,000.00		
0022021127	Alpha Baking Company Inc						
		10-2560-415-00-74-140-13	Cafe Food Mackeben		600.00	2/2/2022	10-2560-415-00-74-140-13
				Total	$600.00		
0022021137	Alpha Baking Company Inc						
		10-2560-415-00-74-150-13	Cafe Food Conley		600.00	2/2/2022	10-2560-415-00-74-150-13
				Total	$600.00		
0022021147	Alpha Baking Company Inc						
		10-2560-415-00-74-210-13	Cafe Food Heineman		800.00	2/2/2022	10-2560-415-00-74-210-13
				Total	$800.00		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221858	AmeriGas					
		40-2552-461-00-79	Propane	2,909.53	1/19/2022	40-2552-461-00-79
			Total	$2,909.53		
0020221882	AmeriGas					
		40-2552-461-00-79	Propane	2,595.14	1/24/2022	40-2552-461-00-79
			Total	$2,595.14		
0020221929	AmeriGas					
		40-2552-461-00-79	Propane	1,333.42	1/25/2022	40-2552-461-00-79
			Total	$1,333.42		
0020221990	AmeriGas					
		40-2552-461-00-79	Propane	1,096.38	1/31/2022	40-2552-461-00-79
			Total	$1,096.38		
0020222037	AmeriGas					
		40-2552-461-00-79	Propane	1,552.18	2/4/2022	40-2552-461-00-79
		40-2552-461-00-79	Propane	1,495.50	2/4/2022	40-2552-461-00-79
		40-2552-461-00-79	Propane	882.27	2/4/2022	40-2552-461-00-79
			Total	$3,929.95		
0022020647	Amita GlenOaks School					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,000.00	2/2/2022	10-4220-670-00-79-600-14
			Total	$5,000.00		
0020221843	AMITA Health Mercy Medical Center A					
		10-4210-670-00-79-600-14	Reg Ed Out of District	352.00	1/18/2022	10-4210-670-00-79-600-14
			Total	$352.00		
0020221844	Amplified IT					
		10-2660-319-61-79-600-14	Software Maintenance	23,040.00	1/18/2022	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	-9,216.00	1/18/2022	10-2660-319-61-79-600-14
			Total	$13,824.00		
0020221978	Anderson Lock Co Inc					
		20-2542-323-00-79	Repairs & Maint Buildings	549.50	1/28/2022	20-2542-323-00-79
			Total	$549.50		
0022020087	Anderson Lock Co Inc					
		20-2542-410-00-79	Supplies B & G	1,000.00	2/2/2022	20-2542-410-00-79
			Total	$1,000.00		
0022020037	Anderson Pest Solutions					
		20-2542-321-00-79	Sanitation/Exterminating	554.47	2/2/2022	20-2542-321-00-79
			Total	$554.47		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020222013	AnthroMed LLC						
		10-1101-310-00-79-605-14	Substitute Teacher-Contracted		2,483.40	2/3/2022	10-1101-310-00-79-605-14
				Total	$2,483.40		
0022020807	Applied Maintenance						
		40-2554-410-00-79	Fleet Supplies		350.00	2/2/2022	40-2554-410-00-79
				Total	$350.00		
0020221993	Aramark Refreshment Services						
		10-1110-410-00-72-120-13	Inst Supplies Martin		154.35	2/1/2022	10-1110-410-00-72-120-13
				Total	$154.35		
0022020057	Associated Electrical Contractors						
		20-2542-323-00-79	Repairs & Maint Buildings		1,000.00	2/2/2022	20-2542-323-00-79
				Total	$1,000.00		
0022020327	AT&T						
		20-2540-340-00-79	Telephone - Districtwide		10,000.00	2/2/2022	20-2540-340-00-79
				Total	$10,000.00		
0022020347	AT&T 5080						
		20-2540-340-00-79	Telephone - Districtwide		5,000.00	2/2/2022	20-2540-340-00-79
				Total	$5,000.00		
0020221883	Auto Glass Service						
		40-2550-323-00-79	Repairs and Maintenance		200.00	1/24/2022	40-2550-323-00-79
				Total	$200.00		
0022020257	Batteries Plus LLC						
		20-2542-410-00-79	Supplies B & G		250.00	2/2/2022	20-2542-410-00-79
				Total	$250.00		
0022020197	Benefitfocus.com Inc						
		10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		1,700.00	2/2/2022	10-2310-220-00-79-600-14
				Total	$1,700.00		
0020221995	Blick Art Materials						
		10-1130-410-02-71-300-13	Art Supplies HS		69.90	2/1/2022	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS		52.00	2/1/2022	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS		139.80	2/1/2022	10-1130-410-02-71-300-13
				Total	$261.70		
0020222010	Blick Art Materials						
		10-1120-410-02-72-220-13	Art Supplies Marlowe		791.99	2/3/2022	10-1120-410-02-72-220-13
		10-1120-410-02-72-220-13	Art Supplies Marlowe		177.28	2/3/2022	10-1120-410-02-72-220-13
				Total	$969.27		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020222011	Blick Art Materials						
		10-1120-410-02-72-220-13	Art Supplies Marlowe		1,005.37	2/3/2022	10-1120-410-02-72-220-13
				Total	$1,005.37		
0020222027	Blick Art Materials						
		10-1400-490-64-71-305-13	Perkins Grant Supplies		156.39	2/4/2022	10-1400-490-64-71-305-13
				Total	$156.39		
0020222028	Blick Art Materials						
		10-1110-410-02-71-100-13	Art Supplies Leggee		-83.95	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		43.74	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		325.00	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		36.45	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		14.58	2/4/2022	10-1110-410-02-71-100-13
				Total	$335.82		
0020222029	Blick Art Materials						
		10-1110-410-02-71-100-13	Art Supplies Leggee		38.00	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		-120.72	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		6.40	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		149.00	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		54.91	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		15.40	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		16.03	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		16.59	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		18.26	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		19.14	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		38.92	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		21.36	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		21.96	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		23.79	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		29.00	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		87.54	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		10.79	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		5.60	2/4/2022	10-1110-410-02-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		30.90	2/4/2022	10-1110-410-02-71-100-13
				Total	$482.87		
0022020827	Blu Petroleum						
		40-2552-464-00-79	Diesel/Gasoline		40,000.00	2/2/2022	40-2552-464-00-79
				Total	$40,000.00		

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Purchase Orders Report
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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0022021647	Blu Petroleum						
		40-2552-464-00-79	Diesel/Gasoline		2,000.00	2/2/2022	40-2552-464-00-79
				Total	$2,000.00		
0022020417	Blue Cross Blue Shield						
		10-1100-220-00-79-600-14	Regular Programs Insurance		900,000.00	2/2/2022	10-1100-220-00-79-600-14
				Total	$900,000.00		
0020221935	BMO						
		10-1500-410-00-71-300-13	Training/Athletic Supplies HS		-474.36	2/4/2022	10-1500-410-00-71-300-13
		10-1500-410-00-71-300-13	Training/Athletic Supplies HS		262.90	2/4/2022	10-1500-410-00-71-300-13
		10-1500-410-00-71-300-13	Training/Athletic Supplies HS		183.59	2/4/2022	10-1500-410-00-71-300-13
		10-1500-410-00-71-300-13	Training/Athletic Supplies HS		474.36	2/4/2022	10-1500-410-00-71-300-13
		10-1526-410-00-71-300-16	Softball Girls Supplies HS		1,210.94	2/4/2022	10-1526-410-00-71-300-16
		10-158	Activity Funds		102.00	2/4/2022	10-158
		10-158	Activity Funds		320.00	2/4/2022	10-158
		10-158	Activity Funds		562.74	2/4/2022	10-158
		10-158	Activity Funds		41.36	2/4/2022	10-158
		10-158	Activity Funds		20.59	2/4/2022	10-158
		10-158	Activity Funds		454.74	2/4/2022	10-158
		10-158	Activity Funds		-162.00	2/4/2022	10-158
		10-158	Activity Funds		1,331.88	2/4/2022	10-158
				Total	$4,328.74		
0020222003	BMO						
		10-1100-421-00-74-500-14	Materials K-12		24.96	2/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		179.91	2/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		22.46	2/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		96.93	2/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		399.50	2/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		20.96	2/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		219.89	2/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		322.83	2/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		391.51	2/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		175.78	2/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		355.61	2/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		364.01	2/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		199.90	2/4/2022	10-1100-421-00-74-500-14
		10-1100-490-57-79-600-14	ESSER II Supplies		64.66	2/4/2022	10-1100-490-57-79-600-14
		10-1100-490-57-79-600-14	ESSER II Supplies		319.80	2/4/2022	10-1100-490-57-79-600-14
		10-1100-490-57-79-600-14	ESSER II Supplies		479.70	2/4/2022	10-1100-490-57-79-600-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		5.25	2/4/2022	10-2210-490-00-74-500-14
				Total	$3,643.66		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221848	BMO Mastercard						
		10-1120-410-00-72-220-13	Inst Supplies Marlowe		10.28	1/19/2022	10-1120-410-00-72-220-13
		10-1120-410-09-72-220-13	Home Ec Marlowe		121.66	1/19/2022	10-1120-410-09-72-220-13
		10-1120-410-22-72-220-13	Tech Lab Supplies Marlowe		123.29	1/19/2022	10-1120-410-22-72-220-13
		10-1120-410-80-72-220-13	PBIS		151.02	1/19/2022	10-1120-410-80-72-220-13
		10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS		289.19	1/19/2022	10-1120-490-00-72-220-13
		10-1500-410-00-72-220-13	Training Supplies Marlowe		815.40	1/19/2022	10-1500-410-00-72-220-13
		10-1505-410-00-72-220-16	Basketball Girls Supplies Marl		145.77	1/19/2022	10-1505-410-00-72-220-16
		10-2220-430-00-72-220-13	Media Center Marlowe		25.38	1/19/2022	10-2220-430-00-72-220-13
		10-2410-410-00-72-220-13	Office Supplies Marlowe		251.05	1/19/2022	10-2410-410-00-72-220-13
		10-2410-491-00-72-220-13	Rebate Supplies Marlowe		756.27	1/19/2022	10-2410-491-00-72-220-13
				Total	$2,689.31		
0020221872	BMO Mastercard						
		10-1125-410-97-79-600-14	All Children Supplies		582.86	1/21/2022	10-1125-410-97-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool		120.50	1/21/2022	10-1125-490-00-79-600-14
		10-1225-410-95-79-600-14	ECE Instr Supplies		47.93	1/21/2022	10-1225-410-95-79-600-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		190.00	1/21/2022	10-2210-314-92-79-605-14
		10-2300-410-97-79-600-14	All Children Gen Admin Sup		400.67	1/21/2022	10-2300-410-97-79-600-14
		10-3100-410-97-79-605-24	All Children Parental Supplies		194.39	1/21/2022	10-3100-410-97-79-605-24
				Total	$1,536.35		
0020221873	BMO Mastercard						
		10-1125-410-97-79-600-14	All Children Supplies		439.54	1/21/2022	10-1125-410-97-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool		453.11	1/21/2022	10-1125-490-00-79-600-14
		10-1225-410-95-79-600-14	ECE Instr Supplies		103.79	1/21/2022	10-1225-410-95-79-600-14
		10-2300-410-97-79-600-14	All Children Gen Admin Sup		103.98	1/21/2022	10-2300-410-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		709.44	1/21/2022	10-2560-415-97-79-600-14
		10-3100-410-97-79-605-24	All Children Parental Supplies		55.92	1/21/2022	10-3100-410-97-79-605-24
				Total	$1,865.78		
0020221877	BMO Mastercard						
		10-2321-332-00-74-500-14	Travel Supt		78.99	2/1/2022	10-2321-332-00-74-500-14
		10-2321-415-00-74-500-14	Community Supplies		58.92	2/1/2022	10-2321-415-00-74-500-14
				Total	$137.91		
0020221878	BMO Mastercard						
		10-2310-410-00-74-500-14	Supplies Board		100.00	2/1/2022	10-2310-410-00-74-500-14
		10-2310-640-00-74-500-14	Dues & Fees Board		-1,300.27	2/1/2022	10-2310-640-00-74-500-14
		10-2321-415-00-74-500-14	Community Supplies		67.73	2/1/2022	10-2321-415-00-74-500-14
				Total	($1,132.54)		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221879	BMO Mastercard						
		10-158	Activity Funds		1,796.30	1/25/2022	10-158
				Total	$1,796.30		
0020221880	BMO Mastercard						
		10-2546-490-00-79-600-14	Security Officer Supplies		113.98	2/1/2022	10-2546-490-00-79-600-14
				Total	$113.98		
0020221881	BMO Mastercard						
		10-1500-335-00-71-300-13	Conference Travel HS		147.40	1/25/2022	10-1500-335-00-71-300-13
		10-158	Activity Funds		1,895.16	1/25/2022	10-158
				Total	$2,042.56		
0020221900	BMO Mastercard						
		10-2410-490-00-71-300-13	HS Staff Recognition		119.10	1/25/2022	10-2410-490-00-71-300-13
				Total	$119.10		
0020221901	BMO Mastercard						
		10-2114-410-00-74-500-14	Supplies Registration		20.53	1/25/2022	10-2114-410-00-74-500-14
		10-2114-410-00-74-500-14	Supplies Registration		23.87	1/25/2022	10-2114-410-00-74-500-14
		10-2660-319-61-79-600-14	Software Maintenance		155.56	1/25/2022	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance		29.00	1/25/2022	10-2660-319-61-79-600-14
		10-2660-332-00-79-600-14	Travel Technology		82.99	1/25/2022	10-2660-332-00-79-600-14
		10-2660-332-00-79-600-14	Travel Technology		469.80	1/25/2022	10-2660-332-00-79-600-14
		10-2660-332-00-79-600-14	Travel Technology		268.80	1/25/2022	10-2660-332-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		-18.84	1/25/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		18.92	1/25/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		173.00	1/25/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		72.65	1/25/2022	10-2660-410-00-79-600-14
		10-2660-640-00-79-600-14	Dues & Fees Technology		2,200.00	1/25/2022	10-2660-640-00-79-600-14
				Total	$3,496.28		
0020221902	BMO Mastercard						
		10-158	Activity Funds		64.99	1/25/2022	10-158
		10-158	Activity Funds		197.08	1/25/2022	10-158
		10-158	Activity Funds		69.57	1/25/2022	10-158
				Total	$331.64		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221903	BMO Mastercard					
		10-1100-421-00-74-500-14	Materials K-12	146.56	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	96.11	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	64.95	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	45.00	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	120.50	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	37.70	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	174.72	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	130.08	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	31.07	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	30.16	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	29.34	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	23.49	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	22.62	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	55.71	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	33.48	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	7.99	1/25/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	203.95	1/25/2022	10-1100-421-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	154.33	1/25/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	70.94	1/25/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	201.89	1/25/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	113.66	1/25/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	38.99	1/25/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	9.99	1/25/2022	10-2210-490-00-74-500-14
		10-2212-332-00-74-500-14	Travel & Conference Curr	299.00	1/25/2022	10-2212-332-00-74-500-14
		10-2323-640-00-74-500-14	Dues & Fees Curr & Inst	159.00	1/25/2022	10-2323-640-00-74-500-14
		10-2323-640-00-74-500-14	Dues & Fees Curr & Inst	89.00	1/25/2022	10-2323-640-00-74-500-14
			Total	$2,390.23		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221904	BMO Mastercard						
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		27.80	1/25/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		9.59	1/25/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		16.30	1/25/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		20.84	1/25/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		36.97	1/25/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		50.53	1/25/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		52.76	1/25/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		66.75	1/25/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		20.04	1/25/2022	10-1800-410-84-79-605-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf		800.00	1/25/2022	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf		645.00	1/25/2022	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf		560.00	1/25/2022	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf		325.00	1/25/2022	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf		270.40	1/25/2022	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf		250.00	1/25/2022	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf		34.67	1/25/2022	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf		30.00	1/25/2022	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf		2.84	1/25/2022	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf		63.40	1/25/2022	10-2213-332-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies		72.65	1/25/2022	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies		65.67	1/25/2022	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies		61.37	1/25/2022	10-2213-410-00-79-600-14
		10-2213-640-00-79-600-14	Special Svcs Dues & Fees		300.00	1/25/2022	10-2213-640-00-79-600-14
				Total	$3,782.58		
0020221905	BMO Mastercard						
		10-2520-410-00-74-500-14	Supplies Fiscal		48.59	1/25/2022	10-2520-410-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal		201.63	1/25/2022	10-2520-410-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal		50.75	1/25/2022	10-2520-410-00-74-500-14
				Total	$300.97		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221906	BMO Mastercard						
		10-1200-410-66-71-300-13	STEP Supplies		-72.00	1/25/2022	10-1200-410-66-71-300-13
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		34.11	1/25/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		340.80	1/25/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		219.00	1/25/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		299.00	1/25/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		96.00	1/25/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		-194.00	1/25/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		2,076.00	1/25/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		88.00	1/25/2022	10-2210-314-92-79-605-14
		10-2210-640-92-79-605-14	IDEA Other Objects		380.00	1/25/2022	10-2210-640-92-79-605-14
		10-2210-640-92-79-605-14	IDEA Other Objects		260.00	1/25/2022	10-2210-640-92-79-605-14
				Total	$3,526.91		
0020221907	BMO Mastercard						
		10-1120-410-13-74-210-08	Heineman Science Supplies 8		26.97	1/25/2022	10-1120-410-13-74-210-08
		10-1500-410-00-74-210-13	Training Supplies Heineman		137.95	1/25/2022	10-1500-410-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman		6.79	1/25/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman		199.99	1/25/2022	10-2220-430-00-74-210-13
		10-2410-410-00-74-210-14	Copier Paper & Toner Heineman		85.00	1/25/2022	10-2410-410-00-74-210-14
				Total	$456.70		
0020221908	BMO Mastercard						
		10-1110-410-00-72-120-13	Inst Supplies Martin		65.97	1/25/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		59.56	1/25/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		28.43	1/25/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		23.58	1/25/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		18.36	1/25/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		9.99	1/25/2022	10-1110-410-00-72-120-13
		10-1110-410-02-72-120-13	Art Supplies Martin		7.99	1/25/2022	10-1110-410-02-72-120-13
		10-1110-410-02-72-120-13	Art Supplies Martin		75.35	1/25/2022	10-1110-410-02-72-120-13
		10-1110-410-02-72-120-13	Art Supplies Martin		106.64	1/25/2022	10-1110-410-02-72-120-13
				Total	$395.87		
0020221909	BMO Mastercard						
		10-1110-410-00-72-110-13	Inst Supplies Chesak		235.73	1/25/2022	10-1110-410-00-72-110-13
		10-1110-410-00-72-110-13	Inst Supplies Chesak		141.00	1/25/2022	10-1110-410-00-72-110-13
		10-158	Activity Funds		-39.95	1/25/2022	10-158
				Total	$336.78		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221910	BMO Mastercard						
		10-1130-410-00-71-300-13	Inst Supplies HS		122.40	1/25/2022	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS		56.42	1/25/2022	10-1130-410-00-71-300-13
		10-1130-410-11-71-300-13	Math Supplies HS		213.47	1/25/2022	10-1130-410-11-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS		44.99	1/25/2022	10-2410-410-00-71-300-13
				Total	$437.28		
0020221911	BMO Mastercard						
		10-2410-410-00-74-150-13	Office Supplies Conley		-29.13	1/25/2022	10-2410-410-00-74-150-13
		10-2410-410-00-74-150-14	Copier Paper & Toner Conley		-38.76	1/25/2022	10-2410-410-00-74-150-14
				Total	($67.89)		
0020221912	BMO Mastercard						
		10-1110-410-00-71-100-13	Inst Supplies Leggee		52.62	1/25/2022	10-1110-410-00-71-100-13
		10-158	Activity Funds		0.41	1/25/2022	10-158
		10-2220-430-00-71-100-13	Media Center Leggee		224.17	1/25/2022	10-2220-430-00-71-100-13
		10-2410-410-00-71-100-13	Office Supplies Leggee		27.99	1/25/2022	10-2410-410-00-71-100-13
		10-2410-410-00-71-100-13	Office Supplies Leggee		13.29	1/25/2022	10-2410-410-00-71-100-13
		10-2410-410-00-71-100-14	Copier Paper & Toner Leggee		88.56	1/25/2022	10-2410-410-00-71-100-14
		10-2410-640-00-71-100-13	Principal Dues Leggee		175.00	1/25/2022	10-2410-640-00-71-100-13
				Total	$582.04		
0020221913	BMO Mastercard						
		10-1120-410-00-72-220-13	Inst Supplies Marlowe		195.78	1/25/2022	10-1120-410-00-72-220-13
		10-1120-410-08-72-220-13	Health Supplies Marlowe		77.27	1/25/2022	10-1120-410-08-72-220-13
		10-1120-410-13-72-220-08	Marlowe Science Supplies 8		58.44	1/25/2022	10-1120-410-13-72-220-08
		10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS		6.99	1/25/2022	10-1120-490-00-72-220-13
		10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS		52.92	1/25/2022	10-1120-490-00-72-220-13
		10-1505-410-00-72-220-15	Basketball Boys Supplies Marl		197.08	1/25/2022	10-1505-410-00-72-220-15
		10-2410-410-00-72-220-13	Office Supplies Marlowe		42.21	1/25/2022	10-2410-410-00-72-220-13
				Total	$630.69		
0020221914	BMO Mastercard						
		10-158	Activity Funds		78.08	1/25/2022	10-158
		10-158	Activity Funds		401.77	1/25/2022	10-158
		10-158	Activity Funds		26.88	1/25/2022	10-158
		10-158	Activity Funds		4,070.00	1/25/2022	10-158
				Total	$4,576.73		
0020221915	BMO Mastercard						
		10-158	Activity Funds		65.55	1/25/2022	10-158
				Total	$65.55		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221916	BMO Mastercard						
		10-1110-410-00-74-140-13	Inst Supplies Mackeben		217.96	1/25/2022	10-1110-410-00-74-140-13
		10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben		219.94	1/25/2022	10-2410-410-00-74-140-14
		10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben		65.50	1/25/2022	10-2410-410-00-74-140-14
				Total	$503.40		
0020221917	BMO Mastercard						
		10-1125-410-97-79-600-14	All Children Supplies		-16.49	1/25/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies		10.20	1/25/2022	10-1125-410-97-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool		7.95	1/25/2022	10-1125-490-00-79-600-14
		10-158	Activity Funds		31.50	1/25/2022	10-158
		10-2300-410-97-79-600-14	All Children Gen Admin Sup		25.98	1/25/2022	10-2300-410-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		-479.88	1/25/2022	10-2560-415-97-79-600-14
				Total	($420.74)		
0020221918	BMO Mastercard						
		10-2561-410-00-79-605-14	Dir Food Service Supplies		196.11	1/25/2022	10-2561-410-00-79-605-14
				Total	$196.11		
0020221919	BMO Mastercard						
		20-2540-640-00-79	Dues & Fees		855.00	1/25/2022	20-2540-640-00-79
		20-2540-640-00-79	Dues & Fees		100.63	1/25/2022	20-2540-640-00-79
		20-2542-410-00-79	Supplies B & G		-112.74	1/25/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		423.18	1/25/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		7,180.00	1/25/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		563.68	1/25/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		14.95	1/25/2022	20-2542-410-00-79
				Total	$9,024.70		
0020221920	BMO Mastercard						
		10-2642-410-00-74-500-14	Supplies Human Res		3.54	1/25/2022	10-2642-410-00-74-500-14
		10-2642-410-00-74-500-14	Supplies Human Res		19.76	1/25/2022	10-2642-410-00-74-500-14
		10-2642-411-00-74-500-14	HR Employee Recognition		24.06	1/25/2022	10-2642-411-00-74-500-14
		10-2642-411-00-74-500-14	HR Employee Recognition		172.90	1/25/2022	10-2642-411-00-74-500-14
				Total	$220.26		
0020221936	BMO Mastercard						
		10-1130-323-00-71-300-13	Repairs HS		192.00	1/26/2022	10-1130-323-00-71-300-13
		10-2410-490-00-71-300-13	HS Staff Recognition		68.56	1/26/2022	10-2410-490-00-71-300-13
				Total	$260.56		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221937	BMO Mastercard						
		10-2660-319-61-79-600-14	Software Maintenance		791.01	1/26/2022	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance		39.34	1/26/2022	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance		339.98	1/26/2022	10-2660-319-61-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		123.71	1/26/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		35.00	1/26/2022	10-2660-410-00-79-600-14
				Total	$1,329.04		
0020221938	BMO Mastercard						
		10-158	Activity Funds		34.51	1/26/2022	10-158
		10-158	Activity Funds		35.65	1/26/2022	10-158
		10-158	Activity Funds		77.60	1/26/2022	10-158
		10-158	Activity Funds		125.95	1/26/2022	10-158
		10-158	Activity Funds		468.24	1/26/2022	10-158
		10-158	Activity Funds		131.18	1/26/2022	10-158
				Total	$873.13		
0020221939	BMO Mastercard						
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		107.91	1/26/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		71.94	1/26/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		79.90	1/26/2022	10-1800-410-84-79-605-14
		10-2210-430-82-71-300-14	ESL Prof Library		38.13	1/26/2022	10-2210-430-82-71-300-14
		10-2213-410-00-79-600-14	Special Svcs Supplies		190.69	1/26/2022	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies		56.98	1/26/2022	10-2213-410-00-79-600-14
				Total	$545.55		
0020221940	BMO Mastercard						
		10-2520-410-00-74-500-14	Supplies Fiscal		-48.59	1/26/2022	10-2520-410-00-74-500-14
		10-2560-410-00-72-120-13	Cafe Supplies Martin		56.26	1/26/2022	10-2560-410-00-72-120-13
				Total	$7.67		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221941	BMO Mastercard					
		10-1200-410-00-79-600-14	Supplies Sp Ed	16.95	1/26/2022	10-1200-410-00-79-600-14
		10-1200-410-66-71-300-13	STEP Supplies	10.88	1/26/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	89.37	1/26/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	353.82	1/26/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	54.00	1/26/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	35.96	1/26/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	46.08	1/26/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	411.35	1/26/2022	10-1200-410-66-71-300-13
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	98.00	1/26/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	20.32	1/26/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	21.98	1/26/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	42.88	1/26/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	55.70	1/26/2022	10-1200-410-92-79-600-14
		10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	178.70	1/26/2022	10-2130-410-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	350.00	1/26/2022	10-2210-314-92-79-605-14
			Total	$1,785.99		
0020221942	BMO Mastercard					
		10-1120-410-00-74-210-13	Inst Supplies Heineman	279.00	1/26/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	140.77	1/26/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	136.46	1/26/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	42.29	1/26/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	55.95	1/26/2022	10-1120-410-00-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	156.09	1/26/2022	10-1120-410-09-74-210-13
		10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	453.50	1/26/2022	10-1120-410-12-74-210-13
		10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	61.99	1/26/2022	10-1120-410-12-74-210-13
		10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	24.99	1/26/2022	10-1120-410-12-74-210-13
		10-1120-410-13-74-210-08	Heineman Science Supplies 8	8.99	1/26/2022	10-1120-410-13-74-210-08
		10-1120-410-50-74-210-13	PE Supplies Heineman	18.98	1/26/2022	10-1120-410-50-74-210-13
		10-1500-410-00-74-210-13	Training Supplies Heineman	24.97	1/26/2022	10-1500-410-00-74-210-13
		10-1500-410-00-74-210-13	Training Supplies Heineman	8.95	1/26/2022	10-1500-410-00-74-210-13
		10-158	Activity Funds	54.67	1/26/2022	10-158
		10-2220-430-00-74-210-13	Media Center Heineman	76.40	1/26/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	41.17	1/26/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	8.62	1/26/2022	10-2220-430-00-74-210-13
		10-2410-410-00-74-210-13	Office Supplies Heineman	95.91	1/26/2022	10-2410-410-00-74-210-13
		10-2410-410-00-74-210-13	Office Supplies Heineman	39.50	1/26/2022	10-2410-410-00-74-210-13
		10-2410-410-00-74-210-13	Office Supplies Heineman	54.51	1/26/2022	10-2410-410-00-74-210-13
		10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	145.00	1/26/2022	10-2410-410-00-74-210-14
			Total	$1,928.71		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221943	BMO Mastercard						
		10-1110-410-00-72-120-13	Inst Supplies Martin		36.99	1/26/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		203.90	1/26/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		21.39	1/26/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		67.95	1/26/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		11.99	1/26/2022	10-1110-410-00-72-120-13
				Total	$342.22		
0020221944	BMO Mastercard						
		10-1110-410-00-72-110-13	Inst Supplies Chesak		41.37	1/26/2022	10-1110-410-00-72-110-13
		10-1110-410-02-72-110-13	Art Supplies Chesak		61.64	1/26/2022	10-1110-410-02-72-110-13
		10-2220-490-00-72-110-13	Media Center Tech Chesak		5.99	1/26/2022	10-2220-490-00-72-110-13
		10-2220-490-00-72-110-13	Media Center Tech Chesak		9.99	1/26/2022	10-2220-490-00-72-110-13
				Total	$118.99		
0020221945	BMO Mastercard						
		10-1130-410-00-71-300-13	Inst Supplies HS		28.93	1/26/2022	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS		102.57	1/26/2022	10-1130-410-00-71-300-13
		10-1130-410-06-71-300-13	World Languages Supplies HS		13.98	1/26/2022	10-1130-410-06-71-300-13
		10-1130-410-11-71-300-13	Math Supplies HS		163.75	1/26/2022	10-1130-410-11-71-300-13
		10-1400-490-64-71-305-13	Perkins Grant Supplies		149.00	1/26/2022	10-1400-490-64-71-305-13
		10-158	Activity Funds		286.00	1/26/2022	10-158
		10-2410-410-00-71-300-13	Office Supplies HS		49.99	1/26/2022	10-2410-410-00-71-300-13
				Total	$794.22		
0020221946	BMO Mastercard						
		10-1110-410-00-71-100-13	Inst Supplies Leggee		17.47	1/26/2022	10-1110-410-00-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		43.02	1/26/2022	10-1110-410-02-71-100-13
		10-2220-490-00-71-100-13	Media Center Tech Leggee		11.66	1/26/2022	10-2220-490-00-71-100-13
		10-2410-410-00-71-100-14	Copier Paper & Toner Leggee		41.70	1/26/2022	10-2410-410-00-71-100-14
				Total	$113.85		
0020221947	BMO Mastercard						
		10-1120-410-02-72-220-13	Art Supplies Marlowe		42.56	1/26/2022	10-1120-410-02-72-220-13
		10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe		31.72	1/26/2022	10-1120-410-12-72-220-13
		10-1120-410-13-72-220-07	Marlowe Science Supplies 7		9.99	1/26/2022	10-1120-410-13-72-220-07
		10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS		17.99	1/26/2022	10-1120-490-00-72-220-13
		10-2410-410-00-72-220-13	Office Supplies Marlowe		6.88	1/26/2022	10-2410-410-00-72-220-13
		10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe		32.00	1/26/2022	10-2410-410-00-72-220-14
				Total	$141.14		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221948	BMO Mastercard						
		10-158	Activity Funds		125.69	1/26/2022	10-158
		10-158	Activity Funds		25.00	1/26/2022	10-158
		10-158	Activity Funds		27.13	1/26/2022	10-158
		10-158	Activity Funds		47.17	1/26/2022	10-158
		10-158	Activity Funds		58.00	1/26/2022	10-158
		10-158	Activity Funds		92.29	1/26/2022	10-158
		10-158	Activity Funds		178.76	1/26/2022	10-158
		10-158	Activity Funds		207.12	1/26/2022	10-158
		10-158	Activity Funds		254.95	1/26/2022	10-158
		10-158	Activity Funds		1,418.80	1/26/2022	10-158
		10-158	Activity Funds		310.23	1/26/2022	10-158
		10-158	Activity Funds		400.00	1/26/2022	10-158
		10-158	Activity Funds		564.97	1/26/2022	10-158
		10-158	Activity Funds		1,367.52	1/26/2022	10-158
				Total	$5,077.63		
0020221949	BMO Mastercard						
		10-158	Activity Funds		49.97	1/26/2022	10-158
		10-158	Activity Funds		135.60	1/26/2022	10-158
		10-158	Activity Funds		31.98	1/26/2022	10-158
				Total	$217.55		
0020221950	BMO Mastercard						
		10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben		187.99	1/26/2022	10-2410-410-00-74-140-14
		10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben		89.99	1/26/2022	10-2410-410-00-74-140-14
				Total	$277.98		
0020221951	BMO Mastercard						
		10-2560-410-00-71-300-13	Cafe Supplies HS		196.11	1/26/2022	10-2560-410-00-71-300-13
		10-2560-410-00-74-210-13	Cafe Supplies Heineman		7.52	1/26/2022	10-2560-410-00-74-210-13
		10-2561-410-00-79-605-14	Dir Food Service Supplies		100.00	1/26/2022	10-2561-410-00-79-605-14
		10-2561-410-00-79-605-14	Dir Food Service Supplies		50.00	1/26/2022	10-2561-410-00-79-605-14
				Total	$353.63		

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Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221952	BMO Mastercard						
		20-2540-310-00-79	Professional & Technical		198.00	1/26/2022	20-2540-310-00-79
		20-2542-390-00-79	Other Purchased Service		179.82	1/26/2022	20-2542-390-00-79
		20-2542-410-00-79	Supplies B & G		59.75	1/26/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		690.80	1/26/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		181.72	1/26/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		25.99	1/26/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		17.74	1/26/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		16.99	1/26/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		8.29	1/26/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		162.77	1/26/2022	20-2542-410-00-79
		40-2550-323-00-79	Repairs and Maintenance		70.63	1/26/2022	40-2550-323-00-79
				Total	$1,612.50		
0020221953	BMO Mastercard						
		10-2212-332-00-74-500-14	Travel & Conference Curr		25.97	1/26/2022	10-2212-332-00-74-500-14
		10-2212-332-00-74-500-14	Travel & Conference Curr		282.20	1/26/2022	10-2212-332-00-74-500-14
				Total	$308.17		
0020221954	BMO Mastercard						
		10-2660-319-61-79-600-14	Software Maintenance		768.90	1/26/2022	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance		379.43	1/26/2022	10-2660-319-61-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		8.04	1/26/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		9.89	1/26/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		22.80	1/26/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		23.77	1/26/2022	10-2660-410-00-79-600-14
				Total	$1,212.83		
0020221955	BMO Mastercard						
		10-158	Activity Funds		85.78	1/26/2022	10-158
		10-158	Activity Funds		147.47	1/26/2022	10-158
		10-158	Activity Funds		70.00	1/26/2022	10-158
				Total	$303.25		
0020221956	BMO Mastercard						
		10-1200-310-92-79-600-14	IDEA General Purchased Service		55.56	1/26/2022	10-1200-310-92-79-600-14
		10-1200-310-92-79-600-14	IDEA General Purchased Service		100.00	1/26/2022	10-1200-310-92-79-600-14
		10-1200-310-92-79-600-14	IDEA General Purchased Service		165.00	1/26/2022	10-1200-310-92-79-600-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		900.00	1/26/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		125.00	1/26/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		244.48	1/26/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		350.00	1/26/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		64.20	1/26/2022	10-2210-314-92-79-605-14
				Total	$2,004.24		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221957	BMO Mastercard					
		10-1120-410-00-74-210-13	Inst Supplies Heineman	41.94	1/26/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	24.74	1/26/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	5.99	1/26/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	175.00	1/26/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	427.56	1/26/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	60.00	1/26/2022	10-1120-410-00-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	1.17	1/26/2022	10-1120-410-09-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	136.18	1/26/2022	10-1120-410-09-74-210-13
		10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	90.00	1/26/2022	10-1120-410-12-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	14.99	1/26/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	-199.99	1/26/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	422.63	1/26/2022	10-2220-430-00-74-210-13
		10-2410-491-00-74-210-13	Rebate Supplies Heineman	49.98	1/26/2022	10-2410-491-00-74-210-13
			Total	$1,250.19		
0020221958	BMO Mastercard					
		10-1110-410-00-72-120-13	Inst Supplies Martin	59.97	1/26/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	-32.39	1/26/2022	10-1110-410-00-72-120-13
		10-1110-410-50-72-120-13	PE Supplies Martin	48.95	1/26/2022	10-1110-410-50-72-120-13
			Total	$76.53		
0020221959	BMO Mastercard					
		10-1110-410-00-72-110-13	Inst Supplies Chesak	27.71	1/26/2022	10-1110-410-00-72-110-13
		10-158	Activity Funds	57.61	1/26/2022	10-158
		10-158	Activity Funds	134.91	1/26/2022	10-158
		10-2410-410-00-72-110-13	Office Supplies Chesak	45.80	1/26/2022	10-2410-410-00-72-110-13
		10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	243.96	1/26/2022	10-2410-410-00-72-110-14
		10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	83.01	1/26/2022	10-2410-410-00-72-110-14
			Total	$593.00		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221960	BMO Mastercard					
		10-1130-323-00-71-300-13	Repairs HS	419.94	1/26/2022	10-1130-323-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	15.99	1/26/2022	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	21.99	1/26/2022	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	119.00	1/26/2022	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	162.96	1/26/2022	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	465.00	1/26/2022	10-1130-410-00-71-300-13
		10-1130-410-05-71-300-13	English Supplies HS	217.41	1/26/2022	10-1130-410-05-71-300-13
		10-1130-410-05-71-300-13	English Supplies HS	26.07	1/26/2022	10-1130-410-05-71-300-13
		10-1130-410-05-71-300-13	English Supplies HS	2.87	1/26/2022	10-1130-410-05-71-300-13
		10-1130-410-05-71-300-13	English Supplies HS	4.97	1/26/2022	10-1130-410-05-71-300-13
		10-1130-410-11-71-300-13	Math Supplies HS	43.97	1/26/2022	10-1130-410-11-71-300-13
		10-1130-410-11-71-300-13	Math Supplies HS	70.46	1/26/2022	10-1130-410-11-71-300-13
		10-1130-410-13-71-300-13	Science Supplies HS	67.26	1/26/2022	10-1130-410-13-71-300-13
		10-1130-410-15-71-300-13	Social Studies Supplies HS	25.98	1/26/2022	10-1130-410-15-71-300-13
		10-1130-410-15-71-300-13	Social Studies Supplies HS	191.28	1/26/2022	10-1130-410-15-71-300-13
		10-1700-410-21-71-300-13	Driver Ed Supplies HS	28.35	1/26/2022	10-1700-410-21-71-300-13
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	51.80	1/26/2022	10-2210-314-92-79-605-14
		10-2410-410-00-71-300-13	Office Supplies HS	63.00	1/26/2022	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	8.15	1/26/2022	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	13.49	1/26/2022	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	9.89	1/26/2022	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	38.56	1/26/2022	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS	49.99	1/26/2022	10-2410-410-00-71-300-13
			Total	$2,118.38		
0020221961	BMO Mastercard					
		10-1110-410-00-71-100-13	Inst Supplies Leggee	16.06	1/26/2022	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	92.49	1/26/2022	10-1110-410-00-71-100-13
		10-1110-410-00-71-100-13	Inst Supplies Leggee	157.10	1/26/2022	10-1110-410-00-71-100-13
		10-2410-410-00-71-100-13	Office Supplies Leggee	9.98	1/26/2022	10-2410-410-00-71-100-13
			Total	$275.63		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221962	BMO Mastercard					
		10-1120-323-00-72-220-13	Repairs Marlowe	362.00	1/26/2022	10-1120-323-00-72-220-13
		10-1120-410-13-72-220-06	Marlowe Science Supplies 6	341.82	1/26/2022	10-1120-410-13-72-220-06
		10-1120-410-13-72-220-08	Marlowe Science Supplies 8	24.68	1/26/2022	10-1120-410-13-72-220-08
		10-1120-410-13-72-220-08	Marlowe Science Supplies 8	12.90	1/26/2022	10-1120-410-13-72-220-08
		10-1120-410-13-72-220-08	Marlowe Science Supplies 8	61.62	1/26/2022	10-1120-410-13-72-220-08
		10-1120-410-13-72-220-08	Marlowe Science Supplies 8	62.64	1/26/2022	10-1120-410-13-72-220-08
		10-1120-410-13-72-220-08	Marlowe Science Supplies 8	288.69	1/26/2022	10-1120-410-13-72-220-08
		10-1120-410-13-72-220-08	Marlowe Science Supplies 8	393.58	1/26/2022	10-1120-410-13-72-220-08
		10-1120-410-13-72-220-08	Marlowe Science Supplies 8	16.35	1/26/2022	10-1120-410-13-72-220-08
		10-1120-410-13-72-220-08	Marlowe Science Supplies 8	14.60	1/26/2022	10-1120-410-13-72-220-08
		10-1120-410-13-72-220-08	Marlowe Science Supplies 8	14.40	1/26/2022	10-1120-410-13-72-220-08
		10-1120-410-13-72-220-08	Marlowe Science Supplies 8	38.80	1/26/2022	10-1120-410-13-72-220-08
		10-1120-410-13-72-220-08	Marlowe Science Supplies 8	12.00	1/26/2022	10-1120-410-13-72-220-08
		10-1120-410-13-72-220-08	Marlowe Science Supplies 8	15.00	1/26/2022	10-1120-410-13-72-220-08
		10-1120-410-80-72-220-13	PBIS	28.22	1/26/2022	10-1120-410-80-72-220-13
		10-1120-410-80-72-220-13	PBIS	17.42	1/26/2022	10-1120-410-80-72-220-13
		10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	69.99	1/26/2022	10-1120-490-00-72-220-13
		10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	408.60	1/26/2022	10-1120-490-02-72-220-13
		10-2410-410-00-72-220-13	Office Supplies Marlowe	23.98	1/26/2022	10-2410-410-00-72-220-13
		10-2410-410-00-72-220-13	Office Supplies Marlowe	22.97	1/26/2022	10-2410-410-00-72-220-13
		10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	45.69	1/26/2022	10-2410-410-00-72-220-14
			Total	$2,275.95		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221963	BMO Mastercard						
		10-1543-640-00-71-305-13	Activities Fees		165.00	1/26/2022	10-1543-640-00-71-305-13
		10-158	Activity Funds		1,630.00	1/26/2022	10-158
		10-158	Activity Funds		408.84	1/26/2022	10-158
		10-158	Activity Funds		396.34	1/26/2022	10-158
		10-158	Activity Funds		288.10	1/26/2022	10-158
		10-158	Activity Funds		23.90	1/26/2022	10-158
		10-158	Activity Funds		460.88	1/26/2022	10-158
		10-158	Activity Funds		147.40	1/26/2022	10-158
		10-158	Activity Funds		34.01	1/26/2022	10-158
		10-158	Activity Funds		44.07	1/26/2022	10-158
		10-158	Activity Funds		16.99	1/26/2022	10-158
		10-158	Activity Funds		83.24	1/26/2022	10-158
		10-158	Activity Funds		14.97	1/26/2022	10-158
		10-158	Activity Funds		95.49	1/26/2022	10-158
		10-158	Activity Funds		9.03	1/26/2022	10-158
		10-158	Activity Funds		161.70	1/26/2022	10-158
		10-158	Activity Funds		15.99	1/26/2022	10-158
		10-158	Activity Funds		169.65	1/26/2022	10-158
		10-158	Activity Funds		207.90	1/26/2022	10-158
		10-158	Activity Funds		233.87	1/26/2022	10-158
		10-158	Activity Funds		10.58	1/26/2022	10-158
		10-158	Activity Funds		87.29	1/26/2022	10-158
				Total	$4,705.24		
0020221964	BMO Mastercard						
		10-158	Activity Funds		118.35	1/26/2022	10-158
		10-158	Activity Funds		364.65	1/26/2022	10-158
				Total	$483.00		
0020221965	BMO Mastercard						
		10-158	Activity Funds		20.79	1/26/2022	10-158
		10-158	Activity Funds		309.13	1/26/2022	10-158
		10-158	Activity Funds		352.85	1/26/2022	10-158
		10-158	Activity Funds		8.38	1/26/2022	10-158
		10-158	Activity Funds		115.17	1/26/2022	10-158
		10-2220-430-00-74-140-13	Media Center Mackeben		10.00	1/26/2022	10-2220-430-00-74-140-13
		10-2410-491-00-74-140-13	Rebate Supplies Mackeben		10.84	1/26/2022	10-2410-491-00-74-140-13
				Total	$827.16		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221966	BMO Mastercard						
		10-2560-415-00-74-210-13	Cafe Food Heineman		-196.11	1/26/2022	10-2560-415-00-74-210-13
		10-2560-415-00-74-210-13	Cafe Food Heineman		21.92	1/26/2022	10-2560-415-00-74-210-13
				Total	($174.19)		
0020221967	BMO Mastercard						
		20-2540-310-00-79	Professional & Technical		340.00	1/26/2022	20-2540-310-00-79
		20-2542-410-00-79	Supplies B & G		31.50	1/26/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		98.90	1/26/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		207.06	1/26/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		7.99	1/26/2022	20-2542-410-00-79
				Total	$685.45		
0020221968	BMO Mastercard						
		10-2642-411-00-74-500-14	HR Employee Recognition		39.90	1/26/2022	10-2642-411-00-74-500-14
				Total	$39.90		
0020221972	BMO Mastercard						
		10-1110-410-00-74-150-13	Inst Supplies Conley		46.99	1/28/2022	10-1110-410-00-74-150-13
		10-158	Activity Funds		80.00	1/28/2022	10-158
		10-2410-410-00-74-150-13	Office Supplies Conley		79.48	1/28/2022	10-2410-410-00-74-150-13
				Total	$206.47		
0020221973	BMO Mastercard						
		10-1125-410-97-79-600-14	All Children Supplies		37.95	1/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies		44.06	1/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies		-5.98	1/28/2022	10-1125-410-97-79-600-14
		10-2300-410-97-79-600-14	All Children Gen Admin Sup		190.96	1/28/2022	10-2300-410-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		108.60	1/28/2022	10-2560-415-97-79-600-14
				Total	$375.59		
0020221974	BMO Mastercard						
		10-1110-410-00-74-150-13	Inst Supplies Conley		36.27	1/28/2022	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley		23.95	1/28/2022	10-1110-410-00-74-150-13
		10-158	Activity Funds		20.99	1/28/2022	10-158
				Total	$81.21		
0020221975	BMO Mastercard						
		10-1125-390-90-79-600-14	Purchased Serv Parent-Tot		400.00	1/28/2022	10-1125-390-90-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies		7.13	1/28/2022	10-1125-410-97-79-600-14
		10-2300-410-97-79-600-14	All Children Gen Admin Sup		119.41	1/28/2022	10-2300-410-97-79-600-14
				Total	$526.54		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221976	BMO Mastercard						
		10-1100-421-00-74-500-14	Materials K-12		224.94	1/28/2022	10-1100-421-00-74-500-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies		135.92	1/28/2022	10-1800-410-82-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		29.97	1/28/2022	10-1800-410-84-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		426.80	1/28/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		88.75	1/28/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		76.46	1/28/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		25.39	1/28/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		105.91	1/28/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		161.00	1/28/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		21.18	1/28/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		18.54	1/28/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		8.00	1/28/2022	10-2210-314-92-79-605-14
		10-2213-410-00-79-600-14	Special Svcs Supplies		73.90	1/28/2022	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies		167.46	1/28/2022	10-2213-410-00-79-600-14
		10-2213-640-00-79-600-14	Special Svcs Dues & Fees		200.00	1/28/2022	10-2213-640-00-79-600-14
				Total	$1,764.22		
0020222000	BMO Mastercard						
		10-2546-490-00-79-600-14	Security Officer Supplies		-113.98	2/2/2022	10-2546-490-00-79-600-14
		10-2546-490-00-79-600-14	Security Officer Supplies		178.97	2/2/2022	10-2546-490-00-79-600-14
		10-2546-490-00-79-600-14	Security Officer Supplies		699.98	2/2/2022	10-2546-490-00-79-600-14
		10-2546-490-00-79-600-14	Security Officer Supplies		2,437.99	2/2/2022	10-2546-490-00-79-600-14
				Total	$3,202.96		
0020222001	BMO Mastercard						
		10-2321-332-00-74-500-14	Travel Supt		357.20	2/2/2022	10-2321-332-00-74-500-14
				Total	$357.20		
0022020297	Brucker Company						
		20-2542-323-00-79	Repairs & Maint Buildings		600.00	2/2/2022	20-2542-323-00-79
				Total	$600.00		
0022021907	BryMax Enterprises Inc						
		10-2560-415-00-71-300-13	Cafe Food HS		1,000.00	2/2/2022	10-2560-415-00-71-300-13
				Total	$1,000.00		
0022021917	BryMax Enterprises Inc						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		1,000.00	2/2/2022	10-2560-415-00-72-220-13
				Total	$1,000.00		
0022021927	BryMax Enterprises Inc						
		10-2560-415-00-74-210-13	Cafe Food Heineman		1,000.00	2/2/2022	10-2560-415-00-74-210-13
				Total	$1,000.00		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221933	Buck Bros Inc					
		20-2543-410-00-79	Grounds Supplies	78.60	1/26/2022	20-2543-410-00-79
			Total	$78.60		
0020221986	Buck Bros Inc					
		20-2543-410-00-79	Grounds Supplies	66.50	1/28/2022	20-2543-410-00-79
			Total	$66.50		
0022020517	Camelot Schools LLC					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	18,000.00	2/2/2022	10-4220-670-00-79-600-14
			Total	$18,000.00		
0020221997	Candor Health Education					
		10-1110-410-00-72-120-13	Inst Supplies Martin	2,827.00	2/1/2022	10-1110-410-00-72-120-13
			Total	$2,827.00		
0020221987	Cassandra Strings					
		10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	316.49	1/28/2022	10-1120-410-12-74-210-13
			Total	$316.49		
0020221839	CDW Government Inc					
		40-2550-410-00-79	Office Supplies	816.21	1/18/2022	40-2550-410-00-79
			Total	$816.21		
0020221841	CDW Government Inc					
		10-2560-410-00-74-150-13	Cafe Supplies Conley	320.56	1/18/2022	10-2560-410-00-74-150-13
			Total	$320.56		
0020221855	CDW Government Inc					
		10-2660-319-61-79-600-14	Software Maintenance	4,790.00	1/19/2022	10-2660-319-61-79-600-14
			Total	$4,790.00		
0020221866	CDW Government Inc					
		10-2660-410-00-79-600-14	Supplies Tech	9.99	1/20/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	349.00	1/20/2022	10-2660-410-00-79-600-14
			Total	$358.99		
0020221996	CDW Government Inc					
		10-1130-323-00-71-300-13	Repairs HS	321.36	2/1/2022	10-1130-323-00-71-300-13
			Total	$321.36		
0020222008	CDW Government Inc					
		10-2660-319-61-79-600-14	Software Maintenance	9,112.00	2/2/2022	10-2660-319-61-79-600-14
			Total	$9,112.00		
0022020727	Central States Bus Sales Inc					
		40-2554-410-00-79	Fleet Supplies	2,500.00	2/2/2022	40-2554-410-00-79
			Total	$2,500.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020222031	Century Springs						
		10-2410-490-00-71-300-13	HS Staff Recognition		81.00	2/4/2022	10-2410-490-00-71-300-13
		10-2410-490-00-71-300-13	HS Staff Recognition		14.98	2/4/2022	10-2410-490-00-71-300-13
				Total	$95.98		
0020221857	ChildsWork ChildsPlay						
		10-1110-410-00-72-110-13	Inst Supplies Chesak		344.65	1/19/2022	10-1110-410-00-72-110-13
				Total	$344.65		
0022020757	CINTAS						
		40-2550-325-00-79	Rental Trans		800.00	2/2/2022	40-2550-325-00-79
				Total	$800.00		
0022021567	CINTAS						
		20-2542-323-00-79	Repairs & Maint Buildings		650.00	2/2/2022	20-2542-323-00-79
				Total	$650.00		
0020222014	Clarity Assessments LLC						
		10-2140-310-92-79-600-14	IDEA Psychological Services		9,005.00	2/3/2022	10-2140-310-92-79-600-14
				Total	$9,005.00		
0022020587	Classroom Connection Day School						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		8,500.00	2/2/2022	10-4220-670-00-79-600-14
				Total	$8,500.00		
0022021962	Clinical Connections						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		1,000.00	2/2/2022	10-4220-670-00-79-600-14
				Total	$1,000.00		
0020221859	College Board MWRO						
		10-2230-312-00-79-600-14	Testing/Assessment		10,066.00	1/19/2022	10-2230-312-00-79-600-14
				Total	$10,066.00		
0022021627	Comcast						
		20-2540-340-00-79	Telephone - Districtwide		24,000.00	2/2/2022	20-2540-340-00-79
				Total	$24,000.00		
0020221884	Compressor Services						
		40-2552-490-00-79	Inventoriable Supplies		1,785.00	1/24/2022	40-2552-490-00-79
				Total	$1,785.00		
0022020537	Connections Day School						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		15,000.00	2/2/2022	10-4220-670-00-79-600-14
				Total	$15,000.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221867	CORE						
		10-2210-490-00-74-500-14	Supplies Curr & Inst		2,125.00	1/21/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		212.50	1/21/2022	10-2210-490-00-74-500-14
				Total	$2,337.50		
0022020277	CPC Inc. / Facility Tree						
		20-2542-390-00-79	Other Purchased Service		748.80	2/2/2022	20-2542-390-00-79
				Total	$748.80		
0022020047	Crescent Electric Supply Co						
		20-2542-410-00-79	Supplies B & G		1,000.00	2/2/2022	20-2542-410-00-79
				Total	$1,000.00		
0020221864	Crystal Lake School District 47						
		10-4120-310-92-79-600-14	IDEA Payments to Other Districts		150.00	1/20/2022	10-4120-310-92-79-600-14
				Total	$150.00		
0020221921	CT Veach Inc						
		20-2542-323-00-79	Repairs & Maint Buildings		9,844.00	1/25/2022	20-2542-323-00-79
				Total	$9,844.00		
0020222005	CT Veach Inc						
		20-2543-323-00-79	Repairs-Grounds		7,686.00	2/2/2022	20-2543-323-00-79
				Total	$7,686.00		
0022020397	Datamation Imaging Services Corp						
		10-2660-390-00-79-600-14	Purchased Service Technology		200.00	2/2/2022	10-2660-390-00-79-600-14
				Total	$200.00		
0020222025	Daugherty Sales						
		20-2542-410-00-79	Supplies B & G		2,670.00	2/3/2022	20-2542-410-00-79
				Total	$2,670.00		
0020221876	Deluxe Business Checks & Solutions						
		10-2520-410-00-74-500-14	Supplies Fiscal		305.59	1/24/2022	10-2520-410-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal		13.56	1/24/2022	10-2520-410-00-74-500-14
				Total	$319.15		
0020221874	Didax Inc						
		10-1100-490-57-79-600-14	ESSER II Supplies		2,039.66	1/24/2022	10-1100-490-57-79-600-14
		10-1100-490-57-79-600-14	ESSER II Supplies		2,040.00	1/24/2022	10-1100-490-57-79-600-14
				Total	$4,079.66		
0020222030	Direct Fitness Solutions						
		10-1130-323-00-71-300-13	Repairs HS		2,191.56	2/4/2022	10-1130-323-00-71-300-13
				Total	$2,191.56		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222032	Direct Fitness Solutions					
		10-1130-323-00-71-300-13	Repairs HS	1,350.00	2/4/2022	10-1130-323-00-71-300-13
			Total	$1,350.00		
0020221868	EAI Education Inc					
		10-1100-421-00-74-500-14	Materials K-12	1,180.30	1/21/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	514.30	1/21/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	587.19	1/21/2022	10-1100-421-00-74-500-14
		10-1100-490-57-79-600-14	ESSER II Supplies	1,848.15	1/21/2022	10-1100-490-57-79-600-14
		10-1100-490-57-79-600-14	ESSER II Supplies	850.26	1/21/2022	10-1100-490-57-79-600-14
			Total	$4,980.20		
0022021557	Easterseals					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	35,000.00	2/2/2022	10-4220-670-00-79-600-14
			Total	$35,000.00		
0022020707	Eds Automotive					
		40-2550-310-00-79	Prof & Tech Service Trans	850.00	2/2/2022	40-2550-310-00-79
			Total	$850.00		
0020221992	Engler Callaway Baasten & Sraga LLC					
		10-2310-318-00-74-500-14	Legal Board	12,296.49	1/31/2022	10-2310-318-00-74-500-14
			Total	$12,296.49		
0020221847	Environmental Solutions					
		20-2542-390-00-79	Other Purchased Service	650.00	1/18/2022	20-2542-390-00-79
			Total	$650.00		
0020221983	Follett Content Solutions LLC					
		10-2220-430-00-71-300-13	Media Center HS	1,644.44	1/28/2022	10-2220-430-00-71-300-13
			Total	$1,644.44		
0020221999	Follett School Solutions LLC					
		10-2220-490-00-72-220-13	Media Center Tech Marlowe	299.00	2/1/2022	10-2220-490-00-72-220-13
		10-2220-490-00-72-220-13	Media Center Tech Marlowe	3.70	2/1/2022	10-2220-490-00-72-220-13
			Total	$302.70		
0022020097	Fox Valley Fire Safety					
		20-2542-323-00-79	Repairs & Maint Buildings	1,000.00	2/2/2022	20-2542-323-00-79
			Total	$1,000.00		
0022020817	Fox Valley Fire Safety					
		20-2542-390-00-79	Other Purchased Service	801.00	2/2/2022	20-2542-390-00-79
			Total	$801.00		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022021657	General Parts LLC					
		10-2560-323-00-71-100-13	Cafe Repairs Leggee	1,250.00	2/2/2022	10-2560-323-00-71-100-13
			Total	$1,250.00		
0022021667	General Parts LLC					
		10-2560-323-00-71-300-13	Cafe Repairs HS	2,100.00	2/2/2022	10-2560-323-00-71-300-13
			Total	$2,100.00		
0022021677	General Parts LLC					
		10-2560-323-00-72-110-13	Cafe Repairs Chesak	1,250.00	2/2/2022	10-2560-323-00-72-110-13
			Total	$1,250.00		
0022021687	General Parts LLC					
		10-2560-323-00-72-120-13	Cafe Repairs Martin	1,250.00	2/2/2022	10-2560-323-00-72-120-13
			Total	$1,250.00		
0022021697	General Parts LLC					
		10-2560-323-00-72-220-13	Cafe Repairs Marlowe	1,250.00	2/2/2022	10-2560-323-00-72-220-13
			Total	$1,250.00		
0022021707	General Parts LLC					
		10-2560-323-00-74-140-13	Cafe Repairs Mackeben	1,250.00	2/2/2022	10-2560-323-00-74-140-13
			Total	$1,250.00		
0022021717	General Parts LLC					
		10-2560-323-00-74-150-13	Cafe Repairs Conley	1,250.00	2/2/2022	10-2560-323-00-74-150-13
			Total	$1,250.00		
0022021727	General Parts LLC					
		10-2560-323-00-74-210-13	Cafe Repairs Heineman	1,250.00	2/2/2022	10-2560-323-00-74-210-13
			Total	$1,250.00		
0022020617	GFC Leasing WI					
		10-2900-325-00-79-600-14	Copier Leases	5,906.93	2/2/2022	10-2900-325-00-79-600-14
			Total	$5,906.93		
0020222026	Global Water Technology Inc					
		20-2542-410-00-79	Supplies B & G	100.00	2/3/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	1,432.00	2/3/2022	20-2542-410-00-79
			Total	$1,532.00		
0020221922	Gordon Flesch Co Inc					
		10-2900-390-00-79-600-14	Copier Maintenance	6,082.41	1/25/2022	10-2900-390-00-79-600-14
			Total	$6,082.41		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221853	Gordon Food Service						
		10-2560-415-97-79-600-14	All Children Snacks		68.74	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		73.27	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		75.00	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		58.54	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		23.20	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		131.25	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		199.75	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		124.38	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		63.90	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		27.96	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		47.12	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		62.05	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		76.35	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		35.57	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		61.30	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		39.07	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		42.12	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		42.93	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		50.29	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		53.48	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		54.10	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		35.00	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		82.12	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		87.54	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		114.48	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		206.22	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		106.84	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		105.08	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		76.84	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		83.91	1/19/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks		154.72	1/19/2022	10-2560-415-97-79-600-14
				Total	$2,463.12		
0020221930	Gordon Food Service						
		10-1120-410-09-72-220-13	Home Ec Marlowe		70.27	1/25/2022	10-1120-410-09-72-220-13
				Total	$70.27		
0020221994	Gordon Food Service						
		10-1400-410-09-71-300-13	Home Economics Supplies		77.31	2/1/2022	10-1400-410-09-71-300-13
				Total	$77.31		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022021157	Gordon Food Service					
		10-2560-410-00-71-100-13	Cafe Supplies Leggee	1,200.00	2/2/2022	10-2560-410-00-71-100-13
			Total	$1,200.00		
0022021167	Gordon Food Service					
		10-2560-410-00-71-300-13	Cafe Supplies HS	6,000.00	2/2/2022	10-2560-410-00-71-300-13
			Total	$6,000.00		
0022021177	Gordon Food Service					
		10-2560-410-00-72-110-13	Cafe Supplies Chesak	900.00	2/2/2022	10-2560-410-00-72-110-13
			Total	$900.00		
0022021187	Gordon Food Service					
		10-2560-410-00-72-120-13	Cafe Supplies Martin	1,200.00	2/2/2022	10-2560-410-00-72-120-13
			Total	$1,200.00		
0022021197	Gordon Food Service					
		10-2560-410-00-72-220-13	Cafe Supplies Marlowe	2,200.00	2/2/2022	10-2560-410-00-72-220-13
			Total	$2,200.00		
0022021207	Gordon Food Service					
		10-2560-410-00-74-140-13	Cafe Supplies Mackeben	800.00	2/2/2022	10-2560-410-00-74-140-13
			Total	$800.00		
0022021217	Gordon Food Service					
		10-2560-410-00-74-150-13	Cafe Supplies Conley	900.00	2/2/2022	10-2560-410-00-74-150-13
			Total	$900.00		
0022021227	Gordon Food Service					
		10-2560-410-00-74-210-13	Cafe Supplies Heineman	1,600.00	2/2/2022	10-2560-410-00-74-210-13
			Total	$1,600.00		
0022021237	Gordon Food Service					
		10-2560-415-00-71-100-13	Cafe Food Leggee	12,000.00	2/2/2022	10-2560-415-00-71-100-13
			Total	$12,000.00		
0022021247	Gordon Food Service					
		10-2560-415-00-71-300-13	Cafe Food HS	50,000.00	2/2/2022	10-2560-415-00-71-300-13
			Total	$50,000.00		
0022021257	Gordon Food Service					
		10-2560-415-00-72-110-13	Cafe Food Chesak	10,000.00	2/2/2022	10-2560-415-00-72-110-13
			Total	$10,000.00		
0022021267	Gordon Food Service					
		10-2560-415-00-72-120-13	Cafe Food Martin	13,000.00	2/2/2022	10-2560-415-00-72-120-13
			Total	$13,000.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0022021277	Gordon Food Service						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		20,000.00	2/2/2022	10-2560-415-00-72-220-13
				Total	$20,000.00		
0022021287	Gordon Food Service						
		10-2560-415-00-74-140-13	Cafe Food Mackeben		7,000.00	2/2/2022	10-2560-415-00-74-140-13
				Total	$7,000.00		
0022021297	Gordon Food Service						
		10-2560-415-00-74-150-13	Cafe Food Conley		7,000.00	2/2/2022	10-2560-415-00-74-150-13
				Total	$7,000.00		
0022021307	Gordon Food Service						
		10-2560-415-00-74-210-13	Cafe Food Heineman		17,000.00	2/2/2022	10-2560-415-00-74-210-13
				Total	$17,000.00		
0022020107	Grainger						
		20-2542-410-00-79	Supplies B & G		500.00	2/2/2022	20-2542-410-00-79
				Total	$500.00		
0020221869	Hand2mind						
		10-1100-421-00-74-500-14	Materials K-12		1,099.50	1/21/2022	10-1100-421-00-74-500-14
				Total	$1,099.50		
0020221971	Hayden Construction & Service						
		20-2542-390-00-79	Other Purchased Service		3,998.00	1/27/2022	20-2542-390-00-79
				Total	$3,998.00		
0020222006	Hayden Construction & Service						
		20-2542-323-00-79	Repairs & Maint Buildings		1,150.00	2/2/2022	20-2542-323-00-79
				Total	$1,150.00		
0020221842	Heartland School Solutions						
		10-2560-410-00-71-300-13	Cafe Supplies HS		2,334.00	1/18/2022	10-2560-410-00-71-300-13
				Total	$2,334.00		
0022021797	Hershey Creamery Company						
		10-2560-415-00-71-300-13	Cafe Food HS		2,000.00	2/2/2022	10-2560-415-00-71-300-13
				Total	$2,000.00		
0022021807	Hershey Creamery Company						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		2,000.00	2/2/2022	10-2560-415-00-72-220-13
				Total	$2,000.00		
0022021817	Hershey Creamery Company						
		10-2560-415-00-74-210-13	Cafe Food Heineman		2,000.00	2/2/2022	10-2560-415-00-74-210-13
				Total	$2,000.00		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222047	Hi-Line Utility Supply Company LLC					
		20-2542-410-00-79	Supplies B & G	447.16	2/4/2022	20-2542-410-00-79
			Total	$447.16		
0022020067	Home Depot Credit Services					
		20-2542-410-00-79	Supplies B & G	1,500.00	2/2/2022	20-2542-410-00-79
			Total	$1,500.00		
0022021767	Home Juice Corp					
		10-2560-415-00-71-300-13	Cafe Food HS	500.00	2/2/2022	10-2560-415-00-71-300-13
			Total	$500.00		
0022021777	Home Juice Corp					
		10-2560-415-00-72-220-13	Cafe Food Marlowe	500.00	2/2/2022	10-2560-415-00-72-220-13
			Total	$500.00		
0022021787	Home Juice Corp					
		10-2560-415-00-74-210-13	Cafe Food Heineman	500.00	2/2/2022	10-2560-415-00-74-210-13
			Total	$500.00		
0020221899	Huff-n-Puff Fitness Repair					
		10-1120-323-00-74-210-13	Repairs & Maintenance HMS	229.00	1/25/2022	10-1120-323-00-74-210-13
			Total	$229.00		
0020222051	Huff-n-Puff Fitness Repair					
		10-1120-323-00-74-210-13	Repairs & Maintenance HMS	154.22	2/4/2022	10-1120-323-00-74-210-13
			Total	$154.22		
0020221984	iDesign Solutions					
		10-1130-410-67-71-300-13	PLTW Supplies	2,499.00	1/28/2022	10-1130-410-67-71-300-13
			Total	$2,499.00		
0020221885	Illinois Tollway Quarterly					
		40-2552-640-00-79	Dues & Fees	3,326.40	1/24/2022	40-2552-640-00-79
			Total	$3,326.40		
0020221860	Illinois Tollway Violation					
		40-2552-640-00-79	Dues & Fees	25.15	1/19/2022	40-2552-640-00-79
			Total	$25.15		
0020222015	Illinois Tollway Violation					
		40-2552-640-00-79	Dues & Fees	40.80	2/3/2022	40-2552-640-00-79
			Total	$40.80		
0020221870	Imagine Learning Inc					
		10-2212-310-00-79-505-14	Curriclum Gen Pur Svc	5,250.00	1/21/2022	10-2212-310-00-79-505-14
			Total	$5,250.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020222046	Imagine Learning Inc						
		10-2212-310-00-79-505-14	Curriclum Gen Pur Svc		1,500.00	2/4/2022	10-2212-310-00-79-505-14
		10-2212-310-00-79-505-14	Curriclum Gen Pur Svc		750.00	2/4/2022	10-2212-310-00-79-505-14
				Total	$2,250.00		
0020221849	International Thought Leaders						
		10-2321-390-00-74-500-14	Purchased Service Supt		2,240.38	1/19/2022	10-2321-390-00-74-500-14
				Total	$2,240.38		
0022020077	Interstate Battery Center						
		20-2542-410-00-79	Supplies B & G		200.00	2/2/2022	20-2542-410-00-79
				Total	$200.00		
0020221923	Jensens Plumbing & Heating Inc						
		20-2542-323-00-79	Repairs & Maint Buildings		2,076.36	1/25/2022	20-2542-323-00-79
				Total	$2,076.36		
0020222038	Jesse White Tumbling Team						
		10-3600-390-82-79-605-14	Community Svcs Purchased Svcs		1,200.00	2/4/2022	10-3600-390-82-79-605-14
				Total	$1,200.00		
0020221886	JJ Keller & Associates Inc						
		40-2554-410-00-79	Fleet Supplies		385.00	1/24/2022	40-2554-410-00-79
				Total	$385.00		
0020222033	Jostens						
		10-2120-410-00-71-300-13	Supplies Counseling HS		16.80	2/4/2022	10-2120-410-00-71-300-13
				Total	$16.80		
0020221934	Kelso Burnett Co						
		20-2542-323-00-79	Repairs & Maint Buildings		396.00	1/26/2022	20-2542-323-00-79
				Total	$396.00		
0022021537	Klein Thorpe & Jenkins Ltd						
		10-2310-318-00-74-500-14	Legal Board		7,000.00	2/2/2022	10-2310-318-00-74-500-14
				Total	$7,000.00		
0020221896	Laser Pro Company						
		10-2410-410-00-74-150-14	Copier Paper & Toner Conley		95.00	1/24/2022	10-2410-410-00-74-150-14
		10-2410-410-00-74-150-14	Copier Paper & Toner Conley		297.00	1/24/2022	10-2410-410-00-74-150-14
		10-2410-410-00-74-150-14	Copier Paper & Toner Conley		85.00	1/24/2022	10-2410-410-00-74-150-14
				Total	$477.00		
0020221887	Leach Enterprises Inc						
		40-2554-410-00-79	Fleet Supplies		2,108.43	1/24/2022	40-2554-410-00-79
				Total	$2,108.43		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0022020787	Leach Enterprises Inc						
		40-2554-410-00-79	Fleet Supplies		2,500.00	2/2/2022	40-2554-410-00-79
				Total	$2,500.00		
0022020447	Lincoln National Life						
		10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		90,000.00	2/2/2022	10-2310-220-00-79-600-14
				Total	$90,000.00		
0022020497	Little City Foundation						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		18,000.00	2/2/2022	10-4220-670-00-79-600-14
				Total	$18,000.00		
0020221894	LUDA						
		10-2321-390-00-74-500-14	Purchased Service Supt		1,490.00	1/24/2022	10-2321-390-00-74-500-14
				Total	$1,490.00		
0020222048	Mainstage Theatrical Supply						
		10-2223-490-00-79-600-14	PAC Invent Supplies		300.00	2/4/2022	10-2223-490-00-79-600-14
				Total	$300.00		
0022021959	Manthey, Denise N						
		10-2130-310-00-79-600-14	Health Services		4,000.00	2/2/2022	10-2130-310-00-79-600-14
				Total	$4,000.00		
0022020507	Marklund Children`s Home						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		27,000.00	2/2/2022	10-4220-670-00-79-600-14
				Total	$27,000.00		
0022020287	McMaster Carr Supply Co						
		20-2542-410-00-79	Supplies B & G		700.00	2/2/2022	20-2542-410-00-79
				Total	$700.00		
0022020117	MDC Environmental Serv						
		20-2542-321-00-79	Sanitation/Exterminating		3,042.96	2/2/2022	20-2542-321-00-79
				Total	$3,042.96		
0022020127	Menards Inc						
		20-2542-410-00-79	Supplies B & G		1,000.00	2/2/2022	20-2542-410-00-79
				Total	$1,000.00		
0022020467	Mesirow Insurance Services Inc						
		10-1100-220-00-79-600-14	Regular Programs Insurance		16,500.00	2/2/2022	10-1100-220-00-79-600-14
				Total	$16,500.00		
0022021958	Metro Prep						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,000.00	2/2/2022	10-4220-670-00-79-600-14
				Total	$5,000.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221932	MHS Inc						
		10-2140-310-92-79-600-14	IDEA Psychological Services		906.25	1/26/2022	10-2140-310-92-79-600-14
				Total	$906.25		
0020221927	Midland Paper						
		10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe		2,552.80	1/25/2022	10-2410-410-00-72-220-14
				Total	$2,552.80		
0020222012	Midland Paper						
		10-2410-410-00-74-150-14	Copier Paper & Toner Conley		1,296.40	2/3/2022	10-2410-410-00-74-150-14
				Total	$1,296.40		
0020222034	Midwest Computer Products						
		10-1130-323-00-71-300-13	Repairs HS		1,576.95	2/4/2022	10-1130-323-00-71-300-13
				Total	$1,576.95		
0020221977	Midwest Scoreboards						
		10-1120-323-00-72-220-13	Repairs Marlowe		787.50	1/28/2022	10-1120-323-00-72-220-13
				Total	$787.50		
0022021527	Miller Hall & Triggs						
		10-2310-318-00-74-500-14	Legal Board		8,000.00	2/2/2022	10-2310-318-00-74-500-14
				Total	$8,000.00		
0020221871	Morrow Brothers Ford Inc						
		20-2552-550-00-79	O&M Vehicles		42,315.00	1/21/2022	20-2552-550-00-79
				Total	$42,315.00		
0020221875	Namify LLC						
		10-1130-410-00-71-300-13	Inst Supplies HS		455.05	1/24/2022	10-1130-410-00-71-300-13
				Total	$455.05		
0020221861	Nell, Amy						
		10-1125-390-90-79-600-14	Purchased Serv Parent-Tot		775.00	1/19/2022	10-1125-390-90-79-600-14
				Total	$775.00		
0022020147	Neuco						
		20-2542-410-00-79	Supplies B & G		1,000.00	2/2/2022	20-2542-410-00-79
				Total	$1,000.00		
0022020607	New Connections Academy						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		12,000.00	2/2/2022	10-4220-670-00-79-600-14
				Total	$12,000.00		
0022021057	New England Center for Children						
		10-1200-310-92-79-600-14	IDEA General Purchased Service		699.00	2/2/2022	10-1200-310-92-79-600-14
				Total	$699.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221845	North American Corporation						
		20-2542-410-00-79	Supplies B & G		1,700.00	1/18/2022	20-2542-410-00-79
				Total	$1,700.00		
0022020017	North American Corporation						
		20-2542-410-00-79	Supplies B & G		8,959.60	2/2/2022	20-2542-410-00-79
				Total	$8,959.60		
0022021547	Northwestern Medicine						
		10-2130-220-00-79-600-14	Health Services Insurance		1,500.00	2/2/2022	10-2130-220-00-79-600-14
		10-2642-390-00-74-500-14	Purchased Service Human Res		250.00	2/2/2022	10-2642-390-00-74-500-14
				Total	$1,750.00		
0020221924	Northwestern Medicine Occupational H						
		10-1100-220-00-79-600-14	Regular Programs Insurance		68,750.00	1/25/2022	10-1100-220-00-79-600-14
				Total	$68,750.00		
0020221991	Northwestern Medicine Occupational H						
		40-2550-310-00-79	Prof & Tech Service Trans		1,250.00	1/31/2022	40-2550-310-00-79
				Total	$1,250.00		
0020221969	NSTA						
		10-1130-410-13-71-300-13	Science Supplies HS		25.38	1/26/2022	10-1130-410-13-71-300-13
		10-1130-410-13-71-300-13	Science Supplies HS		253.77	1/26/2022	10-1130-410-13-71-300-13
				Total	$279.15		
0022020167	Office Depot						
		20-2540-410-00-79	Office Supplies B & G		187.50	2/2/2022	20-2540-410-00-79
				Total	$187.50		
0020221850	Ombudsman						
		10-1130-314-06-71-305-13	Alternative School		2,510.00	1/19/2022	10-1130-314-06-71-305-13
				Total	$2,510.00		
0020221893	Ombudsman						
		10-1130-314-06-71-305-13	Alternative School		2,145.00	1/24/2022	10-1130-314-06-71-305-13
				Total	$2,145.00		
0020222039	Ombudsman						
		10-1130-314-06-71-305-13	Alternative School		83,175.00	2/4/2022	10-1130-314-06-71-305-13
				Total	$83,175.00		
0022020177	Omni Commercial Lighting Service						
		20-2542-323-00-79	Repairs & Maint Buildings		1,000.00	2/2/2022	20-2542-323-00-79
				Total	$1,000.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020222049	On Target Sales						
		10-1504-410-00-71-300-15	Baseball Boys Supplies HS		1,173.75	2/4/2022	10-1504-410-00-71-300-15
		10-1504-410-00-71-300-15	Baseball Boys Supplies HS		2,278.50	2/4/2022	10-1504-410-00-71-300-15
				Total	$3,452.25		
0020221854	Oriental Trading Company						
		10-1200-410-00-79-600-14	Supplies Sp Ed		474.54	1/19/2022	10-1200-410-00-79-600-14
				Total	$474.54		
0022020797	Ottosen DiNolfo Hasenbalg & Castaldo						
		10-2310-318-00-74-500-14	Legal Board		3,000.00	2/2/2022	10-2310-318-00-74-500-14
				Total	$3,000.00		
0020222035	Partnering for Prevention LLC						
		10-1130-390-00-71-300-13	Consulting HS		5,012.50	2/4/2022	10-1130-390-00-71-300-13
		10-1130-390-00-71-300-13	Consulting HS		1,947.50	2/4/2022	10-1130-390-00-71-300-13
				Total	$6,960.00		
0022021487	Pepsi-Cola Gen Bot Inc						
		10-2560-415-00-71-300-13	Cafe Food HS		7,500.00	2/2/2022	10-2560-415-00-71-300-13
				Total	$7,500.00		
0020221889	Pomps Tire Service Inc						
		40-2554-410-00-79	Fleet Supplies		324.10	1/24/2022	40-2554-410-00-79
				Total	$324.10		
0020221979	Porter Pipe & Supply						
		20-2542-410-00-79	Supplies B & G		247.43	1/28/2022	20-2542-410-00-79
				Total	$247.43		
0020221980	Porter Pipe & Supply						
		20-2542-410-00-79	Supplies B & G		73.44	1/28/2022	20-2542-410-00-79
				Total	$73.44		
0020222036	Porter Pipe & Supply						
		20-2542-410-00-79	Supplies B & G		91.16	2/4/2022	20-2542-410-00-79
				Total	$91.16		
0020221982	Pro Com Systems Inc						
		20-2542-410-00-79	Supplies B & G		1,999.00	1/28/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		318.00	1/28/2022	20-2542-410-00-79
				Total	$2,317.00		
0022020557	Pro Com Systems Inc						
		10-2660-390-00-79-600-14	Purchased Service Technology		2,000.00	2/2/2022	10-2660-390-00-79-600-14
				Total	$2,000.00		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020222016	ProCare Therapy						
		10-1101-310-00-79-605-14	Substitute Teacher-Contracted		1,938.00	2/3/2022	10-1101-310-00-79-605-14
				Total	$1,938.00		
0020222017	Radi-Link Inc						
		40-2550-323-00-79	Repairs and Maintenance		128.50	2/3/2022	40-2550-323-00-79
		40-2550-323-00-79	Repairs and Maintenance		2,115.00	2/3/2022	40-2550-323-00-79
				Total	$2,243.50		
0022020487	Revtrak, Inc.						
		10-2523-319-00-79-600-14	Banking Fees		10,000.00	2/2/2022	10-2523-319-00-79-600-14
				Total	$10,000.00		
0020222018	Rocco Z Music LLC						
		10-1110-410-12-74-150-13	Conley Music Supplies		358.00	2/3/2022	10-1110-410-12-74-150-13
				Total	$358.00		
0020221998	Route 47 Taxi Transportation Inc						
		40-2552-331-00-79	Contracted Transportation		6,800.00	2/1/2022	40-2552-331-00-79
				Total	$6,800.00		
0020221890	Rush Truck Center Huntley						
		40-2552-490-00-79	Inventoriable Supplies		1,500.00	1/24/2022	40-2552-490-00-79
				Total	$1,500.00		
0020222040	Rush Truck Center Huntley						
		40-2554-410-00-79	Fleet Supplies		416.60	2/4/2022	40-2554-410-00-79
				Total	$416.60		
0022020737	Rush Truck Center Huntley						
		40-2550-323-00-79	Repairs and Maintenance		2,000.00	2/2/2022	40-2550-323-00-79
				Total	$2,000.00		
0022020747	Rush Truck Center Huntley						
		40-2554-410-00-79	Fleet Supplies		3,000.00	2/2/2022	40-2554-410-00-79
				Total	$3,000.00		
0022021637	Russo Power Equipment						
		20-2543-410-00-79	Grounds Supplies		1,500.00	2/2/2022	20-2543-410-00-79
				Total	$1,500.00		
0022021067	Safety Kleen Systems Inc						
		40-2550-310-00-79	Prof & Tech Service Trans		200.00	2/2/2022	40-2550-310-00-79
				Total	$200.00		
0022020247	Santas Village LLC						
		20-2542-322-00-79-605-14	Snow Removal		56,000.00	2/2/2022	20-2542-322-00-79-605-14
				Total	$56,000.00		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221891	Schocks Towing						
		40-2550-323-00-79	Repairs and Maintenance		185.00	1/24/2022	40-2550-323-00-79
				Total	$185.00		
0020222019	Schocks Towing						
		40-2550-323-00-79	Repairs and Maintenance		185.00	2/3/2022	40-2550-323-00-79
				Total	$185.00		
0020222050	Schoolbells Ltd						
		40-2552-331-00-79	Contracted Transportation		23,236.00	2/4/2022	40-2552-331-00-79
				Total	$23,236.00		
0022021317	Schuring & Schuring Inc						
		10-2560-415-00-71-100-13	Cafe Food Leggee		6,000.00	2/2/2022	10-2560-415-00-71-100-13
				Total	$6,000.00		
0022021327	Schuring & Schuring Inc						
		10-2560-415-00-71-300-13	Cafe Food HS		7,000.00	2/2/2022	10-2560-415-00-71-300-13
				Total	$7,000.00		
0022021367	Schuring & Schuring Inc						
		10-2560-415-00-74-140-13	Cafe Food Mackeben		5,000.00	2/2/2022	10-2560-415-00-74-140-13
				Total	$5,000.00		
0022021373	Schuring & Schuring Inc						
		10-2560-415-00-72-110-13	Cafe Food Chesak		8,000.00	2/2/2022	10-2560-415-00-72-110-13
				Total	$8,000.00		
0022021374	Schuring & Schuring Inc						
		10-2560-415-00-72-120-13	Cafe Food Martin		8,000.00	2/2/2022	10-2560-415-00-72-120-13
				Total	$8,000.00		
0022021375	Schuring & Schuring Inc						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		4,000.00	2/2/2022	10-2560-415-00-72-220-13
				Total	$4,000.00		
0022021377	Schuring & Schuring Inc						
		10-2560-415-00-74-150-13	Cafe Food Conley		5,000.00	2/2/2022	10-2560-415-00-74-150-13
				Total	$5,000.00		
0022021387	Schuring & Schuring Inc						
		10-2560-415-00-74-210-13	Cafe Food Heineman		4,000.00	2/2/2022	10-2560-415-00-74-210-13
				Total	$4,000.00		
0022021397	Schuring & Schuring Inc						
		10-2560-415-97-79-600-14	All Children Snacks		150.00	2/2/2022	10-2560-415-97-79-600-14
				Total	$150.00		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222007	Seam Group LLC					
		20-2540-310-00-79	Professional & Technical	1,850.00	2/2/2022	20-2540-310-00-79
			Total	$1,850.00		
0022020957	Secretary of State 12					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020947	Secretary of State 11					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020967	Secretary of State 13					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020977	Secretary of State 14					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020987	Secretary of State 15					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020997	Secretary of State 16					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022021007	Secretary of State 17					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022021017	Secretary of State 18					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022021027	Secretary of State 19					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022021037	Secretary of State 20					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020847	Secretary of State1					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022020937	Secretary of State10					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020857	Secretary of State2					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020867	Secretary of State3					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020877	Secretary of State4					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020887	Secretary of State5					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020897	Secretary of State6					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020907	Secretary of State7					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020917	Secretary of State8					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0022020927	Secretary of State9					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	2/2/2022	40-2550-310-00-79
			Total	$4.00		
0020222020	Senase, Judith					
		10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	850.00	2/3/2022	10-2150-310-92-79-600-14
			Total	$850.00		
0020221851	Specialized Data Systems Inc					
		10-2520-310-00-74-500-14	Prof & Tech Fiscal	6,160.00	1/19/2022	10-2520-310-00-74-500-14
			Total	$6,160.00		
0020222021	Streamwood Behavioral Health					
		10-1200-310-92-79-600-14	IDEA General Purchased Service	175.00	2/3/2022	10-1200-310-92-79-600-14
			Total	$175.00		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020222022	Streamwood Behavioral Health						
		10-1200-310-92-79-600-14	IDEA General Purchased Service		245.00	2/3/2022	10-1200-310-92-79-600-14
				Total	$245.00		
0022020527	Summit School Inc						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,000.00	2/2/2022	10-4220-670-00-79-600-14
				Total	$5,000.00		
0020221865	Sunrise Southwest LLC						
		40-2552-331-00-79	Contracted Transportation		2,177.71	1/20/2022	40-2552-331-00-79
				Total	$2,177.71		
0020221988	Sunrise Southwest LLC						
		40-2552-331-00-79	Contracted Transportation		4,683.24	1/28/2022	40-2552-331-00-79
				Total	$4,683.24		
0022020377	Talerico Martin Corp						
		10-2560-415-00-74-210-13	Cafe Food Heineman		1,000.00	2/2/2022	10-2560-415-00-74-210-13
				Total	$1,000.00		
0022020378	Talerico Martin Corp						
		10-2560-415-00-71-300-13	Cafe Food HS		2,000.00	2/2/2022	10-2560-415-00-71-300-13
				Total	$2,000.00		
0022020387	Talerico Martin Corp						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		1,000.00	2/2/2022	10-2560-415-00-72-220-13
				Total	$1,000.00		
0020221925	Tennant Sales and Service						
		20-2542-410-00-79	Supplies B & G		76.00	1/25/2022	20-2542-410-00-79
				Total	$76.00		
0020222009	Tennant Sales and Service						
		20-2542-410-00-79	Supplies B & G		12.40	2/2/2022	20-2542-410-00-79
				Total	$12.40		
0020222041	Texthelp Inc						
		10-1100-410-56-79-605-14	RtI Materials		198.00	2/4/2022	10-1100-410-56-79-605-14
				Total	$198.00		
0020221846	Thermosystems Building System						
		20-2542-323-00-79	Repairs & Maint Buildings		4,000.00	1/18/2022	20-2542-323-00-79
				Total	$4,000.00		
0022020307	Thomson Reuters						
		10-2660-470-00-79-600-14	Software Technology		1,015.35	2/2/2022	10-2660-470-00-79-600-14
				Total	$1,015.35		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022020357	T-Mobile					
		20-2540-340-00-79	Telephone - Districtwide	4,000.00	2/2/2022	20-2540-340-00-79
			Total	$4,000.00		
0020221931	Tobii Dynavox LLC					
		10-1200-310-92-79-600-14	IDEA General Purchased Service	100.00	1/26/2022	10-1200-310-92-79-600-14
			Total	$100.00		
0020221852	Trane					
		20-2542-410-00-79	Supplies B & G	299.16	1/19/2022	20-2542-410-00-79
			Total	$299.16		
0020221926	Trane					
		20-2542-390-00-79	Other Purchased Service	2,228.75	1/25/2022	20-2542-390-00-79
			Total	$2,228.75		
0022020837	Tredroc Tire Services LLC					
		40-2554-410-00-79	Fleet Supplies	3,400.00	2/2/2022	40-2554-410-00-79
			Total	$3,400.00		
0020221892	Unity School Bus Parts, Inc					
		40-2554-410-00-79	Fleet Supplies	460.14	1/24/2022	40-2554-410-00-79
			Total	$460.14		
0020221862	University of Colorado					
		10-2213-310-00-79-600-14	Special Svcs Pur Svc	900.00	1/19/2022	10-2213-310-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf	450.00	1/19/2022	10-2213-332-00-79-600-14
			Total	$1,350.00		
0022021607	Verizon Wireless					
		20-2540-340-00-79	Telephone - Districtwide	7,000.00	2/2/2022	20-2540-340-00-79
			Total	$7,000.00		
0020221928	Vernier Software & Tech					
		10-1120-410-13-72-220-06	Marlowe Science Supplies 6	14.00	1/25/2022	10-1120-410-13-72-220-06
		10-1120-410-13-72-220-06	Marlowe Science Supplies 6	436.50	1/25/2022	10-1120-410-13-72-220-06
			Total	$450.50		
0022020137	VILLAGE OF ALGONQUIN					
		20-2546-310-00-71-305	Resource Officer	9,749.33	2/2/2022	20-2546-310-00-71-305
			Total	$9,749.33		
0020221895	Village of Huntley					
		20-2546-310-00-71-305	Resource Officer	2,405.00	1/24/2022	20-2546-310-00-71-305
			Total	$2,405.00		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0022021517	Village of Huntley						
		20-2546-310-00-71-305	Resource Officer		6,201.67	2/2/2022	20-2546-310-00-71-305
				Total	$6,201.67		
0022020687	Village of Lake in the Hills						
		20-2546-310-00-71-305	Resource Officer		5,245.00	2/2/2022	20-2546-310-00-71-305
				Total	$5,245.00		
0022021757	Virtual Connections Academy						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		15,000.00	2/2/2022	10-4220-670-00-79-600-14
				Total	$15,000.00		
0022020457	VSP of Illinois NFP						
		10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		8,000.00	2/2/2022	10-2310-220-00-79-600-14
				Total	$8,000.00		
0022020767	WEX BANK						
		40-2552-464-00-79	Diesel/Gasoline		300.00	2/2/2022	40-2552-464-00-79
				Total	$300.00		
0022020777	WEX BANK						
		10-1700-464-21-71-300-13	Driver Education Gasoline		2,000.00	2/2/2022	10-1700-464-21-71-300-13
		10-1700-464-21-71-300-13	Driver Education Gasoline		30.00	2/2/2022	10-1700-464-21-71-300-13
				Total	$2,030.00		
0022021747	Winston Knolls Education Group						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		6,500.00	2/2/2022	10-4220-670-00-79-600-14
				Total	$6,500.00		
0020221981	Wold Architects and Engineers						
		20-2540-310-00-79	Professional & Technical		2,000.00	1/28/2022	20-2540-310-00-79
				Total	$2,000.00		
0020222042	Yale Center for Emotional Intelligence						
		10-2213-310-00-79-600-14	Special Svcs Pur Svc		24,000.00	2/4/2022	10-2213-310-00-79-600-14
				Total	$24,000.00		
0020222043	Yale Center for Emotional Intelligence						
		10-2213-310-00-79-600-14	Special Svcs Pur Svc		16,000.00	2/4/2022	10-2213-310-00-79-600-14
				Total	$16,000.00		
0020222044	Yale Center for Emotional Intelligence						
		10-2213-310-00-79-600-14	Special Svcs Pur Svc		7,000.00	2/4/2022	10-2213-310-00-79-600-14
				Total	$7,000.00		
0022020477	Zero Card						
		10-1100-220-00-79-600-14	Regular Programs Insurance		2,500.00	2/2/2022	10-1100-220-00-79-600-14
				Total	$2,500.00		

Huntley Community School District #158
Purchase Orders Report
From January 14, 2022 to February 4, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0022020267	Zieglers Ace Hardware						
		20-2542-410-00-79	Supplies B & G		300.00	2/2/2022	20-2542-410-00-79
				Total	$300.00		
0022021047	Zieglers Ace Hardware						
		40-2554-410-00-79	Fleet Supplies		100.00	2/2/2022	40-2554-410-00-79
				Total	$100.00		
				Total	$2,635,790.24		

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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: February 10, 2022

Subject: **Accounts Payable Report**
Board of Education Meeting, February 10, 2022
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	$	17,202.22
Operations & Maintenance Fund		83.48
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	$	17,285.70

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
The Finance Committee recommend the Board of Education approve the Accounts Payable Report at the February 10, 2022 Regular Board meeting.

Huntley Community School District #158
Accounts Payable Report

Vendor Name	A.S.N.	Description	Amount	State Account Number
Barnes, Theresa				
	10-2310-230-00-74-500-14	Tuition Reimbursement	780.00	10-2310-230-00-74-500-14
		Total	$780.00	
Billard, Holly				
	10-2310-230-00-74-500-14	Tuition Reimbursement	550.00	10-2310-230-00-74-500-14
		Total	$550.00	
Browne, Jenni				
	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	10-2310-230-00-74-500-14
		Total	$375.00	
Carlson, Dean				
	20-2540-332-00-79	Travel	22.11	20-2540-332-00-79
		Total	$22.11	
Coleman, Candice				
	10-1200-332-00-79-600-14	Travel Sp Ed	16.58	10-1200-332-00-79-600-14
		Total	$16.58	
Cubelo, Tanya				
	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	10-2310-230-00-74-500-14
		Total	$390.00	
del Castillo, Rocio				
	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	61.00	10-2210-314-92-79-605-14
	10-2213-410-00-79-600-14	Special Svcs Supplies	22.99	10-2213-410-00-79-600-14
		Total	$83.99	
Disabato, Amy				
	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	10-2310-230-00-74-500-14
		Total	$375.00	
Forbes, Mark				
	10-2520-332-00-74-500-14	Travel Fiscal	60.61	10-2520-332-00-74-500-14
		Total	$60.61	
Gaudio, Jenna				
	10-1500-335-00-71-300-13	Conference Travel HS	307.50	10-1500-335-00-71-300-13
	10-2310-230-00-74-500-14	Tuition Reimbursement	1,560.00	10-2310-230-00-74-500-14
		Total	$1,867.50	
Gore, Rita				
	10-2520-332-00-74-500-14	Travel Fiscal	32.76	10-2520-332-00-74-500-14
		Total	$32.76	

Huntley Community School District #158
Accounts Payable Report

Vendor Name	A.S.N.	Description		Amount	State Account Number
Gullifor, Kateri					
	10-1200-310-92-79-600-14	IDEA General Purchased Service		191.35	10-1200-310-92-79-600-14
			Total	$191.35	
Hacker, Valerie					
	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
			Total	$390.00	
Henricksen, Erin					
	10-2310-230-00-74-500-14	Tuition Reimbursement		780.00	10-2310-230-00-74-500-14
			Total	$780.00	
Heward, Chris					
	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00	10-2310-230-00-74-500-14
			Total	$375.00	
Hewitt, Emily					
	10-2213-332-00-79-600-14	Special Svcs Travel & Conf		182.80	10-2213-332-00-79-600-14
	10-2213-410-00-79-600-14	Special Svcs Supplies		5.00	10-2213-410-00-79-600-14
			Total	$187.80	
Horndasch, Jessica					
	10-2210-640-92-79-605-14	IDEA Other Objects		325.00	10-2210-640-92-79-605-14
			Total	$325.00	
Hoyou, Anna					
	10-2310-230-00-74-500-14	Tuition Reimbursement		160.00	10-2310-230-00-74-500-14
			Total	$160.00	
Jaekel, Samantha					
	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
			Total	$390.00	
Johnson, Stephanie M					
	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
			Total	$390.00	
Kallas, Dana					
	10-2310-230-00-74-500-14	Tuition Reimbursement		780.00	10-2310-230-00-74-500-14
			Total	$780.00	
Keech, Saundra					
	10-2210-640-92-79-605-14	IDEA Other Objects		325.00	10-2210-640-92-79-605-14
			Total	$325.00	

Huntley Community School District #158
Accounts Payable Report

Vendor Name	A.S.N.	Description		Amount	State Account Number
Kelley, Joan					
	10-2310-230-00-74-500-14	Tuition Reimbursement		165.00	10-2310-230-00-74-500-14
			Total	$165.00	
Kelly, Jill					
	10-1200-310-92-79-600-14	IDEA General Purchased Service		56.16	10-1200-310-92-79-600-14
			Total	$56.16	
Kubitz, Laura					
	10-2210-640-92-79-605-14	IDEA Other Objects		225.00	10-2210-640-92-79-605-14
			Total	$225.00	
Lamb, Jill M.					
	10-2410-491-00-74-210-13	Rebate Supplies Heineman		39.61	10-2410-491-00-74-210-13
			Total	$39.61	
Landvick, Matthew					
	10-1500-332-00-71-300-13	Athletic Trips HS		160.87	10-1500-332-00-71-300-13
	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
			Total	$550.87	
Lindquist, Kevin					
	20-2540-332-00-79	Travel		61.37	20-2540-332-00-79
			Total	$61.37	
Litchfield, James					
	10-1120-332-00-74-210-13	Teacher Travel Heineman		155.09	10-1120-332-00-74-210-13
			Total	$155.09	
Margiotta, Nicholas					
	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
			Total	$390.00	
Menendez, Kevin					
	10-2310-230-00-74-500-14	Tuition Reimbursement		1,170.00	10-2310-230-00-74-500-14
			Total	$1,170.00	
Miguel, Madison					
	10-1120-332-00-74-210-13	Teacher Travel Heineman		196.56	10-1120-332-00-74-210-13
			Total	$196.56	
Paramo, Lesley					
	10-2310-230-00-74-500-14	Tuition Reimbursement		780.00	10-2310-230-00-74-500-14
			Total	$780.00	

Huntley Community School District #158
Accounts Payable Report

Vendor Name	A.S.N.	Description		Amount	State Account Number
Rickerd, Gina					
	10-2210-640-92-79-605-14	IDEA Other Objects		61.35	10-2210-640-92-79-605-14
			Total	$61.35	
Rowe, Scott					
	10-2321-332-00-74-500-14	Travel Supt		579.72	10-2321-332-00-74-500-14
			Total	$579.72	
Sabie, Haley					
	10-2310-230-00-74-500-14	Tuition Reimbursement		520.00	10-2310-230-00-74-500-14
			Total	$520.00	
Schmuhl, Jessica					
	10-1120-410-09-72-220-13	Home Ec Marlowe		86.40	10-1120-410-09-72-220-13
			Total	$86.40	
Seyller, Magen					
	10-2310-230-00-74-500-14	Tuition Reimbursement		780.00	10-2310-230-00-74-500-14
			Total	$780.00	
Starnes, Sara					
	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00	10-2310-230-00-74-500-14
			Total	$375.00	
Sutton, Emily					
	10-2310-230-00-74-500-14	Tuition Reimbursement		520.00	10-2310-230-00-74-500-14
			Total	$520.00	
Tiedje, Danielle					
	10-2310-230-00-74-500-14	Tuition Reimbursement		750.00	10-2310-230-00-74-500-14
			Total	$750.00	
Waughon, Susan					
	10-1200-410-00-79-600-14	Supplies Sp Ed		75.89	10-1200-410-00-79-600-14
			Total	$75.89	
Weigand, Andrew					
	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
			Total	$390.00	
Williams, Kelly					
	10-2310-230-00-74-500-14	Tuition Reimbursement		400.00	10-2310-230-00-74-500-14
			Total	$400.00	

Huntley Community School District #158
Accounts Payable Report

Vendor Name	A.S.N.	Description		Amount	State Account Number
Zaleski, Angela					
	10-1543-332-00-71-305-13	Activities Travel		109.98	10-1543-332-00-71-305-13
			Total	$109.98	
			Total	$17,285.70	

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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: February 10, 2022

Subject: **Imprest Checks Issue**
Board of Education Meeting, February 10, 2022
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 February 4, 2022 for which the Board had not previously approved purchase orders. Therefore, Administration is requesting Board Approval acknowledging the issuance of payment:

Education Fund	$	13,578.37
Operations & Maintenance Fund		167,254.17
Debt Service Fund		0.00
Transporation Fund		0.00
Municipal Retirement and Social Security Fund		16.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	180,848.54

RECOMMENDATION
The Finance Committee recommend the Board of Education approve the Imprest Checks Issued Report at the February 10, 2022 Regular Board meeting.

Huntley Community School District 158

Imprest Checks Issued
As of: 02/04/2022

Vendor Name / P.O. Number	Description	Amount	State Account Number
Ahmed, Tegumde			
	Registration Fee HS	47.50	10-1811-305
		$47.50	
Anderson, Amos			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
Barroso, Dan			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$65.00	
Bell, Daniel			
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
		$92.00	
Blair, Peter			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Bonkoski, James			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
		$106.00	
Brach Sr, Fred			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$65.00	
Brock, Robert			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Brown, Paul O			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
Buckley, Tim			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$106.00	
Burnett, Jeff			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$159.00	
Butts, David			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Cianciolo, Anthony			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Citrano, Michael			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$106.00	
ComEd			
	Electric	21,731.10	20-2540-466-00-79
	Electric	16,638.24	20-2540-466-00-79

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Electric	17,246.21	20-2540-466-00-79
	Electric	14,921.29	20-2540-466-00-79
		$70,536.84	
Constellation NewEnergy			
	Natural Gas	39,659.20	20-2540-465-00-79
	Natural Gas	39,978.42	20-2540-465-00-79
		$79,637.62	
Cornett, Lynne			
	Registration Fee HS	47.50	10-1811-305
		$47.50	
Czarny, Walter			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$130.00	
Dahle, Jason			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Dargatz, Ken			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$65.00	
Davison, Rebecca			
	Activities Travel	109.98	10-1543-332-00-71-305-13
		$109.98	
DelMastro, Jim			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$53.00	
DGS			
	Activities Fees	225.00	10-1543-640-00-71-305-13
		$225.00	
Edwards, Taylor			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
Fajardo, Patrick			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
		$106.00	
Fedota, Stephen			
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
		$92.00	
FFP Fund IV Lessee2 LLC			
	Electric	7,323.49	20-2540-466-00-79
	Electric	9,756.22	20-2540-466-00-79
		$17,079.71	
Finstein, Mark			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$106.00	
French, James			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13

Vendor Name / P.O. Number	Description	Amount	State Account Number
		$53.00	
Fulk, Trevor			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$65.00	
Futris, Tom			
	Sports Officials Marlowe	95.00	10-1500-319-00-72-220-13
	Sports Officials HS	109.00	10-1500-319-00-71-300-13
		$204.00	
Gallagher, Dean			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$150.00	
Glenbrook North HS			
	Activities Fees	150.00	10-1543-640-00-71-305-13
		$150.00	
Goraj, Timothy			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$171.00	
Grant Community H.S.			
	Activities Fees	150.00	10-1543-640-00-71-305-13
		$150.00	
Groot, Douglas			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$65.00	
Harman, Matt			
	Sports Officials HS	58.00	10-1500-319-00-71-300-13
		$58.00	
HESPA			
	HESPA Dues	4,366.70	10-462
		$4,366.70	
Hodge, James			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$130.00	
Holling, Christopher			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
Hurckes, Mike			
	Sports Officials HS	109.00	10-1500-319-00-71-300-13
		$109.00	
Iowa City Area Sports Commission			
	Sports Dues & Fees HS	385.00	10-1500-640-00-71-300-13
		$385.00	
Issel, Robert			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Kalfas, Tom			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
		$106.00	
Karkow, Jim			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$65.00	
King, David P			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Klaja, Robin			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$53.00	
Kubica, Joe			
	Sports Officials Marlowe	95.00	10-1500-319-00-72-220-13
		$95.00	
Lakeman, James			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
		$106.00	
Leggett, Robert			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$53.00	
Liveris, Randy			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Lombardo, Tony			
	Sports Officials HS	139.00	10-1500-319-00-71-300-13
		$139.00	
McGuinnis, John			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
McMahon, Tim			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$53.00	
Miles, Kevin			
	Registration Fee HS	47.50	10-1811-305
		$47.50	
Moe, Brian			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
		$106.00	
Moeller, Dave			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
Murphy, Mark			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Murren, Jason			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$159.00	
Natrop, Sam			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
		$106.00	
NCPERS Group Life Ins			
	IMRF & SS (Board)	16.00	50-481
		$16.00	
Oleksy, Jennifer			
	HS Parking Fee	50.00	10-1792
		$50.00	
Olvera, Catalina			
	HS Parking Fee	50.00	10-1792
		$50.00	
Oostdyk, Bill			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Orange, Christopher			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$289.00	
Parsons, Rich			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Pineda, Mike			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$65.00	
Pingel, Rick			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Reedy, Jerry			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$212.00	
Reynolds Club RC U of C Science Olympiad			
	Activities Fees	60.00	10-1543-640-00-71-305-13
		$60.00	
Ritter, Ron			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Rivera Jr, Rafael			
	Sports Officials HS	139.00	10-1500-319-00-71-300-13
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
	Sports Officials HS	58.00	10-1500-319-00-71-300-13
	Sports Officials HS	58.00	10-1500-319-00-71-300-13

Vendor Name / P.O. Number	Description	Amount	State Account Number
		$320.00	
Rochelle Township High School			
	Activities Fees	60.00	10-1543-640-00-71-305-13
		$60.00	
Scheiblein, Austin			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$195.00	
Schimbke, Paul			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$120.00	
Schindler, Jim			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$53.00	
Simmer, Bronwyn			
	Registration Fee Leggee	38.75	10-1811-105
	Registration Fee Leggee	29.40	10-1811-105
		$68.15	
Sobeski, Scott			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$130.00	
Stephenson, Michael			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$183.00	
Stephenson, Terry			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
Stiff, Brady			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
		$106.00	
Swift, Shannon			
	Registration Fee HS	47.50	10-1811-305
		$47.50	
Toljanic, Tony			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$53.00	
Trubitt, Randy			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
United Way of McHenry Co			
	United Way Payable	11.43	10-498
		$11.43	
Vermillion, Ron			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Sports Officials HS	109.00	10-1500-319-00-71-300-13
		$109.00	
Vetter, John			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Vrugt, Adriaan			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$130.00	
Warren Township HS			
	Activities Fees	315.00	10-1543-640-00-71-305-13
		$315.00	
Warren, Jessica			
	Student Food Svc - Chesak	33.40	10-1611-115
	Student Food Svc - Martin	40.70	10-1611-125
	Media Center Chesak	(8.99)	10-2220-430-00-72-110-13
		$65.11	
Warren, Mike			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$159.00	
Wiedemann, Thomas			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$106.00	
Williams, Donald			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Wilmot, Michael			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
		$106.00	
Wilson, Randy			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Ybarra, Robert			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
	Report Total	$180,848.54	

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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: February 10, 2022

Subject: **Disbursements Issued**
Board of Education Meeting, February 10, 2022
Finance Committee

The following is an executive summary of the attached report titled "Disbursements Issued" which is a listing of disbursements issued from January 14, 2022 to February 4, 2022.

Education Fund	$	4,177,947.73
Operations & Maintenance Fund		561,254.68
Debt Service Fund		636.00
Transporation Fund		122,721.79
Municipal Retirement and Social Security Fund		189,513.44
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	5,052,073.64

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Disbursements Issued Report at the February 10, 2022 Regular Board meeting.

Huntley Community School District #158
Disbursements Issued
From January 14, 2022 to February 4, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number	
	2022011809	1/31/2022	10-1100-220-00-79-600-14	Regular Programs Insurance		253.00		10-1100-220-00-79-600-14	
	2022013109	1/31/2022	10-1100-220-00-79-600-14	Regular Programs Insurance		457.36		10-1100-220-00-79-600-14	
	202211009	1/31/2022	10-1100-220-00-79-600-14	Regular Programs Insurance		540.06		10-1100-220-00-79-600-14	
	20221109	1/31/2022	10-1100-220-00-79-600-14	Regular Programs Insurance		867.78		10-1100-220-00-79-600-14	
	202211803	1/31/2022	10455	Annuities Payable		75,869.17		10455	
	202211812	1/31/2022	10460	IEA Dues Payable		27,207.16		10460	
	202212405	1/31/2022	10451	TRS Payable		233,169.25		10451	
	202212405	1/31/2022	10468	TRS Health Ins		38,300.98		10468	
	202212409	1/31/2022	10-1100-220-00-79-600-14	Regular Programs Insurance		287.06		10-1100-220-00-79-600-14	
	202212705	1/31/2022	10451	TRS Payable		1,422.19		10451	
	202212803	1/31/2022	10455	Annuities Payable		75,744.17		10455	
	202212812	1/31/2022	10460	IEA Dues Payable		27,220.45		10460	
	20221705	1/31/2022	10451	TRS Payable		4,074.31		10451	
	20221705	1/31/2022	10468	TRS Health Ins		38,948.40		10468	
	20221708	1/31/2022	10-2523-319-00-79-600-14	Banking Fees		568.04	1260	10-2523-319-00-79-600-14	508
					Total	$524,929.38			
A Parts Warehouse									
	60730	1/21/2022	40-2554-410-00-79	Fleet Supplies		860.00	0020221621	40-2554-410-00-79	
					Total	$860.00			
ABM Industry Groups LLC									
	60731	1/21/2022	20-2542-310-00-79	Custodial Contract Service		49,433.90	0020221682	20-2542-310-00-79	
	60827	1/28/2022	20-2542-319-00-79-605-14	Contractual Cust. Replacement		795.50	0022010227	20-2542-319-00-79-605-14	
	60827	1/28/2022	20-2542-319-00-79-605-14	Contractual Cust. Replacement		360.25	0022120227	20-2542-319-00-79-605-14	
	60827	1/28/2022	20-2542-320-00-79-605-14	Contractual Overtime		1,666.63	0022110217	20-2542-320-00-79-605-14	
	60827	1/28/2022	40-2550-321-00-79	Bus Sanitation		3,634.32	0022100187	40-2550-321-00-79	
	60827	1/28/2022	40-2550-321-00-79	Bus Sanitation		827.76	0022110187	40-2550-321-00-79	
	60913	2/4/2022	20-2542-310-00-79	Custodial Contract Service		160,135.30	0022020207	20-2542-310-00-79	
					Total	$216,853.66			
Accountable Healthcare Staffing Inc									
	60732	1/21/2022	10-2140-310-00-79-600-14	Psychological Services		2,868.00	0022120637	10-2140-310-00-79-600-14	
	60828	1/28/2022	10-2140-310-00-79-600-14	Psychological Services		2,868.00	0022010637	10-2140-310-00-79-600-14	
					Total	$5,736.00			
ADP Net Pay Wires									
	202202601	1/25/2022	10103	Payroll Education Fund		2,048,819.24		10103	
					Total	$2,048,819.24			

Huntley Community School District #158
Disbursements Issued
From January 14, 2022 to February 4, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
ADP Tax Wires								
	202212501	1/25/2022	10-2523-319-00-79-600-14	Banking Fees		-0.16		10-2523-319-00-79-600-14
	202212501	1/25/2022	10452	FED W/H Taxes Payable		227,277.26		10452
	202212501	1/25/2022	10453	State W/H Taxes Payable		119,289.47		10453
	202212501	1/25/2022	10458	Family Services		1,119.36		10458
	202212501	1/25/2022	10464	Medicare		39,088.32		10464
	202212501	1/25/2022	10470	Social Security - ER Payable		32,667.79		10470
	202212501	1/25/2022	10471	Medicare - EE Payable		39,088.44		10471
	202212501	1/25/2022	10472	Social Security - EE		32,667.62		10472
	202212501	1/25/2022	10473	State Withholding - WI		1,665.33		10473
	202212501	1/25/2022	10478	HSA Payable		2,669.50		10478
					Total	$495,532.93		
Advantage Mechanical Inc								
	60914	2/4/2022	20-2542-323-00-79	Repairs & Maint Buildings		2,546.50	0022010027	20-2542-323-00-79
	60914	2/4/2022	20-2542-323-00-79	Repairs & Maint Buildings		2,552.50	0022020027	20-2542-323-00-79
	60914	2/4/2022	20-2542-323-00-79	Repairs & Maint Buildings		1,265.50	0022110027	20-2542-323-00-79
	60914	2/4/2022	20-2542-323-00-79	Repairs & Maint Buildings		2,500.00	0022120027	20-2542-323-00-79
	60914	2/4/2022	20-2542-390-00-79	Other Purchased Service		4,695.96	0022010317	20-2542-390-00-79
					Total	$13,560.46		
Ahmed, Tegumde								
	60915	2/4/2022	10-1811-305	Registration Fee HS		47.50		10-1811-305
					Total	$47.50		
Airgas USA LLC								
	60733	1/21/2022	40-2554-410-00-79	Fleet Supplies		687.87	0020221752	40-2554-410-00-79
					Total	$687.87		
Alexander Leigh Center for Autism								
	60916	2/4/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		39,896.96	0022011617	10-4220-670-00-79-600-14
					Total	$39,896.96		
All Dressed Up Costumes								
	60734	1/21/2022	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies		1,850.00	0020221627	10-1130-490-02-71-300-13
					Total	$1,850.00		
Allen, Jackelyn								
	60715	1/21/2022	10-1200-332-00-79-600-14	Travel Sp Ed		140.28		10-1200-332-00-79-600-14
					Total	$140.28		

Huntley Community School District #158
Disbursements Issued
From January 14, 2022 to February 4, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
AmeriGas								
	60735	1/21/2022	40-2552-461-00-79	Propane		2,567.59	0020221790	40-2552-461-00-79
	60735	1/21/2022	40-2552-461-00-79	Propane		3,413.24	0020221753	40-2552-461-00-79
	60735	1/21/2022	40-2552-461-00-79	Propane		2,673.17	0020221622	40-2552-461-00-79
					Total	$8,654.00		
AMS Store and Shred								
	60736	1/21/2022	10-2321-390-00-74-500-14	Purchased Service Supt		90.00	0020221791	10-2321-390-00-74-500-14
					Total	$90.00		
Anderson Lock Co Inc								
	992200207	2/4/2022	20-2542-410-00-79	Supplies B & G		475.00	0020221782	20-2542-410-00-79
					Total	$475.00		
Anderson Pest Solutions								
	60737	1/21/2022	20-2542-321-00-79	Sanitation/Exterminating		554.47	0022010037	20-2542-321-00-79
					Total	$554.47		
Anderson, Amos								
	60829	1/28/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$65.00		
AnthroMed LLC								
	60738	1/21/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		3,104.25	0020221773	10-1101-310-00-79-605-14
	60738	1/21/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		2,483.00	0020221658	10-1101-310-00-79-605-14
	60738	1/21/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		3,104.25	0020221792	10-1101-310-00-79-605-14
					Total	$8,691.50		
Aramark Refreshment Services								
	60739	1/21/2022	10-1120-323-00-74-210-13	Repairs & Maintenance HMS		132.30	0020221684	10-1120-323-00-74-210-13
					Total	$132.30		
Art of Education University								
	60830	1/28/2022	10-1100-423-00-74-500-14	New Adoption		3,293.00	0020221620	10-1100-423-00-74-500-14
					Total	$3,293.00		
Associated Electrical Contractors								
	60740	1/21/2022	10-1400-500-64-71-305-13	PerkinsCapital Eqpt		1,825.00	0020220298	10-1400-500-64-71-305-13
	60740	1/21/2022	20-2542-323-00-79	Repairs & Maint Buildings		469.03	0022120057	20-2542-323-00-79
	60740	1/21/2022	20-2542-323-00-79	Repairs & Maint Buildings		2,230.00	0020221465	20-2542-323-00-79
					Total	$4,524.03		
AT&T								
	60917	2/4/2022	20-2540-340-00-79	Telephone - Districtwide		2,832.90	0022020327	20-2540-340-00-79
					Total	$2,832.90		

Huntley Community School District #158
Disbursements Issued
From January 14, 2022 to February 4, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
AT&T 5080								
	60831	1/28/2022	20-2540-340-00-79	Telephone - Districtwide		1,551.44	0022010347	20-2540-340-00-79
					Total	$1,551.44		
Auto Tech Centers Inc								
	992200192	1/21/2022	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance		109.90	0020221831	10-1700-323-21-71-300-13
					Total	$109.90		
Barroso, Dan								
	60832	1/28/2022	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		
Benefitfocus.com Inc								
	2022013104	1/31/2022	10477	Flex Plan		31,077.80		10477
					Total	$31,077.80		
Blair, Peter								
	60918	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Blick Art Materials								
	992200193	1/21/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe		15.12	0020220872	10-1120-410-02-72-220-13
	992200193	1/21/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe		497.52	0020221587	10-1120-410-02-72-220-13
	992200193	1/21/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe		953.00	0020221586	10-1120-410-02-72-220-13
	992200193	1/21/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe		1,368.44	0020220318	10-1120-410-02-72-220-13
					Total	$2,834.08		
Blu Petroleum								
	60833	1/28/2022	40-2552-464-00-79	Diesel/Gasoline		3,911.77	0022110827	40-2552-464-00-79
	60833	1/28/2022	40-2552-464-00-79	Diesel/Gasoline		16,148.53	0022100827	40-2552-464-00-79
	60919	2/4/2022	40-2552-464-00-79	Diesel/Gasoline		11,495.18	0022110827	40-2552-464-00-79
	60919	2/4/2022	40-2552-464-00-79	Diesel/Gasoline		2,120.05	0022011647	40-2552-464-00-79
	60919	2/4/2022	40-2552-464-00-79	Diesel/Gasoline		4,182.00	0022120827	40-2552-464-00-79
					Total	$37,857.53		
Blue Cross Blue Shield								
	2022012407	1/24/2022	10-1100-220-00-79-600-14	Regular Programs Insurance		425,255.11	0022010417	10-1100-220-00-79-600-14
	2022013107	1/31/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		129.97	0022010417	10-2310-220-00-79-600-14
					Total	$425,385.08		

Huntley Community School District #158
Disbursements Issued
From January 14, 2022 to February 4, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number	
BMO Mastercard								
	2022012010	2/4/2022	10-1100-421-00-74-500-14	Materials K-12	291.58	0020221812	10-1100-421-00-74-500-14	
	2022012010	2/4/2022	10-1100-421-00-74-500-14	Materials K-12	580.06	0020221720	10-1100-421-00-74-500-14	
	2022012010	2/4/2022	10-1100-421-00-74-500-14	Materials K-12	98.75	0020221824	10-1100-421-00-74-500-14	
	2022012010	2/4/2022	10-1100-421-00-74-500-14	Materials K-12	31.60	0020221711	10-1100-421-00-74-500-14	
	2022012010	2/4/2022	10-1100-421-00-74-500-14	Materials K-12	164.16	0020221698	10-1100-421-00-74-500-14	
	2022012010	2/4/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	79.96	0020221821	10-1110-410-00-71-100-13	
	2022012010	2/4/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	243.88	0020221729	10-1110-410-00-71-100-13	
	2022012010	2/4/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	244.90	0020221706	10-1110-410-00-71-100-13	
	2022012010	2/4/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	92.48	0020221817	10-1110-410-00-72-120-13	
	2022012010	2/4/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	278.98	0020221726	10-1110-410-00-72-120-13	
	2022012010	2/4/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	2,783.67	0020221703	10-1110-410-00-72-120-13	
	2022012010	2/4/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	24.44	0020221733	10-1110-410-00-74-140-13	
	2022012010	2/4/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	28.01	0020221821	10-1110-410-02-71-100-13	
	2022012010	2/4/2022	10-1110-410-02-72-120-13	Art Supplies Martin	111.78	0020221817	10-1110-410-02-72-120-13	
	2022012010	2/4/2022	10-1110-410-12-72-120-13	Music SuppliesMartin	22.99	0020221726	10-1110-410-12-72-120-13	512
	2022012010	2/4/2022	10-1110-410-12-74-110-13	Music Supplies	26.88	0020221807	10-1110-410-12-74-110-13	
	2022012010	2/4/2022	10-1110-410-12-74-150-13	Conley Music Supplies	38.99	0020221820	10-1110-410-12-74-150-13	
	2022012010	2/4/2022	10-1120-323-00-72-220-13	Repairs Marlowe	1.00	0020221707	10-1120-323-00-72-220-13	
	2022012010	2/4/2022	10-1120-390-00-72-220-13	Marlowe Purchased Service	599.00	0020221707	10-1120-390-00-72-220-13	
	2022012010	2/4/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	60.48	0020221730	10-1120-410-00-72-220-13	
	2022012010	2/4/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	10.28	0020221848	10-1120-410-00-72-220-13	
	2022012010	2/4/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	12.74	0020221725	10-1120-410-00-74-210-13	
	2022012010	2/4/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	2,426.02	0020221702	10-1120-410-00-74-210-13	
	2022012010	2/4/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	561.90	0020221816	10-1120-410-00-74-210-13	
	2022012010	2/4/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	6.68	0020221725	10-1120-410-02-74-210-13	
	2022012010	2/4/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	236.77	0020221707	10-1120-410-09-72-220-13	
	2022012010	2/4/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	376.37	0020221730	10-1120-410-09-72-220-13	
	2022012010	2/4/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	121.66	0020221848	10-1120-410-09-72-220-13	
	2022012010	2/4/2022	10-1120-410-09-74-210-13	Home Ec Heineman	119.96	0020221816	10-1120-410-09-74-210-13	
	2022012010	2/4/2022	10-1120-410-09-74-210-13	Home Ec Heineman	188.65	0020221702	10-1120-410-09-74-210-13	
	2022012010	2/4/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	333.57	0020221725	10-1120-410-12-74-210-13	
	2022012010	2/4/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	86.61	0020221816	10-1120-410-12-74-210-13	
	2022012010	2/4/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	147.83	0020221702	10-1120-410-12-74-210-13	
	2022012010	2/4/2022	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	98.22	0020221730	10-1120-410-13-72-220-06	
	2022012010	2/4/2022	10-1120-410-13-74-210-06	Heineman Science Supplies 6	283.39	0020221702	10-1120-410-13-74-210-06	
	2022012010	2/4/2022	10-1120-410-13-74-210-07	Heineman Science Supplies 7	334.00	0020221702	10-1120-410-13-74-210-07	
	2022012010	2/4/2022	10-1120-410-13-74-210-07	Heineman Science Supplies 7	-79.92	0020221725	10-1120-410-13-74-210-07	
	2022012010	2/4/2022	10-1120-410-13-74-210-07	Heineman Science Supplies 7	25.11	0020221816	10-1120-410-13-74-210-07	

Huntley Community School District #158
Disbursements Issued
From January 14, 2022 to February 4, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2022012010	2/4/2022	10-1120-410-13-74-210-08	Heineman Science Supplies 8	217.44	0020221816	10-1120-410-13-74-210-08
	2022012010	2/4/2022	10-1120-410-22-72-220-13	Tech Lab Supplies Marlowe	123.29	0020221848	10-1120-410-22-72-220-13
	2022012010	2/4/2022	10-1120-410-50-72-220-13	PE Supplies Marlowe	168.39	0020221730	10-1120-410-50-72-220-13
	2022012010	2/4/2022	10-1120-410-50-74-210-13	PE Supplies Heineman	85.00	0020221816	10-1120-410-50-74-210-13
	2022012010	2/4/2022	10-1120-410-80-72-220-13	PBIS	86.87	0020221707	10-1120-410-80-72-220-13
	2022012010	2/4/2022	10-1120-410-80-72-220-13	PBIS	151.02	0020221848	10-1120-410-80-72-220-13
	2022012010	2/4/2022	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	149.78	0020221730	10-1120-490-00-72-220-13
	2022012010	2/4/2022	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	289.19	0020221848	10-1120-490-00-72-220-13
	2022012010	2/4/2022	10-1125-410-97-79-600-14	All Children Supplies	582.86	0020221872	10-1125-410-97-79-600-14
	2022012010	2/4/2022	10-1125-410-97-79-600-14	All Children Supplies	290.90	0020221713	10-1125-410-97-79-600-14
	2022012010	2/4/2022	10-1125-410-97-79-600-14	All Children Supplies	439.54	0020221873	10-1125-410-97-79-600-14
	2022012010	2/4/2022	10-1125-490-00-79-600-14	Supplies Preschool	120.50	0020221872	10-1125-490-00-79-600-14
	2022012010	2/4/2022	10-1125-490-00-79-600-14	Supplies Preschool	453.11	0020221873	10-1125-490-00-79-600-14
	2022012010	2/4/2022	10-1125-490-00-79-600-14	Supplies Preschool	458.17	0020221713	10-1125-490-00-79-600-14
	2022012010	2/4/2022	10-1130-310-00-71-300-13	General Pur Svcs HS	119.40	0020221809	10-1130-310-00-71-300-13
	2022012010	2/4/2022	10-1130-323-00-71-300-13	Repairs HS	89.99	0020221819	10-1130-323-00-71-300-13
	2022012010	2/4/2022	10-1130-323-00-71-300-13	Repairs HS	14.99	0020221704	10-1130-323-00-71-300-13
	2022012010	2/4/2022	10-1130-332-00-71-300-13	Teacher Travel HS	250.00	0020221819	10-1130-332-00-71-300-13
	2022012010	2/4/2022	10-1130-410-00-71-300-13	Inst Supplies HS	465.00	0020221704	10-1130-410-00-71-300-13
	2022012010	2/4/2022	10-1130-410-00-71-300-13	Inst Supplies HS	13.98	0020221727	10-1130-410-00-71-300-13
	2022012010	2/4/2022	10-1130-410-02-71-300-13	Art Supplies HS	29.18	0020221704	10-1130-410-02-71-300-13
	2022012010	2/4/2022	10-1130-410-13-71-300-13	Science Supplies HS	18.95	0020221819	10-1130-410-13-71-300-13
	2022012010	2/4/2022	10-1130-410-13-71-300-13	Science Supplies HS	50.03	0020221727	10-1130-410-13-71-300-13
	2022012010	2/4/2022	10-1130-410-13-71-300-13	Science Supplies HS	250.57	0020221704	10-1130-410-13-71-300-13
	2022012010	2/4/2022	10-1130-410-15-71-300-13	Social Studies Supplies HS	-8.83	0020221819	10-1130-410-15-71-300-13
	2022012010	2/4/2022	10-1130-410-15-71-300-13	Social Studies Supplies HS	247.48	0020221727	10-1130-410-15-71-300-13
	2022012010	2/4/2022	10-1130-410-32-71-305-09	Freshman Academy Supplies	413.77	0020221819	10-1130-410-32-71-305-09
	2022012010	2/4/2022	10-1130-410-59-71-300-14	HS Special Ed Supplies	32.04	0020221727	10-1130-410-59-71-300-14
	2022012010	2/4/2022	10-1130-410-67-71-300-13	PLTW Supplies	21.52	0020221720	10-1130-410-67-71-300-13
	2022012010	2/4/2022	10-1200-310-66-71-300-13	STEP Purchased Services	459.80	0020221815	10-1200-310-66-71-300-13
	2022012010	2/4/2022	10-1200-410-00-79-600-14	Supplies Sp Ed	5.00	0020221701	10-1200-410-00-79-600-14
	2022012010	2/4/2022	10-1200-410-00-79-600-14	Supplies Sp Ed	191.23	0020221723	10-1200-410-00-79-600-14
	2022012010	2/4/2022	10-1200-410-00-79-600-14	Supplies Sp Ed	362.73	0020221815	10-1200-410-00-79-600-14
	2022012010	2/4/2022	10-1200-410-66-71-300-13	STEP Supplies	1,292.09	0020221723	10-1200-410-66-71-300-13
	2022012010	2/4/2022	10-1200-410-66-71-300-13	STEP Supplies	713.81	0020221701	10-1200-410-66-71-300-13
	2022012010	2/4/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	131.48	0020221723	10-1200-410-92-79-600-14
	2022012010	2/4/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	142.26	0020221815	10-1200-410-92-79-600-14
	2022012010	2/4/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	2,168.74	0020221701	10-1200-410-92-79-600-14
	2022012010	2/4/2022	10-1225-410-95-79-600-14	ECE Instr Supplies	47.93	0020221872	10-1225-410-95-79-600-14
	2022012010	2/4/2022	10-1225-410-95-79-600-14	ECE Instr Supplies	103.79	0020221873	10-1225-410-95-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2022012010	2/4/2022	10-1400-410-01-71-300-13	Ag Supplies	186.56	0020221819	10-1400-410-01-71-300-13
	2022012010	2/4/2022	10-1400-410-03-71-300-13	Business Supplies	570.81	0020221704	10-1400-410-03-71-300-13
	2022012010	2/4/2022	10-1400-410-03-71-300-13	Business Supplies	45.00	0020221727	10-1400-410-03-71-300-13
	2022012010	2/4/2022	10-1500-335-00-71-300-13	Conference Travel HS	147.40	0020221881	10-1500-335-00-71-300-13
	2022012010	2/4/2022	10-1500-335-00-72-220-13	Conference Travel Marlowe	120.00	0020221730	10-1500-335-00-72-220-13
	2022012010	2/4/2022	10-1500-410-00-72-220-13	Training Supplies Marlowe	815.40	0020221848	10-1500-410-00-72-220-13
	2022012010	2/4/2022	10-1500-410-00-74-210-13	Training Supplies Heineman	74.67	0020221702	10-1500-410-00-74-210-13
	2022012010	2/4/2022	10-1505-410-00-72-220-16	Basketball Girls Supplies Marl	145.77	0020221848	10-1505-410-00-72-220-16
	2022012010	2/4/2022	10-1535-410-00-71-300-15	Wrestling Supplies HS	220.68	0020221808	10-1535-410-00-71-300-15
	2022012010	2/4/2022	10-1543-640-00-71-305-13	Activities Fees	150.00	0020221822	10-1543-640-00-71-305-13
	2022012010	2/4/2022	10-158	Activity Funds	2,027.05	0020221708	10-158
	2022012010	2/4/2022	10-158	Activity Funds	99.95	0020221706	10-158
	2022012010	2/4/2022	10-158	Activity Funds	96.64	0020221709	10-158
	2022012010	2/4/2022	10-158	Activity Funds	244.97	0020221712	10-158
	2022012010	2/4/2022	10-158	Activity Funds	225.31	0020221705	10-158
	2022012010	2/4/2022	10-158	Activity Funds	283.33	0020221823	10-158
	2022012010	2/4/2022	10-158	Activity Funds	1,723.45	0020221808	10-158
	2022012010	2/4/2022	10-158	Activity Funds	123.99	0020221816	10-158
	2022012010	2/4/2022	10-158	Activity Funds	442.96	0020221818	10-158
	2022012010	2/4/2022	10-158	Activity Funds	4,622.40	0020221822	10-158
	2022012010	2/4/2022	10-158	Activity Funds	863.21	0020221811	10-158
	2022012010	2/4/2022	10-158	Activity Funds	1,796.30	0020221879	10-158
	2022012010	2/4/2022	10-158	Activity Funds	1,895.16	0020221881	10-158
	2022012010	2/4/2022	10-158	Activity Funds	448.46	0020221807	10-158
	2022012010	2/4/2022	10-158	Activity Funds	40.40	0020221733	10-158
	2022012010	2/4/2022	10-158	Activity Funds	223.12	0020221732	10-158
	2022012010	2/4/2022	10-158	Activity Funds	8,382.13	0020221731	10-158
	2022012010	2/4/2022	10-158	Activity Funds	50.94	0020221719	10-158
	2022012010	2/4/2022	10-158	Activity Funds	87.52	0020221821	10-158
	2022012010	2/4/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	964.65	0020221813	10-1800-410-84-79-605-14
	2022012010	2/4/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	58.64	0020221721	10-1800-410-84-79-605-14
	2022012010	2/4/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	164.38	0020221699	10-1800-410-84-79-605-14
	2022012010	2/4/2022	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	49.77	0020221723	10-2130-410-92-79-605-14
	2022012010	2/4/2022	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	360.00	0020221699	10-2210-310-84-79-605-14
	2022012010	2/4/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	700.00	0020221705	10-2210-314-92-79-605-14
	2022012010	2/4/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	950.90	0020221815	10-2210-314-92-79-605-14
	2022012010	2/4/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	190.00	0020221872	10-2210-314-92-79-605-14
	2022012010	2/4/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	299.00	0020221821	10-2210-314-92-79-605-14
	2022012010	2/4/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	349.14	0020221698	10-2210-490-00-74-500-14
	2022012010	2/4/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	289.12	0020221711	10-2210-490-00-74-500-14

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2022012010	2/4/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	163.59	0020221720	10-2210-490-00-74-500-14
	2022012010	2/4/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	1,282.66	0020221812	10-2210-490-00-74-500-14
	2022012010	2/4/2022	10-2212-332-00-74-500-14	Travel & Conference Curr	108.00	0020221715	10-2212-332-00-74-500-14
	2022012010	2/4/2022	10-2212-332-00-74-500-14	Travel & Conference Curr	396.00	0020221720	10-2212-332-00-74-500-14
	2022012010	2/4/2022	10-2212-410-00-74-500-14	Associate Supt Supplies	307.16	0020221710	10-2212-410-00-74-500-14
	2022012010	2/4/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	394.00	0020221699	10-2213-332-00-79-600-14
	2022012010	2/4/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	923.30	0020221721	10-2213-410-00-79-600-14
	2022012010	2/4/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	1,314.14	0020221813	10-2213-410-00-79-600-14
	2022012010	2/4/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	124.02	0020221699	10-2213-410-00-79-600-14
	2022012010	2/4/2022	10-2213-640-00-79-600-14	Special Svcs Dues & Fees	49.00	0020221699	10-2213-640-00-79-600-14
	2022012010	2/4/2022	10-2220-430-00-71-300-13	Media Center HS	49.05	0020221819	10-2220-430-00-71-300-13
	2022012010	2/4/2022	10-2220-430-00-71-300-13	Media Center HS	84.17	0020221727	10-2220-430-00-71-300-13
	2022012010	2/4/2022	10-2220-430-00-72-120-13	Media Center Martin	156.45	0020221703	10-2220-430-00-72-120-13
	2022012010	2/4/2022	10-2220-430-00-72-220-13	Media Center Marlowe	42.78	0020221730	10-2220-430-00-72-220-13
	2022012010	2/4/2022	10-2220-430-00-72-220-13	Media Center Marlowe	339.86	0020221707	10-2220-430-00-72-220-13
	2022012010	2/4/2022	10-2220-430-00-72-220-13	Media Center Marlowe	25.38	0020221848	10-2220-430-00-72-220-13
	2022012010	2/4/2022	10-2220-430-00-74-140-13	Media Center Mackeben	67.95	0020221733	10-2220-430-00-74-140-13
	2022012010	2/4/2022	10-2220-430-00-74-210-13	Media Center Heineman	30.94	0020221725	10-2220-430-00-74-210-13
	2022012010	2/4/2022	10-2220-430-00-74-210-13	Media Center Heineman	425.95	0020221702	10-2220-430-00-74-210-13
	2022012010	2/4/2022	10-2220-430-00-74-210-13	Media Center Heineman	19.98	0020221816	10-2220-430-00-74-210-13
	2022012010	2/4/2022	10-2220-490-00-71-100-13	Media Center Tech Leggee	104.99	0020221706	10-2220-490-00-71-100-13
	2022012010	2/4/2022	10-2220-490-00-72-110-13	Media Center Tech Chesak	133.44	0020221807	10-2220-490-00-72-110-13
	2022012010	2/4/2022	10-2220-490-00-74-150-13	Media Center Tech Conley	14.99	0020221728	10-2220-490-00-74-150-13
	2022012010	2/4/2022	10-2220-490-00-74-150-13	Media Center Tech Conley	20.00	0020221705	10-2220-490-00-74-150-13
	2022012010	2/4/2022	10-2223-410-00-79-600-14	Supplies PAC	23.98	0020221704	10-2223-410-00-79-600-14
	2022012010	2/4/2022	10-2300-410-97-79-600-14	All Children Gen Admin Sup	103.98	0020221873	10-2300-410-97-79-600-14
	2022012010	2/4/2022	10-2300-410-97-79-600-14	All Children Gen Admin Sup	63.25	0020221713	10-2300-410-97-79-600-14
	2022012010	2/4/2022	10-2300-410-97-79-600-14	All Children Gen Admin Sup	400.67	0020221872	10-2300-410-97-79-600-14
	2022012010	2/4/2022	10-2310-410-00-74-500-14	Supplies Board	100.00	0020221878	10-2310-410-00-74-500-14
	2022012010	2/4/2022	10-2310-640-00-74-500-14	Dues & Fees Board	-1,300.27	0020221878	10-2310-640-00-74-500-14
	2022012010	2/4/2022	10-2321-332-00-74-500-14	Travel Supt	334.25	0020221736	10-2321-332-00-74-500-14
	2022012010	2/4/2022	10-2321-332-00-74-500-14	Travel Supt	104.95	0020221724	10-2321-332-00-74-500-14
	2022012010	2/4/2022	10-2321-332-00-74-500-14	Travel Supt	78.99	0020221877	10-2321-332-00-74-500-14
	2022012010	2/4/2022	10-2321-415-00-74-500-14	Community Supplies	58.92	0020221877	10-2321-415-00-74-500-14
	2022012010	2/4/2022	10-2321-415-00-74-500-14	Community Supplies	67.73	0020221878	10-2321-415-00-74-500-14
	2022012010	2/4/2022	10-2323-640-00-74-500-14	Dues & Fees Curr & Inst	409.00	0020221812	10-2323-640-00-74-500-14
	2022012010	2/4/2022	10-2410-410-00-71-100-13	Office Supplies Leggee	35.59	0020221729	10-2410-410-00-71-100-13
	2022012010	2/4/2022	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	598.56	0020221706	10-2410-410-00-71-100-14
	2022012010	2/4/2022	10-2410-410-00-71-300-13	Office Supplies HS	15.18	0020221727	10-2410-410-00-71-300-13
	2022012010	2/4/2022	10-2410-410-00-71-300-13	Office Supplies HS	239.10	0020221819	10-2410-410-00-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2022012010	2/4/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	113.91	0020221730	10-2410-410-00-72-220-13
	2022012010	2/4/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	251.05	0020221848	10-2410-410-00-72-220-13
	2022012010	2/4/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	527.08	0020221707	10-2410-410-00-72-220-13
	2022012010	2/4/2022	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	65.50	0020221825	10-2410-410-00-74-140-14
	2022012010	2/4/2022	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	122.76	0020221733	10-2410-410-00-74-140-14
	2022012010	2/4/2022	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	241.57	0020221712	10-2410-410-00-74-140-14
	2022012010	2/4/2022	10-2410-410-00-74-150-13	Office Supplies Conley	118.86	0020221820	10-2410-410-00-74-150-13
	2022012010	2/4/2022	10-2410-410-00-74-150-13	Office Supplies Conley	76.55	0020221705	10-2410-410-00-74-150-13
	2022012010	2/4/2022	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	13.00	0020221705	10-2410-410-00-74-150-14
	2022012010	2/4/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	92.72	0020221725	10-2410-410-00-74-210-13
	2022012010	2/4/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	30.64	0020221702	10-2410-410-00-74-210-13
	2022012010	2/4/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	11.53	0020221816	10-2410-410-00-74-210-13
	2022012010	2/4/2022	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	233.86	0020221816	10-2410-410-00-74-210-14
	2022012010	2/4/2022	10-2410-490-00-71-300-13	HS Staff Recognition	3,123.25	0020221704	10-2410-490-00-71-300-13
	2022012010	2/4/2022	10-2410-491-00-71-100-13	Rebate Supplies Leggee	105.92	0020221706	10-2410-491-00-71-100-13
	2022012010	2/4/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	58.33	0020221726	10-2410-491-00-72-120-13
	2022012010	2/4/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	679.88	0020221703	10-2410-491-00-72-120-13
	2022012010	2/4/2022	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	1,700.50	0020221707	10-2410-491-00-72-220-13
	2022012010	2/4/2022	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	756.27	0020221848	10-2410-491-00-72-220-13
	2022012010	2/4/2022	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	341.26	0020221730	10-2410-491-00-72-220-13
	2022012010	2/4/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	504.35	0020221705	10-2410-491-00-74-150-13
	2022012010	2/4/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	919.80	0020221702	10-2410-491-00-74-210-13
	2022012010	2/4/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	75.96	0020221816	10-2410-491-00-74-210-13
	2022012010	2/4/2022	10-2410-640-00-74-210-13	Office Dues & Fees Heineman	409.00	0020221816	10-2410-640-00-74-210-13
	2022012010	2/4/2022	10-2520-332-00-74-500-14	Travel Fiscal	504.78	0020221700	10-2520-332-00-74-500-14
	2022012010	2/4/2022	10-2520-410-00-74-500-14	Supplies Fiscal	22.05	0020221814	10-2520-410-00-74-500-14
	2022012010	2/4/2022	10-2520-410-00-74-500-14	Supplies Fiscal	526.47	0020221700	10-2520-410-00-74-500-14
	2022012010	2/4/2022	10-2520-410-00-74-500-14	Supplies Fiscal	48.57	0020221722	10-2520-410-00-74-500-14
	2022012010	2/4/2022	10-2546-490-00-79-600-14	Security Officer Supplies	113.98	0020221880	10-2546-490-00-79-600-14
	2022012010	2/4/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	300.00	0020221826	10-2560-410-00-71-300-13
	2022012010	2/4/2022	10-2560-415-00-71-300-13	Cafe Food HS	35.40	0020221717	10-2560-415-00-71-300-13
	2022012010	2/4/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	63.65	0020221826	10-2560-415-00-72-110-13
	2022012010	2/4/2022	10-2560-415-00-74-150-13	Cafe Food Conley	19.98	0020221734	10-2560-415-00-74-150-13
	2022012010	2/4/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	35.35	0020221826	10-2560-415-00-74-210-13
	2022012010	2/4/2022	10-2560-415-97-79-600-14	All Children Snacks	709.44	0020221873	10-2560-415-97-79-600-14
	2022012010	2/4/2022	10-2561-640-00-79-600-14	Dir Food Service Dues & Fees	-17.00	0020221722	10-2561-640-00-79-600-14
	2022012010	2/4/2022	10-2561-640-00-79-600-14	Dir Food Service Dues & Fees	17.00	0020221700	10-2561-640-00-79-600-14
	2022012010	2/4/2022	10-2642-410-00-74-500-14	Supplies Human Res	67.41	0020221828	10-2642-410-00-74-500-14
	2022012010	2/4/2022	10-2642-410-00-74-500-14	Supplies Human Res	59.45	0020221716	10-2642-410-00-74-500-14
	2022012010	2/4/2022	10-2642-410-00-74-500-14	Supplies Human Res	62.64	0020221737	10-2642-410-00-74-500-14

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
	2022012010	2/4/2022	10-2642-411-00-74-500-14	HR Employee Recognition		223.96	0020221737	10-2642-411-00-74-500-14
	2022012010	2/4/2022	10-2642-411-00-74-500-14	HR Employee Recognition		39.57	0020221716	10-2642-411-00-74-500-14
	2022012010	2/4/2022	10-2660-319-61-79-600-14	Software Maintenance		185.29	0020221697	10-2660-319-61-79-600-14
	2022012010	2/4/2022	10-2660-319-61-79-600-14	Software Maintenance		339.98	0020221810	10-2660-319-61-79-600-14
	2022012010	2/4/2022	10-2660-410-00-79-600-14	Supplies Tech		478.90	0020221810	10-2660-410-00-79-600-14
	2022012010	2/4/2022	10-2660-410-00-79-600-14	Supplies Tech		774.70	0020221718	10-2660-410-00-79-600-14
	2022012010	2/4/2022	10-2660-410-00-79-600-14	Supplies Tech		56.48	0020221697	10-2660-410-00-79-600-14
	2022012010	2/4/2022	10-3000-410-84-79-605-14	Title III Comm Svcs Supplies		41.94	0020221699	10-3000-410-84-79-605-14
	2022012010	2/4/2022	10-3100-410-97-79-605-24	All Children Parental Supplies		55.92	0020221873	10-3100-410-97-79-605-24
	2022012010	2/4/2022	10-3100-410-97-79-605-24	All Children Parental Supplies		194.39	0020221872	10-3100-410-97-79-605-24
	2022012010	2/4/2022	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies		90.00	0020221813	10-3600-410-82-79-605-14
	2022012010	2/4/2022	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies		42.95	0020221699	10-3600-410-82-79-605-14
	2022012010	2/4/2022	20-2540-410-00-79	Office Supplies B & G		51.86	0020221735	20-2540-410-00-79
	2022012010	2/4/2022	20-2540-640-00-79	Dues & Fees		75.00	0020221827	20-2540-640-00-79
	2022012010	2/4/2022	20-2542-410-00-79	Supplies B & G		5,207.88	0020221714	20-2542-410-00-79
	2022012010	2/4/2022	20-2542-410-00-79	Supplies B & G		146.65	0020221735	20-2542-410-00-79
	2022012010	2/4/2022	20-2542-410-00-79	Supplies B & G		1,595.04	0020221827	20-2542-410-00-79
					Total	$83,520.51		
Books del Sur								
	60834	1/28/2022	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies		1,363.33	0020221692	10-1800-410-82-79-605-14
					Total	$1,363.33		
Boomerang Project, The								
	60741	1/21/2022	10-1130-410-32-71-305-09	Freshman Academy Supplies		852.50	0020221646	10-1130-410-32-71-305-09
					Total	$852.50		
Brach Sr, Fred								
	60701	1/21/2022	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		
Brock, Robert								
	60835	1/28/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Brown, Paul O								
	60836	1/28/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$65.00		
BSN Sports								
	60742	1/21/2022	10-1505-410-00-71-300-15	Basketball Boys Supplies HS		843.75	0020221641	10-1505-410-00-71-300-15
	60742	1/21/2022	10-1505-410-00-71-300-16	Basketball Girls Supplies HS		843.75	0020221641	10-1505-410-00-71-300-16
					Total	$1,687.50		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Building Technology Consultants PC								
	60743	1/21/2022	20-2540-310-00-79	Professional & Technical		5,330.30	0020221754	20-2540-310-00-79
					Total	$5,330.30		
Burnett, Jeff								
	60920	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		
Butts, David								
	60837	1/28/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Camelot Education								
	60838	1/28/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,568.90	0022120517	10-4220-670-00-79-600-14
					Total	$5,568.90		
Carolina Biological Supply Co								
	60921	2/4/2022	10-1130-410-67-71-300-13	PLTW Supplies		228.75	0020221611	10-1130-410-67-71-300-13
	60921	2/4/2022	10-1130-410-67-71-300-13	PLTW Supplies		122.06	0020221610	10-1130-410-67-71-300-13
					Total	$350.81		
CDW Government Inc								
	60744	1/21/2022	10-2660-410-00-79-600-14	Supplies Tech		127.00	0020221748	10-2660-410-00-79-600-14
	60839	1/28/2022	10-1100-421-00-74-500-14	Materials K-12		7,892.15	0020220089	10-1100-421-00-74-500-14
	60839	1/28/2022	10-1100-423-00-74-500-14	New Adoption		23,155.55	0020220089	10-1100-423-00-74-500-14
	60839	1/28/2022	10-2220-490-00-71-100-13	Media Center Tech Leggee		311.40	0020221540	10-2220-490-00-71-100-13
					Total	$31,486.10		
Central States Bus Sales Inc								
	60840	1/28/2022	40-2554-410-00-79	Fleet Supplies		2,858.50	0022100727	40-2554-410-00-79
	60840	1/28/2022	40-2554-410-00-79	Fleet Supplies		2,327.25	0022110727	40-2554-410-00-79
	60840	1/28/2022	40-2554-410-00-79	Fleet Supplies		1,127.81	0022080727	40-2554-410-00-79
	60840	1/28/2022	40-2554-410-00-79	Fleet Supplies		438.43	0022090727	40-2554-410-00-79
	60922	2/4/2022	40-2554-410-00-79	Fleet Supplies		259.90	0022120727	40-2554-410-00-79
					Total	$7,011.89		
Century Springs								
	60745	1/21/2022	10-2410-490-00-71-300-13	HS Staff Recognition		115.45	0020221685	10-2410-490-00-71-300-13
					Total	$115.45		
Champion Paving Corp								
	60746	1/21/2022	20-2543-323-00-79	Repairs-Grounds		4,700.00	0020221677	20-2543-323-00-79
					Total	$4,700.00		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Chicago Kiln Service Inc								
	60747	1/21/2022	10-1130-323-00-71-300-13	Repairs HS		408.75	0020221642	10-1130-323-00-71-300-13
					Total	$408.75		
China Bistro Inc								
	60748	1/21/2022	10-2560-415-00-71-300-13	Cafe Food HS		12,252.80	0020221755	10-2560-415-00-71-300-13
					Total	$12,252.80		
Cianciolo, Anthony								
	60923	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
CINTAS								
	992200203	1/28/2022	20-2542-323-00-79	Repairs & Maint Buildings		132.95	0022011567	20-2542-323-00-79
	992200203	1/28/2022	40-2550-325-00-79	Rental Trans		174.39	0022120757	40-2550-325-00-79
	992200203	1/28/2022	40-2550-325-00-79	Rental Trans		174.39	0022110757	40-2550-325-00-79
	992200208	2/4/2022	20-2542-323-00-79	Repairs & Maint Buildings		132.95	0022011567	20-2542-323-00-79
	992200208	2/4/2022	20-2542-323-00-79	Repairs & Maint Buildings		132.95	0022021567	20-2542-323-00-79
	992200208	2/4/2022	40-2550-325-00-79	Rental Trans		174.39	0022010757	40-2550-325-00-79
					Total	$922.02		
Citrano, Michael								
	60924	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$106.00		
ComEd								
	60702	1/21/2022	20-2540-466-00-79	Electric		38,369.34		20-2540-466-00-79
	60841	1/28/2022	20-2540-466-00-79	Electric		32,167.50		20-2540-466-00-79
					Total	$70,536.84		
Connections Day School								
	60925	2/4/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		7,983.60	0022010537	10-4220-670-00-79-600-14
					Total	$7,983.60		
Conserv FS Inc								
	992200194	1/21/2022	20-2543-410-00-79	Grounds Supplies		4,185.00	0020221696	20-2543-410-00-79
					Total	$4,185.00		
Constellation NewEnergy								
	60842	1/28/2022	20-2540-465-00-79	Natural Gas		39,978.42		20-2540-465-00-79
					Total	$39,978.42		
Cornett, Lynne								
	60926	2/4/2022	10-1811-305	Registration Fee HS		47.50		10-1811-305
					Total	$47.50		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
CPC Inc. / Facility Tree								
	60927	2/4/2022	20-2542-390-00-79	Other Purchased Service		748.80	0022020277	20-2542-390-00-79
					Total	$748.80		
Creekside Printing								
	60749	1/21/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies		189.70	0020221659	10-1200-410-92-79-600-14
					Total	$189.70		
Crescent Electric Supply Co								
	992200209	2/4/2022	20-2542-410-00-79	Supplies B & G		633.10	0022120047	20-2542-410-00-79
					Total	$633.10		
Crown Trophy								
	60750	1/21/2022	10-2321-410-00-74-500-14	Supplies Supt		206.57	0020221774	10-2321-410-00-74-500-14
					Total	$206.57		
CT Veach Inc								
	60751	1/21/2022	20-2543-323-00-79	Repairs-Grounds		2,646.00	0020221776	20-2543-323-00-79
	60751	1/21/2022	20-2543-323-00-79	Repairs-Grounds		8,135.00	0020221775	20-2543-323-00-79
					Total	$10,781.00		
Czarny, Walter								
	60703	1/21/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
	60843	1/28/2022	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$130.00		
D158 Activity								
	202213112	1/31/2022	10-158	Activity Funds		5,973.95		10-158
					Total	$5,973.95		
D158 Food Service								
	2021013112	1/31/2022	10-121	Food Service Receivable		224.60		10-121
	2021013112	1/31/2022	10-1690-115	Other Food Serv Rev Chesak		-200.47		10-1690-115
	2021013112	1/31/2022	10-1690-145	Other Food Serv Rev Mackeben		-67.07		10-1690-145
	2021013112	1/31/2022	10-1690-215	Other Food Serv Rev Heineman		-472.31		10-1690-215
	2021013112	1/31/2022	10-1690-305	Other Food Serv Rev HS		-271.40		10-1690-305
	2021013112	1/31/2022	10-2213-410-00-79-600-14	Special Svcs Supplies		133.40		10-2213-410-00-79-600-14
	2021013112	1/31/2022	10-2410-410-00-74-150-13	Office Supplies Conley		90.47		10-2410-410-00-74-150-13
	2021013112	1/31/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman		562.78		10-2410-491-00-74-210-13
					Total	$0.00		
D158 LIGHT Program								
	60928	2/4/2022	10-1200-410-66-71-300-13	STEP Supplies		277.48		10-1200-410-66-71-300-13
					Total	$277.48		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Dahle, Jason								
	60929	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Dargatz, Ken								
	60844	1/28/2022	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		
Davison, Rebecca								
	60930	2/4/2022	10-1543-332-00-71-305-13	Activities Travel		109.98		10-1543-332-00-71-305-13
					Total	$109.98		
del Castillo, Rocio								
	60716	1/21/2022	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies		1,152.52		10-1800-410-82-79-605-14
	60716	1/21/2022	10-2210-430-82-71-300-14	ESL Prof Library		37.76		10-2210-430-82-71-300-14
					Total	$1,190.28		
Demco Inc								
	60752	1/21/2022	10-2220-430-00-71-300-13	Media Center HS		214.96	0020221616	10-2220-430-00-71-300-13
					Total	$214.96		
DeYoung, Jamie								
	60717	1/21/2022	10-2210-640-92-79-605-14	IDEA Other Objects		225.00		10-2210-640-92-79-605-14
					Total	$225.00		
DGS								
	60845	1/28/2022	10-1543-640-00-71-305-13	Activities Fees		225.00		10-1543-640-00-71-305-13
					Total	$225.00		
Digital Promise Global								
	60753	1/21/2022	10-2321-390-00-74-500-14	Purchased Service Supt		3,000.00	0020221793	10-2321-390-00-74-500-14
					Total	$3,000.00		
Dreisilker Electric Motors Inc								
	992200195	1/21/2022	20-2542-410-00-79	Supplies B & G		56.55	0020221612	20-2542-410-00-79
					Total	$56.55		
DuPage Federation on Human Services								
	60754	1/21/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service		92.40	0020221744	10-1200-310-92-79-600-14
	60754	1/21/2022	10-2213-310-00-79-600-14	Special Svcs Pur Svc		181.06	0020221744	10-2213-310-00-79-600-14
	60754	1/21/2022	10-2213-310-00-79-600-14	Special Svcs Pur Svc		103.51	0020221829	10-2213-310-00-79-600-14
					Total	$376.97		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Dziwlik, Deardre								
	60911	1/31/2022	10475	AP Payroll Net Checks		197.19		10475
					Total	$197.19		
Easterseals								
	60755	1/21/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		15,898.74	0022121557	10-4220-670-00-79-600-14
					Total	$15,898.74		
ECRA Group Inc								
	60756	1/21/2022	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc		33,520.00	0020221766	10-2212-310-00-79-505-14
					Total	$33,520.00		
Edge Sports Apparel LLC								
	60757	1/21/2022	10-1500-490-00-71-300-13	Team Sports HHS		5,690.00	0020221756	10-1500-490-00-71-300-13
					Total	$5,690.00		
Eds Automotive								
	60846	1/28/2022	40-2550-310-00-79	Prof & Tech Service Trans		1,105.00	0022120707	40-2550-310-00-79
					Total	$1,105.00		
Edwards, Taylor								
	60847	1/28/2022	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		
Engler Callaway Baasten & Sraga								
	60758	1/21/2022	10-2310-318-00-74-500-14	Legal Board		1,225.00	0020221777	10-2310-318-00-74-500-14
					Total	$1,225.00		
Equity Literacy Institute								
	60931	2/4/2022	10-2213-310-57-79-600-14	ESSER II Prof Development		3,000.00	0020220844	10-2213-310-57-79-600-14
					Total	$3,000.00		
Escatel, Eduardo								
	60718	1/21/2022	10-2520-332-00-74-500-14	Travel Fiscal		26.88		10-2520-332-00-74-500-14
					Total	$26.88		
eSpecial Needs LLC								
	60848	1/28/2022	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup		1,503.63	0020221613	10-2130-410-92-79-605-14
					Total	$1,503.63		
Federal Supply								
	60759	1/21/2022	10-2560-410-00-71-300-13	Cafe Supplies HS		664.72	0020221794	10-2560-410-00-71-300-13
	60759	1/21/2022	10-2560-410-00-72-220-13	Cafe Supplies Marlowe		432.48	0020221794	10-2560-410-00-72-220-13
	60759	1/21/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman		432.48	0020221794	10-2560-410-00-74-210-13
					Total	$1,529.68		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
FFP Fund IV Lessee2 LLC								
	60849	1/28/2022	20-2540-466-00-79	Electric		7,323.49		20-2540-466-00-79
	60932	2/4/2022	20-2540-466-00-79	Electric		9,756.22		20-2540-466-00-79
					Total	$17,079.71		
Filipek, Julie								
	60719	1/21/2022	10-2642-332-00-74-500-14	Travel Human Res		10.64		10-2642-332-00-74-500-14
					Total	$10.64		
Finstein, Mark								
	60850	1/28/2022	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		
Fitzgerald, Cynthia								
	60720	1/21/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service		235.20		10-1200-310-92-79-600-14
	60720	1/21/2022	10-1500-332-00-71-300-13	Athletic Trips HS		862.40		10-1500-332-00-71-300-13
					Total	$1,097.60		
Follett School Solutions LLC								
	992200204	1/28/2022	10-1100-421-00-74-500-14	Materials K-12		160.64	0020221647	10-1100-421-00-74-500-14
					Total	$160.64		
Fox Valley Fire Safety								
	992200196	1/21/2022	20-2542-390-00-79	Other Purchased Service		1,024.00	0020221660	20-2542-390-00-79
	992200196	1/21/2022	20-2542-390-00-79	Other Purchased Service		470.00	0020221661	20-2542-390-00-79
	992200210	2/4/2022	20-2542-323-00-79	Repairs & Maint Buildings		250.00	0022110097	20-2542-323-00-79
					Total	$1,744.00		
Fulk, Trevor								
	60851	1/28/2022	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		
Futris, Tom								
	60852	1/28/2022	10-1500-319-00-71-300-13	Sports Officials HS		109.00		10-1500-319-00-71-300-13
	60852	1/28/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		95.00		10-1500-319-00-72-220-13
					Total	$204.00		
Gallagher, Dean								
	60704	1/21/2022	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
	60933	2/4/2022	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$150.00		
GFC Leasing WI								
	992200211	2/4/2022	10-2900-325-00-79-600-14	Copier Leases		3,677.63	0022020617	10-2900-325-00-79-600-14
					Total	$3,677.63		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Gimkit								
	60760	1/21/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman		1,000.00	0020221764	10-1120-410-00-74-210-13
					Total	$1,000.00		
Glenbrook North HS								
	60934	2/4/2022	10-1543-640-00-71-305-13	Activities Fees		150.00		10-1543-640-00-71-305-13
					Total	$150.00		
Global Water Technology Inc								
	60761	1/21/2022	20-2542-390-00-79	Other Purchased Service		920.00	0020221662	20-2542-390-00-79
					Total	$920.00		
Go Earn It								
	60853	1/28/2022	10-1535-410-00-71-300-15	Wrestling Supplies HS		1,200.00	0020221462	10-1535-410-00-71-300-15
					Total	$1,200.00		
Gopher Performance								
	60762	1/21/2022	10-1110-410-50-74-100-14	PE Supplies Leggee		644.08	0020221674	10-1110-410-50-74-100-14
	60854	1/28/2022	10-1110-410-50-72-110-13	PE Supplies Chesak		430.36	0020221751	10-1110-410-50-72-110-13
					Total	$1,074.44		
Goraj, Timothy								
	60855	1/28/2022	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		
Gordon Flesch Co Inc								
	992200197	1/21/2022	10-2900-390-00-79-600-14	Copier Maintenance		9,995.33	0020221651	10-2900-390-00-79-600-14
					Total	$9,995.33		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Gordon Food Service								
	60763	1/21/2022	10-1120-410-09-74-210-13	Home Ec Heineman		121.61	0020220566	10-1120-410-09-74-210-13
	60763	1/21/2022	10-1400-410-09-71-300-13	Home Economics Supplies		297.79	0020221832	10-1400-410-09-71-300-13
	60763	1/21/2022	10-2560-410-00-71-100-13	Cafe Supplies Leggee		1,673.27	0022121157	10-2560-410-00-71-100-13
	60763	1/21/2022	10-2560-410-00-71-300-13	Cafe Supplies HS		2,279.60	0022121167	10-2560-410-00-71-300-13
	60763	1/21/2022	10-2560-410-00-72-110-13	Cafe Supplies Chesak		1,113.52	0022121177	10-2560-410-00-72-110-13
	60763	1/21/2022	10-2560-410-00-72-120-13	Cafe Supplies Martin		997.54	0022121187	10-2560-410-00-72-120-13
	60763	1/21/2022	10-2560-410-00-72-220-13	Cafe Supplies Marlowe		1,421.67	0022121197	10-2560-410-00-72-220-13
	60763	1/21/2022	10-2560-410-00-74-140-13	Cafe Supplies Mackeben		1,551.94	0022121207	10-2560-410-00-74-140-13
	60763	1/21/2022	10-2560-410-00-74-150-13	Cafe Supplies Conley		387.70	0022121217	10-2560-410-00-74-150-13
	60763	1/21/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman		1,299.28	0022121227	10-2560-410-00-74-210-13
	60763	1/21/2022	10-2560-415-00-71-100-13	Cafe Food Leggee		7,682.45	0022121237	10-2560-415-00-71-100-13
	60763	1/21/2022	10-2560-415-00-71-300-13	Cafe Food HS		16,240.80	0022121247	10-2560-415-00-71-300-13
	60763	1/21/2022	10-2560-415-00-72-110-13	Cafe Food Chesak		11,094.78	0022121257	10-2560-415-00-72-110-13
	60763	1/21/2022	10-2560-415-00-72-120-13	Cafe Food Martin		6,641.16	0022121267	10-2560-415-00-72-120-13
	60763	1/21/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe		4,484.55	0022121277	10-2560-415-00-72-220-13
	60763	1/21/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben		4,769.57	0022121287	10-2560-415-00-74-140-13
	60763	1/21/2022	10-2560-415-00-74-150-13	Cafe Food Conley		4,508.69	0022121297	10-2560-415-00-74-150-13
	60763	1/21/2022	10-2560-415-00-74-210-13	Cafe Food Heineman		5,980.29	0022121307	10-2560-415-00-74-210-13
	60856	1/28/2022	10-1120-410-09-74-210-13	Home Ec Heineman		67.10	0020220566	10-1120-410-09-74-210-13
					Total	$72,613.31		
Gore, Rita								
	60721	1/21/2022	10-2520-332-00-74-500-14	Travel Fiscal		54.72		10-2520-332-00-74-500-14
					Total	$54.72		
Grainger								
	60766	1/21/2022	20-2542-410-00-79	Supplies B & G		45.25	0022110107	20-2542-410-00-79
					Total	$45.25		
Graphic Edge								
	60767	1/21/2022	10-1130-410-50-71-300-13	PE Supplies HS		430.87	0020221617	10-1130-410-50-71-300-13
					Total	$430.87		
Groot, Douglas								
	60857	1/28/2022	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		
Halloran & Yauch Inc								
	60768	1/21/2022	20-2543-323-00-79	Repairs-Grounds		534.00	0020221663	20-2543-323-00-79
					Total	$534.00		

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Harman, Matt								
	60935	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		58.00		10-1500-319-00-71-300-13
					Total	$58.00		
Harris Bank N.A.								
	202212408	1/31/2022	10-2523-319-00-79-600-14	Banking Fees		1,917.01		10-2523-319-00-79-600-14
					Total	$1,917.01		
Hayden Construction & Service								
	60858	1/28/2022	20-2542-390-00-79	Other Purchased Service		10,340.00	0020221606	20-2542-390-00-79
					Total	$10,340.00		
Health Products For You								
	60859	1/28/2022	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup		125.00	0020221099	10-2130-410-92-79-605-14
					Total	$125.00		
Heinrich, Jennifer								
	60722	1/21/2022	40-2550-410-00-79	Office Supplies		50.00		40-2550-410-00-79
					Total	$50.00		
HESPA								
	60860	1/28/2022	10462	HESPA Dues		4,366.70		10462
					Total	$4,366.70		
Hodge, James								
	60861	1/28/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		130.00		10-1500-319-00-72-220-13
					Total	$130.00		
Holling, Christopher								
	60705	1/21/2022	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		
Home Depot Credit Services								
	60936	2/4/2022	20-2542-410-00-79	Supplies B & G		1,001.70	0022120067	20-2542-410-00-79
					Total	$1,001.70		
Home Depot Pro								
	60769	1/21/2022	20-2542-410-00-79	Supplies B & G		231.92	0020221618	20-2542-410-00-79
					Total	$231.92		
Hooper, Laura								
	60723	1/21/2022	40-2550-310-00-79	Prof & Tech Service Trans		20.00		40-2550-310-00-79
	60723	1/21/2022	40-2550-410-00-79	Office Supplies		76.76		40-2550-410-00-79
					Total	$96.76		

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Hufcor Inc								
	992200198	1/21/2022	20-2542-323-00-79	Repairs & Maint Buildings		372.00	0020221628	20-2542-323-00-79
					Total	$372.00		
Huff-n-Puff Fitness Repair								
	60770	1/21/2022	10-1120-323-00-72-220-13	Repairs Marlowe		329.00	0020221664	10-1120-323-00-72-220-13
					Total	$329.00		
Hurckes, Mike								
	60937	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		109.00		10-1500-319-00-71-300-13
					Total	$109.00		
Hyperstitch Inc								
	60862	1/28/2022	10-2546-490-00-79-600-14	Security Officer Supplies		4,190.75	0020221553	10-2546-490-00-79-600-14
					Total	$4,190.75		
ID Wholesaler								
	60863	1/28/2022	10-2410-410-00-71-300-14	Copier Paper & Toner HS		486.12	0020221834	10-2410-410-00-71-300-14
					Total	$486.12		
Illinois Architectural Glass								
	60771	1/21/2022	20-2542-323-00-79	Repairs & Maint Buildings		11,321.82	0020221788	20-2542-323-00-79
					Total	$11,321.82		
IMRF								
	202212406	1/31/2022	50454	IMRF & SS (Board)		1,566.72		50454
	20221706	1/31/2022	50454	IMRF & SS (Board)		187,946.72		50454
					Total	$189,513.44		
Interstate Battery Center								
	60938	2/4/2022	20-2542-410-00-79	Supplies B & G		66.72	0022010077	20-2542-410-00-79
					Total	$66.72		
Iowa City Area Sports Commission								
	60939	2/4/2022	10-1500-640-00-71-300-13	Sports Dues & Fees HS		385.00		10-1500-640-00-71-300-13
					Total	$385.00		
Jensens Plumbing & Heating Inc								
	60772	1/21/2022	20-2542-323-00-79	Repairs & Maint Buildings		165.00	0020221635	20-2542-323-00-79
	60772	1/21/2022	20-2542-323-00-79	Repairs & Maint Buildings		418.00	0020221694	20-2542-323-00-79
					Total	$583.00		
JJ Keller & Associates Inc								
	60773	1/21/2022	40-2554-410-00-79	Fleet Supplies		2,037.85	0020221795	40-2554-410-00-79
					Total	$2,037.85		

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Johnson Floor Co								
	60774	1/21/2022	10-1110-323-00-72-110-13	Repairs & Maintenance Chesak		910.00	0020220857	10-1110-323-00-72-110-13
					Total	$910.00		
Jostens								
	60775	1/21/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman		2,229.69	0020221643	10-1120-410-00-74-210-13
					Total	$2,229.69		
Karkow, Jim								
	60864	1/28/2022	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		
Kelso Burnett Co								
	60865	1/28/2022	10-1110-410-00-72-120-13	Inst Supplies Martin		650.00	0020221656	10-1110-410-00-72-120-13
	60865	1/28/2022	20-2542-410-00-79	Supplies B & G		6,936.00	0020220961	20-2542-410-00-79
	992200199	1/26/2022	10-1110-410-00-72-120-13	Inst Supplies Martin		-650.00	0020221656	10-1110-410-00-72-120-13
	992200199	1/21/2022	10-1110-410-00-72-120-13	Inst Supplies Martin		650.00	0020221656	10-1110-410-00-72-120-13
					Total	$7,586.00		
Kimley-Horn and Associates Inc								
	60776	1/21/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc		1,147.00	0020221638	10-2546-390-00-79-600-14
	60940	2/4/2022	20-2540-310-00-79	Professional & Technical		10,410.96	0020221650	20-2540-310-00-79
					Total	$11,557.96		
Kobrick, Dawn								
	60724	1/21/2022	10-1200-310-66-71-300-13	STEP Purchased Services		89.04		10-1200-310-66-71-300-13
					Total	$89.04		
Kubica, Joe								
	60941	2/4/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		95.00		10-1500-319-00-72-220-13
					Total	$95.00		
Lakeshore Learning Materials								
	60942	2/4/2022	10-1125-410-90-79-600-14	Supplies Parent-Tot		1,148.54	0020221333	10-1125-410-90-79-600-14
					Total	$1,148.54		
Landvick, Matthew								
	60725	1/21/2022	10-1500-332-00-71-300-13	Athletic Trips HS		170.80		10-1500-332-00-71-300-13
					Total	$170.80		
Leach Enterprises Inc								
	992200205	1/28/2022	40-2554-410-00-79	Fleet Supplies		224.70	0022010787	40-2554-410-00-79
	992200212	2/4/2022	40-2554-410-00-79	Fleet Supplies		2,353.04	0022020787	40-2554-410-00-79
					Total	$2,577.74		

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LearnWell								
	60777	1/21/2022	10-4210-670-00-79-600-14	Reg Ed Out of District		553.28	0020221693	10-4210-670-00-79-600-14
					Total	$553.28		
Leggett, Robert								
	60943	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		
Lincoln National Life								
	60676	1/25/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		-84,042.75	0022010447	10-2310-220-00-79-600-14
	60866	1/28/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		19,217.16	0022010447	10-2310-220-00-79-600-14
					Total	($64,825.59)		
Little City Foundation								
	60867	1/28/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		7,518.16	0022120497	10-4220-670-00-79-600-14
					Total	$7,518.16		
Liveris, Randy								
	60944	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Lombard, Jessica								
	60726	1/21/2022	10-2323-332-00-74-500-14	Associate Supt Travel		221.76		10-2323-332-00-74-500-14
					Total	$221.76		
Lucky Locators Inc								
	60778	1/21/2022	20-2543-323-00-79	Repairs-Grounds		200.00	0020221665	20-2543-323-00-79
					Total	$200.00		
Marklund Children`s Home								
	60945	2/4/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		24,007.26	0022010507	10-4220-670-00-79-600-14
					Total	$24,007.26		
McGuinnis, John								
	60946	2/4/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$65.00		
McHenry Specialties								
	60779	1/21/2022	10-1130-410-00-71-300-13	Inst Supplies HS		20.00	0020221644	10-1130-410-00-71-300-13
					Total	$20.00		
McMahon, Tim								
	60868	1/28/2022	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
McMaster Carr Supply Co								
	60869	1/28/2022	20-2542-410-00-79	Supplies B & G		153.99	0022110287	20-2542-410-00-79
					Total	$153.99		
MDC Environmental Serv								
	60780	1/21/2022	20-2542-321-00-79	Sanitation/Exterminating		719.30	0020221757	20-2542-321-00-79
	60947	2/4/2022	20-2542-321-00-79	Sanitation/Exterminating		3,042.96	0022020117	20-2542-321-00-79
					Total	$3,762.26		
Menards Inc								
	60870	1/28/2022	20-2542-410-00-79	Supplies B & G		467.80	0022100127	20-2542-410-00-79
	60948	2/4/2022	20-2542-410-00-79	Supplies B & G		21.87	0022110127	20-2542-410-00-79
					Total	$489.67		
Mesirow Insurance Services Inc								
	60949	2/4/2022	10-1100-220-00-79-600-14	Regular Programs Insurance		16,500.00	0022020467	10-1100-220-00-79-600-14
					Total	$16,500.00		
Metro Prep								
	60871	1/28/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		8,016.52	0022121958	10-4220-670-00-79-600-14
					Total	$8,016.52		
Midland Paper								
	60781	1/21/2022	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak		1,476.00	0020220557	10-2410-410-00-72-110-14
	60872	1/28/2022	10-2410-410-00-71-300-14	Copier Paper & Toner HS		1,476.00	0020220081	10-2410-410-00-71-300-14
	60950	2/4/2022	10-2410-410-00-71-300-14	Copier Paper & Toner HS		2,952.00	0020220081	10-2410-410-00-71-300-14
					Total	$5,904.00		
Midwest Computer Products								
	60782	1/21/2022	10-1200-310-66-71-300-13	STEP Purchased Services		2,245.00	0020221614	10-1200-310-66-71-300-13
					Total	$2,245.00		
Midwest Transit Equip Kankakee								
	60783	1/21/2022	40-2550-323-00-79	Repairs and Maintenance		1,009.31	0020221758	40-2550-323-00-79
					Total	$1,009.31		
Miles, Kevin								
	60951	2/4/2022	10-1811-305	Registration Fee HS		47.50		10-1811-305
					Total	$47.50		
Miller Hall & Triggs								
	60784	1/21/2022	10-2310-318-00-74-500-14	Legal Board		6,396.10	0022111527	10-2310-318-00-74-500-14
					Total	$6,396.10		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
MobyMax LLC								
	992200213	2/4/2022	10-1100-410-56-79-605-14	RtI Materials		124.41	0020221657	10-1100-410-56-79-605-14
					Total	$124.41		
Moeller, Dave								
	60706	1/21/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$65.00		
Murren, Jason								
	60952	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		159.00		10-1500-319-00-71-300-13
					Total	$159.00		
Nasco Education								
	60785	1/21/2022	10-1412-710-63-71-300-14	CTEI Non-Capitalized Eqpt		2,138.04	0020220571	10-1412-710-63-71-300-14
					Total	$2,138.04		
NCS Pearson Inc.								
	60953	2/4/2022	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies		243.53	0020221513	10-2150-410-92-79-605-14
					Total	$243.53		
New Connections Academy								
	60954	2/4/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		9,363.30	0022010607	10-4220-670-00-79-600-14
					Total	$9,363.30		
New England Center for Children								
	60955	2/4/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service		699.00	0022011057	10-1200-310-92-79-600-14
					Total	$699.00		
North American Corporation								
	60786	1/21/2022	20-2542-323-00-79	Repairs & Maint Buildings		363.50	0020221676	20-2542-323-00-79
	60956	2/4/2022	20-2542-410-00-79	Supplies B & G		2,871.01	0022020017	20-2542-410-00-79
	60956	2/4/2022	20-2542-410-00-79	Supplies B & G		3,553.69	0022010017	20-2542-410-00-79
					Total	$6,788.20		
Norton, Gina								
	60727	1/21/2022	10-1200-310-66-71-300-13	STEP Purchased Services		94.14		10-1200-310-66-71-300-13
					Total	$94.14		
Oleksy, Jennifer								
	60707	1/21/2022	10-1792	HS Parking Fee		50.00		10-1792
					Total	$50.00		
Olvera, Catalina								
	60708	1/21/2022	10-1792	HS Parking Fee		50.00		10-1792
					Total	$50.00		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Omni Commercial Lighting Service								
	60787	1/21/2022	20-2542-323-00-79	Repairs & Maint Buildings		251.44	0022100177	20-2542-323-00-79
	60957	2/4/2022	20-2542-323-00-79	Repairs & Maint Buildings		352.00	0022010177	20-2542-323-00-79
					Total	$603.44		
Oostdyk, Bill								
	60958	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Orange, Christopher								
	60873	1/28/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
	60959	2/4/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$130.00		
Otis Elevator Company								
	60788	1/21/2022	20-2542-390-00-79	Other Purchased Service		2,974.68	0020221667	20-2542-390-00-79
					Total	$2,974.68		
Ottosen DiNolfo Hasenbalg & Castaldo Ltd								
	60960	2/4/2022	10-2310-318-00-74-500-14	Legal Board		7,837.50	0022120797	10-2310-318-00-74-500-14
					Total	$7,837.50		
Ovalle, Rosa								
	60728	1/21/2022	10-2560-410-00-74-150-13	Cafe Supplies Conley		47.99		10-2560-410-00-74-150-13
					Total	$47.99		
P & M Distributors Inc								
	60789	1/21/2022	10-2560-415-00-71-300-13	Cafe Food HS		3,341.39	0020221654	10-2560-415-00-71-300-13
	60789	1/21/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe		1,013.78	0020221654	10-2560-415-00-72-220-13
	60789	1/21/2022	10-2560-415-00-74-210-13	Cafe Food Heineman		1,057.73	0020221654	10-2560-415-00-74-210-13
					Total	$5,412.90		
PAHCS II Northwestern Med Occ Health								
	60790	1/21/2022	40-2550-310-00-79	Prof & Tech Service Trans		1,960.00	0020221759	40-2550-310-00-79
	60874	1/28/2022	10-2130-220-00-79-600-14	Health Services Insurance		227.14	0022011547	10-2130-220-00-79-600-14
	60874	1/28/2022	10-2642-390-00-74-500-14	Purchased Service Human Res		37.86	0022011547	10-2642-390-00-74-500-14
					Total	$2,225.00		
Parsons, Rich								
	60961	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Pepsi-Cola Gen Bot Inc								
	60791	1/21/2022	10-2560-415-00-71-300-13	Cafe Food HS		1,530.01	0022011487	10-2560-415-00-71-300-13
	60875	1/28/2022	10-2560-415-00-71-300-13	Cafe Food HS		1,600.98	0022011487	10-2560-415-00-71-300-13
	60962	2/4/2022	10-2560-415-00-71-300-13	Cafe Food HS		751.47	0022011487	10-2560-415-00-71-300-13
					Total	$3,882.46		
Petty Cash-HHS SpEd								
	60792	1/21/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies		43.64		10-1200-410-92-79-600-14
	60876	1/28/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service		85.00		10-1200-310-92-79-600-14
	60876	1/28/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies		132.84		10-1200-410-92-79-600-14
					Total	$261.48		
Pinecrest Golf and Country Club								
	60793	1/21/2022	10-1515-410-00-71-300-15	Golf Boys Supplies HS		5,644.00	0020221796	10-1515-410-00-71-300-15
	60793	1/21/2022	10-1515-410-00-71-300-16	Golf Girls Supplies HS		3,544.00	0020221796	10-1515-410-00-71-300-16
					Total	$9,188.00		
Pineda, Mike								
	60963	2/4/2022	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		
Pingel, Rick								
	60964	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
PlumbMaster Inc								
	60794	1/21/2022	20-2542-410-00-79	Supplies B & G		868.45	0020221686	20-2542-410-00-79
	60794	1/21/2022	20-2542-410-00-79	Supplies B & G		88.11	0020221738	20-2542-410-00-79
					Total	$956.56		
Pomps Tire Service Inc								
	60795	1/21/2022	40-2550-323-00-79	Repairs and Maintenance		324.10	0020221623	40-2550-323-00-79
	60795	1/21/2022	40-2554-410-00-79	Fleet Supplies		1,725.66	0020221760	40-2554-410-00-79
					Total	$2,049.76		
Postmaster								
	202211112	1/31/2022	10-1520-410-30-71-305-13	HS Newspaper Supplies		676.70		10-1520-410-30-71-305-13
					Total	$676.70		
Project Lead the Way								
	992200200	1/21/2022	104020	Accounts Payable		19,836.00	0020220058	104020
					Total	$19,836.00		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Quadient Inc								
	60796	1/21/2022	10-2630-341-00-74-500-14	Postage Central Office		1,968.00	0020221797	10-2630-341-00-74-500-14
	60796	1/21/2022	10-2630-341-00-74-500-14	Postage Central Office		223.39	0020221653	10-2630-341-00-74-500-14
					Total	$2,191.39		
Quest Food Management								
	60797	1/21/2022	10-2560-310-00-71-300-13	Cafe Prof & Tech HS		8,994.70	0020221688	10-2560-310-00-71-300-13
	60797	1/21/2022	10-2560-310-00-71-300-13	Cafe Prof & Tech HS		4,539.75	0020221798	10-2560-310-00-71-300-13
	60797	1/21/2022	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest		12,000.00	0020221688	10-2560-315-00-74-500-14
	60797	1/21/2022	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest		3,000.00	0020221798	10-2560-315-00-74-500-14
	60797	1/21/2022	10-2560-410-00-71-300-13	Cafe Supplies HS		59.23	0020221798	10-2560-410-00-71-300-13
	60797	1/21/2022	10-2560-410-00-71-300-13	Cafe Supplies HS		4,237.50	0020221688	10-2560-410-00-71-300-13
	60797	1/21/2022	10-2560-540-00-71-300-13	Cafe Equipment HS		62,378.97	0020221688	10-2560-540-00-71-300-13
					Total	$95,210.15		
Reedy, Jerry								
	60877	1/28/2022	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		
Regional Office of Education								
	60798	1/21/2022	10-1500-410-00-71-300-13	Training/Athletic Supplies HS		100.00	0020221799	10-1500-410-00-71-300-13
					Total	$100.00		
Regional Office of Education #3								
	60798	1/21/2022	10-1500-410-00-71-300-13	Training/Athletic Supplies HS		-100.00	0020221799	10-1500-410-00-71-300-13
	60826	1/21/2022	10-1500-410-00-71-300-13	Training/Athletic Supplies HS		100.00	0020221799	10-1500-410-00-71-300-13
					Total	$0.00		
Rex Radiator & Welding Co								
	60799	1/21/2022	40-2554-410-00-79	Fleet Supplies		495.00	0020221624	40-2554-410-00-79
					Total	$495.00		
Reynolds Club RC U of C Science Olympiad								
	60709	1/21/2022	10-1543-640-00-71-305-13	Activities Fees		60.00		10-1543-640-00-71-305-13
					Total	$60.00		
Rivera Jr, Rafael								
	60710	1/21/2022	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
	60878	1/28/2022	10-1500-319-00-71-300-13	Sports Officials HS		116.00		10-1500-319-00-71-300-13
					Total	$181.00		
Rochelle Township High School								
	60965	2/4/2022	10-1543-640-00-71-305-13	Activities Fees		60.00		10-1543-640-00-71-305-13
					Total	$60.00		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Ross, Kevin								
	60912	2/1/2022	10475	AP Payroll Net Checks		500.00		10475
					Total	$500.00		
Route 47 Taxi Transportation Inc								
	60800	1/21/2022	40-2552-331-00-79	Contracted Transportation		4,200.00	0020221800	40-2552-331-00-79
	60800	1/21/2022	40-2552-331-00-79	Contracted Transportation		3,850.00	0020221625	40-2552-331-00-79
					Total	$8,050.00		
Rush Truck Center Huntley								
	60801	1/21/2022	40-2550-323-00-79	Repairs and Maintenance		24,820.00	0020221801	40-2550-323-00-79
	60879	1/28/2022	40-2550-323-00-79	Repairs and Maintenance		147.06	0022080737	40-2550-323-00-79
	60879	1/28/2022	40-2550-323-00-79	Repairs and Maintenance		2,261.39	0022120737	40-2550-323-00-79
	60879	1/28/2022	40-2550-323-00-79	Repairs and Maintenance		293.46	0022110737	40-2550-323-00-79
	60879	1/28/2022	40-2550-323-00-79	Repairs and Maintenance		2,261.39	0022100737	40-2550-323-00-79
	60879	1/28/2022	40-2554-410-00-79	Fleet Supplies		-4,387.89	0022020747	40-2554-410-00-79
	60879	1/28/2022	40-2554-410-00-79	Fleet Supplies		1,187.28	0022110747	40-2554-410-00-79
	60879	1/28/2022	40-2554-410-00-79	Fleet Supplies		3,312.97	0022120747	40-2554-410-00-79
	60879	1/28/2022	40-2554-410-00-79	Fleet Supplies		1,402.17	0022010747	40-2554-410-00-79
	60966	2/4/2022	40-2550-323-00-79	Repairs and Maintenance		2,139.30	0022110737	40-2550-323-00-79
	60966	2/4/2022	40-2550-323-00-79	Repairs and Maintenance		148.85	0022010737	40-2550-323-00-79
	60966	2/4/2022	40-2554-410-00-79	Fleet Supplies		3,486.04	0022020747	40-2554-410-00-79
					Total	$37,072.02		
Safe Di Awards								
	60967	2/4/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman		209.00	0020221640	10-1120-410-00-74-210-13
					Total	$209.00		
Safeway Tuckpointing Co								
	60802	1/21/2022	20-2542-323-00-79	Repairs & Maint Buildings		1,900.00	0020221761	20-2542-323-00-79
					Total	$1,900.00		
Santas Village LLC								
	60803	1/21/2022	20-2542-322-00-79-605-14	Snow Removal		2,385.85	0022110247	20-2542-322-00-79-605-14
	60803	1/21/2022	20-2542-322-00-79-605-14	Snow Removal		16,905.00	0022100247	20-2542-322-00-79-605-14
	60880	1/28/2022	20-2542-322-00-79-605-14	Snow Removal		8,816.00	0022110247	20-2542-322-00-79-605-14
	60968	2/4/2022	20-2542-322-00-79-605-14	Snow Removal		30,522.50	0022110247	20-2542-322-00-79-605-14
					Total	$58,629.35		
SASED								
	60804	1/21/2022	10-4120-310-92-79-600-14	IDEA Payments to Other Districts		6,965.00	0020221778	10-4120-310-92-79-600-14
	60804	1/21/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		4,644.00	0020221778	10-4220-670-00-79-600-14
					Total	$11,609.00		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Scheiblein, Austin								
	60711	1/21/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
	60881	1/28/2022	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
	60969	2/4/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$195.00		
Schimbke, Paul								
	60970	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		120.00		10-1500-319-00-71-300-13
					Total	$120.00		
School Health Corporation								
	60805	1/21/2022	10-2130-410-00-79-600-14	Supplies Health		111.97	0020220060	10-2130-410-00-79-600-14
	60971	2/4/2022	10-2130-410-00-79-600-14	Supplies Health		167.90	0020220063	10-2130-410-00-79-600-14
					Total	$279.87		
School Specialty LLC								
	992200201	1/21/2022	10-1110-410-02-74-140-13	Mackeben Art Supplies		40.50	0020221515	10-1110-410-02-74-140-13
					Total	$40.50		
Schuring & Schuring Inc								
	60972	2/4/2022	10-2560-415-97-79-600-14	All Children Snacks		131.99	0022111397	10-2560-415-97-79-600-14
	60972	2/4/2022	10-2560-415-97-79-600-14	All Children Snacks		184.49	0022121397	10-2560-415-97-79-600-14
					Total	$316.48		
Secretary of State1								
	60882	1/28/2022	40-2550-310-00-79	Prof & Tech Service Trans		4.00	0022010847	40-2550-310-00-79
					Total	$4.00		
Secretary of State10								
	60883	1/28/2022	40-2550-310-00-79	Prof & Tech Service Trans		4.00	0022010937	40-2550-310-00-79
					Total	$4.00		
Secretary of State2								
	60884	1/28/2022	40-2550-310-00-79	Prof & Tech Service Trans		4.00	0022010857	40-2550-310-00-79
					Total	$4.00		
Secretary of State3								
	60885	1/28/2022	40-2550-310-00-79	Prof & Tech Service Trans		4.00	0022010867	40-2550-310-00-79
					Total	$4.00		
Secretary of State4								
	60886	1/28/2022	40-2550-310-00-79	Prof & Tech Service Trans		4.00	0022010877	40-2550-310-00-79
					Total	$4.00		

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Secretary of State5								
	60887	1/28/2022	40-2550-310-00-79	Prof & Tech Service Trans		4.00	0022010887	40-2550-310-00-79
					Total	$4.00		
Secretary of State6								
	60888	1/28/2022	40-2550-310-00-79	Prof & Tech Service Trans		4.00	0022010897	40-2550-310-00-79
					Total	$4.00		
Secretary of State7								
	60889	1/28/2022	40-2550-310-00-79	Prof & Tech Service Trans		4.00	0022010907	40-2550-310-00-79
					Total	$4.00		
Secretary of State8								
	60890	1/28/2022	40-2550-310-00-79	Prof & Tech Service Trans		4.00	0022010917	40-2550-310-00-79
					Total	$4.00		
Secretary of State9								
	60891	1/28/2022	40-2550-310-00-79	Prof & Tech Service Trans		4.00	0022010927	40-2550-310-00-79
					Total	$4.00		
SEDOM of McHenry County								
	60806	1/21/2022	10-4210-670-00-79-600-14	Reg Ed Out of District		1,040.00	0020221804	10-4210-670-00-79-600-14
					Total	$1,040.00		
Senase, Judith								
	60807	1/21/2022	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv		850.00	0020221802	10-2150-310-92-79-600-14
					Total	$850.00		
Service Sanitation Inc								
	60808	1/21/2022	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs		2,205.19	0020221745	10-1500-320-00-71-300-13
					Total	$2,205.19		
Shi, Haihong								
	60729	1/21/2022	10-2520-332-00-74-500-14	Travel Fiscal		29.12		10-2520-332-00-74-500-14
					Total	$29.12		
Simmer, Bronwyn								
	60712	1/21/2022	10-1811-105	Registration Fee Leggee		68.15		10-1811-105
					Total	$68.15		
SiteOne Landscape Supply								
	59969	1/25/2022	20-2543-410-00-79	Grounds Supplies		-58.68	0020221123	20-2543-410-00-79
	60892	1/28/2022	20-2543-410-00-79	Grounds Supplies		58.68	0020221123	20-2543-410-00-79
					Total	$0.00		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Sobeski, Scott								
	60893	1/28/2022	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
	60973	2/4/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$130.00		
Sonova USA Inc								
	60894	1/28/2022	10-2150-710-92-79-605-14	IDEA Speech NonCap Eqpt		1,339.99	0020221593	10-2150-710-92-79-605-14
					Total	$1,339.99		
Specialized Data Systems Inc								
	60974	2/4/2022	10-2520-410-00-74-500-14	Supplies Fiscal		498.00	0020221789	10-2520-410-00-74-500-14
					Total	$498.00		
Stark & Son Trenching Inc								
	60809	1/21/2022	20-2543-323-00-79	Repairs-Grounds		1,487.36	0020221805	20-2543-323-00-79
					Total	$1,487.36		
Stephenson, Michael								
	60895	1/28/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
	60895	1/28/2022	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
	60975	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$183.00		
Stephenson, Terry								
	60896	1/28/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$65.00		
Stepping Stones Group								
	60810	1/21/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		637.50	0020221668	10-1101-310-00-79-605-14
	60810	1/21/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		2,025.00	0020221779	10-1101-310-00-79-605-14
	60810	1/21/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		937.50	0020221803	10-1101-310-00-79-605-14
					Total	$3,600.00		
Studies Weekly								
	60811	1/21/2022	10-1100-421-00-74-500-14	Materials K-12		38,142.00	0020220925	10-1100-421-00-74-500-14
					Total	$38,142.00		
Sunrise Southwest LLC								
	60812	1/21/2022	40-2552-331-00-79	Contracted Transportation		3,182.80	0020221615	40-2552-331-00-79
					Total	$3,182.80		
Swift, Shannon								
	60976	2/4/2022	10-1811-305	Registration Fee HS		47.50		10-1811-305
					Total	$47.50		

Huntley Community School District #158
Disbursements Issued
From January 14, 2022 to February 4, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Tennant Sales and Service								
	60897	1/28/2022	20-2542-410-00-79	Supplies B & G		99.50	0020221772	20-2542-410-00-79
					Total	$99.50		
Thompson Elevator Inspection Service Inc								
	60813	1/21/2022	20-2542-390-00-79	Other Purchased Service		400.00	0020221740	20-2542-390-00-79
					Total	$400.00		
T-Mobile								
	60977	2/4/2022	20-2540-340-00-79	Telephone - Districtwide		450.00	0022020357	20-2540-340-00-79
					Total	$450.00		
Toljanic, Tony								
	60898	1/28/2022	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		
TPI Tyler Press Inc								
	59991	2/1/2022	10-1120-360-00-74-210-13	Printing Heineman		-272.70	0020221295	10-1120-360-00-74-210-13
	59991	2/1/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies		-49.95	0020221273	10-1200-410-92-79-600-14
	60978	2/4/2022	10-1120-360-00-74-210-13	Printing Heineman		272.70	0020221295	10-1120-360-00-74-210-13
	60978	2/4/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies		49.95	0020221273	10-1200-410-92-79-600-14
					Total	$0.00		
Traffic Control & Protection								
	992200206	1/28/2022	10-2546-490-00-79-600-14	Security Officer Supplies		278.90	0020221443	10-2546-490-00-79-600-14
					Total	$278.90		
Trane								
	992200202	1/21/2022	20-2542-410-00-79	Supplies B & G		689.10	0020221780	20-2542-410-00-79
	992200202	1/21/2022	20-2542-410-00-79	Supplies B & G		1,291.07	0020221687	20-2542-410-00-79
	992200202	1/21/2022	20-2542-410-00-79	Supplies B & G		330.52	0020221636	20-2542-410-00-79
	992200202	1/21/2022	20-2542-410-00-79	Supplies B & G		462.64	0020221619	20-2542-410-00-79
					Total	$2,773.33		
Tredroc Tire Services LLC								
	60899	1/28/2022	40-2554-410-00-79	Fleet Supplies		1,103.96	0022120837	40-2554-410-00-79
					Total	$1,103.96		
Trubitt, Randy								
	60900	1/28/2022	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		

Huntley Community School District #158
Disbursements Issued
From January 14, 2022 to February 4, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
UMB Bank NA								
	60814	1/21/2022	30-5900-690	Bond Service Charge		318.00	0020221690	30-5900-690
	60814	1/21/2022	30-5900-690	Bond Service Charge		318.00	0020221689	30-5900-690
					Total	$636.00		
United Way of McHenry Co								
	60901	1/28/2022	10461	United Way Payable		11.43		10461
					Total	$11.43		
Unity School Bus Parts, Inc								
	60815	1/21/2022	40-2554-410-00-79	Fleet Supplies		1,680.00	0020221626	40-2554-410-00-79
					Total	$1,680.00		
UPS Freight								
	60816	1/28/2022	20-2540-341-00-79-605-14	Postage		-10.71	0020221655	20-2540-341-00-79-605-14
	60816	1/21/2022	20-2540-341-00-79-605-14	Postage		10.71	0020221655	20-2540-341-00-79-605-14
					Total	$0.00		
UPS Store #6063								
	60817	1/21/2022	10-1200-341-00-79-600-14	Special Ed Postage		61.81	0020221669	10-1200-341-00-79-600-14
	60979	2/4/2022	20-2540-341-00-79-605-14	Postage		10.71	0020221655	20-2540-341-00-79-605-14
					Total	$72.52		
Verizon Wireless								
	60980	2/4/2022	20-2540-340-00-79	Telephone - Districtwide		4,762.40	0022011607	20-2540-340-00-79
					Total	$4,762.40		
Vermillion, Ron								
	60902	1/28/2022	10-1500-319-00-71-300-13	Sports Officials HS		109.00		10-1500-319-00-71-300-13
					Total	$109.00		
Vetter, John								
	60903	1/28/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
VILLAGE OF ALGONQUIN								
	60818	1/21/2022	20-2542-390-00-79	Other Purchased Service		260.00	0020221806	20-2542-390-00-79
	60904	1/28/2022	20-2540-370-00-79	Water/Sewer		2,400.04		20-2540-370-00-79
	60904	1/28/2022	20-2546-310-00-71-305	Resource Officer		9,807.48	0022020137	20-2546-310-00-71-305
	60904	1/28/2022	20-2546-310-00-71-305	Resource Officer		9,807.48	0022010137	20-2546-310-00-71-305
					Total	$22,275.00		

Huntley Community School District #158
Disbursements Issued
From January 14, 2022 to February 4, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Village of Huntley								
	60819	1/21/2022	20-2546-310-00-71-305	Resource Officer		162.50	0020221639	20-2546-310-00-71-305
	60905	1/28/2022	20-2546-310-00-71-305	Resource Officer		6,201.67	0022011517	20-2546-310-00-71-305
					Total	$6,364.17		
Village of Lake in the Hills								
	60906	1/28/2022	20-2546-310-00-71-305	Resource Officer		5,951.00	0022120687	20-2546-310-00-71-305
					Total	$5,951.00		
Virtual Connections Academy								
	60981	2/4/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		8,990.10	0022011757	10-4220-670-00-79-600-14
					Total	$8,990.10		
Vrugt, Adriaan								
	60713	1/21/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
	60907	1/28/2022	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$130.00		
VSP of Illinois NFP								
	60908	1/28/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		7,360.54	0022010457	10-2310-220-00-79-600-14
					Total	$7,360.54		
Warehouse Direct Cardunal								
	60820	1/21/2022	40-2550-410-00-79	Office Supplies		104.08	0020221649	40-2550-410-00-79
	60982	2/4/2022	10-2130-410-00-79-600-14	Supplies Health		16.99	0020220069	10-2130-410-00-79-600-14
					Total	$121.07		
Warren Township HS								
	60714	1/21/2022	10-1543-640-00-71-305-13	Activities Fees		315.00		10-1543-640-00-71-305-13
					Total	$315.00		
Warren, Jessica								
	60983	2/4/2022	10-1611-115	Student Food Svc - Chesak		33.40		10-1611-115
	60983	2/4/2022	10-1611-125	Student Food Svc - Martin		40.70		10-1611-125
	60983	2/4/2022	10-2220-430-00-72-110-13	Media Center Chesak		-8.99		10-2220-430-00-72-110-13
					Total	$65.11		
Warren, Mike								
	60984	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		159.00		10-1500-319-00-71-300-13
					Total	$159.00		

Huntley Community School District #158
Disbursements Issued
From January 14, 2022 to February 4, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
WEX BANK								
	60821	1/21/2022	10-1700-464-21-71-300-13	Driver Education Gasoline		32.63	0022120777	10-1700-464-21-71-300-13
	60909	1/28/2022	10-1700-464-21-71-300-13	Driver Education Gasoline		768.93	0022120777	10-1700-464-21-71-300-13
	60909	1/28/2022	40-2552-464-00-79	Diesel/Gasoline		50.97	0022120767	40-2552-464-00-79
					Total	$852.53		
Wiedemann, Thomas								
	60985	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$106.00		
Wilson, Danielle								
	60822	1/21/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies		1,200.00	0020221670	10-1120-490-02-72-220-13
					Total	$1,200.00		
Wold Architects and Engineers								
	60823	1/21/2022	20-2540-310-00-79	Professional & Technical		123.84	0020221767	20-2540-310-00-79
					Total	$123.84		
Workspace Interiors by Office Depot								
	60824	1/21/2022	10-1130-410-00-71-300-13	Inst Supplies HS		7,823.40	0020220437	10-1130-410-00-71-300-13
	60824	1/21/2022	10-1500-550-00-71-300-13	HS Athletics Eqpt		8,000.00	0020220437	10-1500-550-00-71-300-13
					Total	$15,823.40		
Ybarra, Robert								
	60986	2/4/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Zieglers Ace Hardware								
	60825	1/21/2022	20-2542-410-00-79	Supplies B & G		11.98	0022110267	20-2542-410-00-79
	60910	1/28/2022	20-2542-410-00-79	Supplies B & G		9.99	0022110267	20-2542-410-00-79
					Total	$21.97		
					Total	$5,052,073.64		

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

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: Anna Meyer, Administrative Assistant

Date: February 10, 2022

Subject: **Revenue Contract Approval**
Board of Education Meeting – February 10, 2022
Finance Committee

Presented are Fundraising Contract and Agreement form for the organization listed below.

Organization Benefited	**Vendor**	**Net Revenue**
Huntley High School	Adrenaline Fundraising	$3,000

RECOMMENDATION
Administration requests that the Finance Committee recommends the Board of Education approve the contracts and agreements form at the February 10, 2022 Regular Board Meeting.

Fund Raising Authorization Form

Fiscal Services

All fund raising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your building principal a minimum of **45 days prior** to the desired starting date of the event. The Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 1/25/22 School: HHS

Name of School Organization: HHS Girls Lacrosse

Sponsor / Coach's Name: Joe Domka Phone: 8477160004

Starting Date of Event: 3/9/2022 Ending Date of Event: 3/23/2022

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 3,000.00

Type of Sale / Event: Adrenaline Fundraising Candy/Granola

Will a Vendor Be Used: ☒ Yes* ☐ No **** Attach all contracts and agreements to this form.***

Name of Vendor (if applicable): Adrenaline Fundraising

Type of Product or Service Provided by Vendor: Candy, Nuts, and Granola

How will compensation be used/distributed? Help towards new uniforms

Name of Activity Account: HHS Girls Lacrosse Activity Account #: 571

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over $1,000).

Sponsor Signature — Date: 1-26-22

Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date: 1.27.22

Chief Financial Officer Signature — Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of $1,000.00 be approved by the school board.

☐ Superintendent's Copy ☐ Fiscal Services Copy 544 Date of Board Approval: _____

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer / Treasurer

Date: February 10, 2022

Subject: **Levy Year 2022 Abatement**
Board of Education Meeting, February 10, 2022

As discussed at the last Board Meeting, primarily as a result of the Fiscal Year 2021 Operating Surplus as of June 30, 2021, in an effort to minimize tax impact to the community, the Board agreed to utilize $700k of the surplus to abate future property taxes and increase this amount to $750k to be utilized to abate taxes in Levy Year 2022.

This year's levy, the 2021 operating levy, in accordance with PTELL is increasing by 1.4%. Last month we learned that the CPI for 2022 came in at 7%. That said, in accordance with PTELL, the annual tax increase is limited to 5% or the rate of inflation, whichever is less. Thus, 5% will be used for Levy Year 2022. Thus, in an effort to maximize the abatement impact to the community, in discussion, the Board agreed to abate $750k for the 2022 levy.

Recommendation
Administration requests the Board approve the proposed Levy Year 2022 Abatement of $750k.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

DATE: February 10, 2022

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: FMX Agreements for a Computerized Maintenance Management Software Subscription and Implementation Services (**A**)
Board of Education, February 10, 2022
Action item

Background:

The D158 Operations and Maintenance Department has been using Facility Tree as it's Computerized Maintenance Management Software (CMMS) System since it was first introduced to the School District by it's Custodial Services Contract in 2005.

The Operations and Maintenance Department has recently been searching for an alternative CMMS software package that would enhance the department's operation and efficiency by:

- Providing access to asset locations that are integrated to the building plans.
- Providing organized access to asset maintenance history, O&M manuals, and maintenance costs.
- Allowing the integration of HVAC scheduling with the event scheduling software.
- Providing a more streamlined computerized preventative maintenance management module allowing for easier implementation and utilization.

The O&M Department evaluated many providers of a software package that met all the requirements of its goals. FMX meets all these goals in addition to having a competitive price point. The O&M Office interviewed several customers of the FMX system who have been using it for a number of years. The feedback was all positive.

Attached is FMX's proposed agreements including:

- FMX Quote Summary
- FMX End User License Agreement
- Standard FMX Software Subscription Agreement
- Exhibit A to Standard FMX Software Subscription Agreement Terms of Use
- FMX Implementation Requirements

Recommendation:

The Administration recommends the Board of Education approves the proposed agreements and terms of the FMX proposal as attached at their February 10, 2022, Regular Board Meeting.

DR/jk

www.gofmx.com
1 (844) 664-4400
800 Yard St., Suite 115
Columbus, OH 43212

FMX Quote Summary

Address Information

Contact Name	Doug Renkosik
Email	drenkosik@district158.org
Account Name	Huntley Community School District 158
Billing Address	650 Dr John Burkey Dr Algonquin, Illinois 60102 United States
Phone	(847) 659-6158

Quote Information

Quote Number	00009669
Expiration Date	2/28/2022
Prepared By	Andrew Pirtle
Email	andrew.pirtle@gofmx.com

Product	Line Item Description	Sales Price	Quantity	Total Price
FMX Annual Subscription Fee	FY July 1, 2021 - June 30, 2022	$15,940.00	1.00	$15,940.00
Recurring Discount	Recurring discount for FMX Annual FY July 1, 2021 - June 30, 2022	($3,985.00)	1.00	($3,985.00)
FMX Proration Adjustment	Proration for first year FMX contract to run 6/1/2022 - 6/30/2022	($10,972.40)	1.00	($10,972.40)
Implementation and Training Fee (One Time Fee)	Implementation for FMX	$7,970.00	1.00	$7,970.00
Implementation & Training Discount	Discount for FMX Implementation	($1,992.50)	1.00	($1,992.50)
FMX Integrator Fee	(FMXConnect) FY July 1, 2021 - June 30, 2022	$13,549.00	1.00	$13,549.00
Recurring Discount	Recurring discount for Integrator (FMXConnect) Annual FY July 1, 2021 - June 30, 2022	($6,774.50)	1.00	($6,774.50)
FMX Proration Adjustment	Proration for first year Integrator (FMXConnect) contract to run 6/1/2022 - 6/30/2022	($6,217.69)	1.00	($6,217.69)
FMX Integrator Setup Fee	Implementation for Integrator (FMXConnect)	$19,925.00	1.00	$19,925.00
Implementation & Training Discount	Discount for Integrator (FMXConnect) Implementation fee	($9,962.50)	1.00	($9,962.50)
FMX Annual Subscription Fee	FY July 1, 2022 - June 30, 2023	$15,940.00	1.00	$15,940.00
Recurring Discount	Recurring discount for FMX Annual FY July 1, 2022 - June 30, 2023	($3,985.00)	1.00	($3,985.00)
FMX Integrator Fee	(FMXConnect) FY July 1, 2022 - June 30, 2023	$13,549.00	1.00	$13,549.00
Recurring Discount	Recurring discount for Integrator (FMXConnect) FY July 1, 2022 - June 30, 2023	($6,774.50)	1.00	($6,774.50)

Grand Total: $36,208.91

Price Includes:	Maintenance Requests, Planned Maintenance, Schedule Requests, Inventory Management, Single Sign On, Standard Dashboards, Invoicing, BAS Integrator, Commissioned Reports, Interactive Mapping,
Student Enrollment	8,800
Contract Start Date	6/1/2022
Contract End Date	6/30/2022

See below for more detailed information on your Subscription Summary and Implementation Process.

Quote Acceptance Information

Term
The Initial Term for the subscription shall be from the date of execution of this agreement (signature date) for one (1) calendar year, unless otherwise specified in your subscription agreement.

Billing
Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the Invoice if necessary. If you are exempt from sales tax, please send the required tax exemption documents to billing@gofmx.com . Invoices for this order will be emailed automatically from billing@gofmx.com.

Renewal
The subscription term will automatically renew for successive periods equal to the initial term unless either party notifies the other in writing at least thirty (30) days prior to expiration of the then current term.

By signing this Quote, I agree to the FMX Terms of Use.

Signature:_____

Name:_____

Title:_____

Date:_____

Subscription Summary

- Unlimited users (administrators, technicians, requesters, etc.)
- Data imports from provided templates
- Site customization (custom fields, approval processes, email notifications, etc.)
- Site specific branding (URL and Logo)
- Mobile Access
- Basic reporting
- Full access to asset management and reporting
- Premier support and training
    - o Dedicated Customer Success Manager
    - o Remote-training
    - o Access to online FMX Learning Center
    - o Live email and telephone support (Monday – Friday 8:00am-6:00pm EST)

Learn more about our Implementation Requirements.

Memo FMX contract will renew starting 7/1/2022. Subsequent renewals for 7/1/2023 and 7/1/2024 will renew with a 2.5% increase, plus any agreed-to-contract modifications subsequent to this agreement.

VP-Finance.

FMX End User License Agreement

This End-User License Agreement (the "EULA") is a legal agreement between the Customer (the "Licensee") and Facilities Management Express LLC ("FMX"), the author of FMX (the "Software"), which may include associated media, printed materials, and "online" or electronic documentation.

Licensee is an authorized user of the Software, which has been made available to Licensee's organization pursuant to a Standard FMX Software Subscription Agreement between FMX and Licensee's organization ("Subscription Agreement").

By accessing, or otherwise using the Software, Licensee agrees to be bound by the terms and conditions set forth in this EULA and the Subscription Agreement. If Licensee does not agree to the terms and conditions set forth in this EULA, then Licensee may not access or use the Software. Refer to the Standard Terms and Conditions for detailed guidance on how the FMX EULA is applied in practice.

1. Definitions

1.1. "FMX" shall refer to the licensor, Facilities Management Express LLC, located at 800 Yard Street, Ste. 115, Grandview Heights, Ohio 43212.

1.2. "Licensee" shall mean Customer, the individual or entity that accesses and uses the Software as permitted by the Subscription Agreement.

1.3. "Software" shall mean the FMX software and deliverables provided pursuant to this EULA.

2. Grant of License

2.1. Software Product License. Subject to the terms of this EULA, FMX hereby grants to Licensee a non-exclusive, limited license to possess and to use a copy of the Software pursuant to the Subscription Agreement. Software is being distributed by FMX. Licensee is not allowed to make a charge for distributing this Software, either for profit or merely to recover media and distribution costs. Licensee shall not make any use of the Software in any manner not expressly permitted by this EULA.

3. Description of Rights and Limitations

3.1. Limitations. Licensee agrees: (1) not to distribute, reproduce, sell, transfer, rent, lease, assign or sub-license the Software or documentation to any third party; (2) not to alter or modify the Software; (3) not to reverse engineer, disassemble, decompile or attempt to derive source code from the Software, or prepare derivative works therefrom; and (4) not to publish to a third party any results of benchmark tests run on the Software without FMX's prior, written consent.

3.2. Update and Maintenance. FMX shall provide updates and maintenance at its discretion. All updates shall remain the sole property of FMX and be subject to this EULA in all respects.

4. **Intellectual Property**

As between Licensee and FMX, FMX owns and shall retain any and all worldwide intellectual property rights, title, interest, copyrights, patents, trade secrets, trademarks and proprietary and confidential information rights in or associated with the Software. The Software is protected by copyright laws in and to the Software, including but not limited to all images, photographs, animations, video, audio, music, text, data, computer code, algorithms, look-and-feel, databases, and information, are owned by FMX. The Software is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. No ownership rights in the Software are transferred to Licensee. Licensee agrees that nothing in this EULA or associated documents gives it any right, title or interest in the Software, except for the limited express rights granted in this EULA.

5. **Confidentiality**

Licensee acknowledges and agrees that the Software and documentation represent FMX's confidential and proprietary information. As an express condition to the license to access and use the Software and documentation hereunder, Licensee agrees not to disclose the Software or documentation (or any portion thereof) to any person or entity without FMX's prior written consent to the extent permissible by law.

6. **Support**

FMX will provide phone and email support Monday through Friday 8:00 AM to 6:00 PM Eastern Standard Time.

7. **Termination**

This EULA is effective until:

7.1. This EULA and any license to use the Software is automatically terminated without notice, if Licensee fails to comply with any of the terms and conditions set forth in this EULA, unless such failure is capable of cure, in which case, Licensee shall have ten (10) days after written notice during which to cure such failure (and if cured during such period, this EULA shall not terminate).

7.2. This EULA and any license to use the Software is automatically terminated without notice upon any expiration or termination of the Subscription Agreement.

7.3. This EULA may be terminated by FMX immediately upon written notice, including e-mail, to Licensee, with or without cause.

7.4. Upon termination of this EULA for any reason, Licensee shall immediately discontinue any and all use of the Software and related documentation. The obligations of Licensee under the preceding sentence and all disclaimers of warranties and limitations of liability set forth in this EULA shall survive any termination.

8. **Licensee Obligations**

Licensee acknowledges and agrees that it is solely responsible for the operation, supervision, management and control of the Software, including but not limited to providing training for its personnel, instituting appropriate security procedures applicable to its users' access and use of the Software and implementing reasonable procedures to examine and verify all output before use. Licensee shall safeguard all user names and passwords associated with the Software and shall be liable for any actions conducted using Licensee's user name, whether or not authorized by Licensee.

9. **Integration**

Both parties agree that this EULA (together with the Subscription Agreement) is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of this EULA.

10. **Governing Law; Jurisdiction**

This EULA shall be deemed to have been made in, and shall be construed pursuant to the laws of the State of Illinois, without regard to conflicts of laws provisions thereof. The application of the Uniform Computer Information Transactions Act (UCITA) or the United Nations Convention on Contracts for the International Sale of Goods is expressly excluded. Each party agrees
that it will not export or re-export, directly or indirectly, the Software to destinations prohibited by the U.S. Department of Commerce in accordance with the U.S. Export Administration Regulations. Any legal action or proceeding relating to this EULA shall be brought exclusively in courts located in Algonquin, McHenry County, Illinois, and each party consents to the jurisdiction thereof. The prevailing party in any action to enforce this EULA shall be entitled to recover costs and expenses including, without limitation, attorneys' fees. This EULA is made within the exclusive jurisdiction of the United States, and its jurisdiction shall supersede any other jurisdiction of either party's election.

11. **Non-Transferable**

This EULA is not assignable or transferable by Licensee without the prior written consent of FMX; any attempt to do so shall be void.

12. **Severability**

No failure to exercise, and no delay in exercising, on the part of either party, any privilege, any power or any rights hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right or power hereunder preclude further exercise of any other right hereunder. If any provision of this EULA shall be adjudged by any court of competent jurisdiction to be unenforceable or invalid, that provision shall be limited or eliminated to the minimum extent necessary so that this EULA shall otherwise remain in full force and effect and enforceable.

13. **Warranty Disclaimer**

FMX, as author of Software, hereby expressly disclaims any warranty whatsoever regarding the Software. Software and any related documentation is provided "as is" without warranty of any kind, either express or implied, including, without limitation, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. Licensee accepts any and all risk arising out of use or performance of Software.

14. **Limited Liability**

NOTWITHSTANDING ANY DAMAGES THAT LICENSEE MIGHT INCUR FOR ANY REASON WHATSOEVER, THE ENTIRE LIABILITY OF FMX UNDER ANY PROVISION OF THIS AGREEMENT OR FOR ANY CAUSE WHATSOEVER RELATING TO THE SOFTWARE OR DOCUMENTATION (WHETHER ARISING UNDER CONTRACT, TORT, STRICT LIABILITY, OR ANY OTHER LEGAL THEORY) AND THE LICENSEE'S EXCLUSIVE REMEDY THEREFOR SHALL BE LIMITED TO THE LESSER OF THE ACTUAL, DIRECT DAMAGES INCURRED OR $2,000,000. THE FOREGOING LIMITATIONS, EXCLUSIONS AND DISCLAIMERS SHALL APPLY TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, EVEN IF ANY REMEDY FAILS ITS ESSENTIAL PURPOSE. IN NO EVENT SHALL FMX BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS OR DATA OR FOR BUSINESS INTERRUPTION,) ARISING OUT OF OR IN ANY WAY RELATED TO THE USE OF OR INABILITY TO USE THE SOFTWARE, THE PROVISION OF OR FAILURE TO PROVIDE SUPPORT OR OTHER SERVICES, INFORMATION, SOFTWARE, AND RELATED CONTENT THROUGH THE SOFTWARE OR OTHERWISE ARISING OUT OF THE USE OF THE SOFTWARE, OR OTHERWISE UNDER OR IN CONNECTION WITH ANY PROVISION OF THIS EULA, EVEN IN THE EVENT OF THE FAULT, TORT (INCLUDING NEGLIGENCE), MISREPRESENTATION, STRICT LIABILITY, OR BREACH OF CONTRACT, AND EVEN IF THE LESSEE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE FEES REFLECT THE ALLOCATION OF RISK SET FORTH IN THIS PARAGRAPH AND THAT FMX WOULD NOT ENTER INTO THIS AGREEMENT WITHOUT THE LIMITATIONS OF LIABILITY SET FORTH HEREIN

Standard FMX Software Subscription Agreement

The terms of this Standard FMX Software Subscription Agreement, including the Terms of Use referenced herein (collectively, the "Software Subscription") are the only terms which govern the limited license to use the Products provided by Facilities Management Express, LLC ("FMX") to the customer listed on the applicable Subscription Summary ("Customer"). The commercial terms relating to this Software Subscription are set forth in the accompanying order proposal or invoice, as applicable (the "Quote"), that links to or is otherwise attached to this Software Subscription (the "Subscription Summary" and this Software Subscription (collectively, this "Agreement").

In consideration of the mutual covenants set forth in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **The Products**

1.1. Access to Products. Subject to the terms and conditions of this Agreement, during the Term, FMX shall provide the solutions listed on the Subscription Summary (each a "Product" and collectively the "Products") to Customer pursuant to the terms and conditions herein. The specific Products to be provided, the applicable Product Effective Date, the Initial Product Term, and the fees for such products shall be identified on the Subscription Summary, as may be amended by the parties from time to time, in writing. From time to time, in the sole discretion of FMX, following Digital Notice to Customer the Products may be modified and FMX may include additional conditions, features and modifications. FMX may via Digital Notice keep Customer informed of Product Updates, Scheduled Maintenance, new versions of the Products offered hereunder, and other developments which may affect Customer's use of the Products.

1.2. Customer Requirements. Customer shall, at its sole expense, provide, configure and be responsible for the proper functioning of Internet connectivity at levels recommended by FMX, hardware, systems software, and other applications software during the Term for proper functioning of the Products.

1.3. Intellectual Property. FMX at all times is, and shall continue to be, the sole and exclusive owner of all Intellectual Property and other proprietary rights and interests in and to the Products, including all software code and other functional components thereof. This Agreement is not a royalty-bearing contract or sale and does not convey, and Customer acknowledges and agrees that Customer neither has nor at any time shall attempt to claim, any interest in or to any of the Products or any Intellectual Property related to any of the foregoing or the use thereof other than any limited rights of access and use as expressly granted in this Agreement. Customer shall have no right to access or review any code used or embedded in the Products. In the event that FMX is required to use or access Customer Intellectual Property for proper functioning of the Products, Customer hereby grants to FMX, and FMX hereby accepts, a royalty-free, fully paid, worldwide, and nonexclusive license to use such Intellectual Property as reasonably required to provide the Products. Customer shall not, and shall ensure that its affiliates and their respective employees, representatives and agents do not directly or indirectly in whole or in part copy, modify, sublicense, distribute, rent, lease, convey, translate, disassemble, reverse engineer or decompile any of FMX's Intellectual Property including but not limited to any Intellectual Property included with, embedded in, or relating to the Products or any other software of FMX, or attempt to do the same.

1.4. Customer Materials. Except as otherwise expressly provided herein, nothing herein shall be construed to grant any right or license to FMX in or to any content, trademark, service mark or other material provided to FMX hereunder by Customer ("Customer Materials"), other than the right to use such material on behalf of Customer in connection with the Products. All of the Customer Materials shall remain the property of Customer.

2. **Term and Termination**

2.1. Term. The term of this Agreement shall commence on the Effective Date and shall continue thereafter until the termination or expiration, as applicable, of the Product Term for each Product listed on the Subscription Summary, as may be amended from time to time by the parties, in writing.

2.2. Initial Product Term. The period of the Initial Product Term for each Product is identified on the Subscription Summary. The Initial Product Term for a Product begins on the applicable Product Effective Date for such Product, as listed on the Subscription Summary.

2.3. Product Renewal Term. Following the Initial Product Term, the Product Term for each applicable Product shall continue for a period of time equal to one year (each such period, a "Product Renewal Term") unless either party elects to terminate the Product Term by giving written notice to the other party of the election to terminate at least thirty (30) days prior to the expiration of the then-current Initial Product Term or Product Renewal Term (if terminated by Customer, such written notice shall be sent via e-mail to billing@gofmx.com). Commencing after the Initial Product Term, FMX may, upon thirty (30) days prior written notice to Customer, adjust the Subscription Fee and other fees or prices for such Product.

2.4. Product Term. The Product Term for a Product includes the Initial Product Term for such Product and any Product Renewal Term for such Product. For the avoidance of doubt, the "Product Term" is the period of time during which the Customer or an authorized End User shall be authorized to use the applicable Product pursuant to a limited license granted hereunder.

2.5. Termination. Notwithstanding Section 2.1 above and in addition to any other termination rights hereunder, this Agreement may be terminated by either party for cause, upon receipt of a written notice to the aggrieved party, in the event the other party: (i) materially breaches this Agreement; (ii) in its performance hereunder, recklessly or willfully violates applicable law; (iii) files a voluntary petition in bankruptcy, or has an involuntary petition in bankruptcy filed against it; or (iv) is declared insolvent, makes an assignment for the benefit of creditors, appoints a receiver, conservator, or trustee to operate its business, or liquidates all or substantially all of its business assets, or the equivalent of any of the foregoing in this Section 2.5(iv).

3. **Licensed Users**

3.1. Adding Licensed Users. The quantity of licensed users purchased by the Customer will be listed in the Subscription Summary.

3.2. Licensed User Compliance. Software will allow the Customer to add more licensed users than the quantity listed in the Subscription Summary. The Customer is responsible for maintaining compliance with the licensed users listed in the Subscription Summary.

3.3. Licensed User Overages. FMX will review the licensed user compliance on a regular basis. Upon notification from FMX,

the Customer will have 30 days to bring their account back into compliance with the licensed user quantity from the Subscription Summary. FMX will work with the Customer to reduce Customer's licensed users by identifying users that are inactive or improperly classified so that it achieves compliance. In the event that the Customer is unable to achieve compliance, the Customer agrees to pay for excess usage in accordance with the Fees and Payments section below.

4. **Fees and Payment**

4.1. Fees. Customer agrees to pay FMX the fees for Products as listed in the Subscription Summary. All fees and costs shall be exclusive of any taxes, however designated, levied or based upon the Products or other products and services. In the event that a Product is added to or removed from the Products provided to Customer by mutual agreement of the parties, or the parties otherwise agree to add or remove products or services, the Subscription Summary shall be modified by FMX to reflect the then current terms. In the event the Subscription Summary is modified, the applicable fees for the then current invoice period shall be calculated by FMX in accordance with its then current practices.

4.2. Payment Terms. Unless otherwise specified in the Subscription Summary, FMX will invoice Customer periodically. The Customer will pay any undisputed invoice within forty-five (45) days of the applicable invoice date. If Customer has a good faith dispute as to any amounts invoiced, Customer shall promptly notify FMX of the grounds for such dispute, pay the undisputed portion of such invoice when due, and engage with FMX in good faith efforts to resolve such dispute promptly. Customer will pay FMX simple interest on all overdue payments at a rate of 10% per year or the maximum rate allowable by law, if lesser. If any amount is past due, FMX may without notice, immediately suspend further work, and terminate Customer's and any related End User's access to any or all Products or other products purchased or otherwise licensed from or through FMX until the account is brought current. Customer shall be responsible for all expenses incurred by FMX in the collection of any unpaid invoice, including attorney's fees and costs.

4.3. Fees Exclusive of Taxes. The fees for Products as listed in the Quote do not include applicable federal, state or local taxes of any kind. Customer is wholly responsible and solely liable for any and all taxes and/or regulatory fees that arise in any jurisdiction, including, without limitation, value added, consumption, sales, use, gross receipts, excise access, bypass, franchise or other taxes, fees, duties, charges or surcharges, regulatory fees, however designated (except only for taxes on FMX's net income), imposed on, incident to, or based upon the provision, sale or use of the Products (the "Taxes"). Customer agrees to file all applicable tax returns in respect of Taxes and remit in a timely manner all Taxes to the appropriate governmental authority in the respective jurisdiction. In the event FMX is required to remit any Taxes that may arise in any jurisdiction, FMX reserves the right to seek reimbursement of Taxes paid from the Customer, and Customer agrees to indemnify and hold FMX harmless from any and all liability associated with such reimbursement.

5. **Certain Definitions**

5.1. "Digital Notice" means providing notice to the Customer or its representative by electronic mail or other digital means and shall be deemed effective when provided.

5.2. "Effective Date" means the date the initial Product is first made available to Customer or any End User. 5.3. "End User" means each actual user of the Product who use the Product solely on behalf of Customer. Customer shall be responsible for the acts and omissions of its End Users, and Customer (and each of its End Users) shall be bound by the Terms of Use.

5.4. "Intellectual Property" means all rights and interests in all (a) patents, utility models, patent applications, and continuing (continuation, divisional, or continuation-in-part) applications, re-issues, extensions, renewals, and re-examinations thereof and patents issued thereon; (b) registered and unregistered trademarks, service marks,

trade names, domain names, and all of the associated goodwill; (c) registered and unregistered copyrights and all other literary and author's rights; (d) trade secrets, know-how, show-how, concepts, ideas, methods, processes, designs, code, discoveries, improvements, and inventions, whether patentable or unpatentable; (e) all other intellectual, industrial, and proprietary rights now or hereafter coming into existence throughout the world; (f) applications for and registrations, renewals, and extensions of any of the foregoing; and (g) exclusive and non-exclusive license rights to any of the foregoing.

5.5. "Scheduled Maintenance" means the scheduled period of time when access to the Products is not available to End Users.

5.6. "Product Effective Date" means the date the Initial Product Term begins for each applicable Product, as listed on the Subscription Summary for each applicable Product.

5.7. "Product Term" means the Initial Product Term and any Product Renewal Term for such Product, which is the period of time during which Customer has a limited license to use such applicable Product according to the terms and conditions of this Agreement and the terms of the applicable Terms of Use.

5.8. "Product Updates" means new features and functionalities included, from time to time, in the Products. 5.9. "Subscription Fee" means the base fees for the Products as set forth the Subscription Summary, or such other invoice as FMX may later provide.

5.10. "Term" means the period beginning with the Product Effective Date for the first Product licensed by Customer and continuing until the expiration or termination of all applicable Product Term(s).

6. **General**

6.1. Relationship of the Parties. The parties are independent contractors, and neither shall at any time be considered, or represent itself to be, an agent, employee, associate, or joint venture party of the other. Neither party shall have the authority nor hold itself out as able to bind the other party to any contract or commitment, nor shall either party be responsible for the acts or omissions of the other vis-a-vis third parties.

6.2. Notices. Except as otherwise set forth in this Agreement any and all notices, demands, or other communications required or desired to be given hereunder by any party may be delivered by Digital Notice and shall be effective when provided. Notices to Customer shall be sent via Digital Notice to the e-mail address specified in the Quote, or such other address as Customer may hereafter deliver to FMX by Digital Notice.

6.3. Assignment. Neither party to this Agreement may assign or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, FMX may assign or otherwise transfer any or all of its rights or obligations under this Agreement in the case of a sale or other transfer of all or substantially all of its assets or equity (whether by sale of assets or stock or by merger or other reorganization), without the prior consent of or notice to Customer.

6.4. Successors. All of the provisions hereof shall be binding upon and inure to the benefit of the successors, permitted assigns and any other transferees of the parties hereto.

6.5. Entire Agreement. This Agreement, is the entire understanding and agreement of the parties relating to the subject matter hereof, and supersedes all prior or contemporaneous agreements and understandings, negotiations, representations, warranties, and communications whether written or oral. Fulfillment of Customer's order does not constitute acceptance of any of Customer's terms and conditions and does not serve to modify or amend this Agreement, and all of such terms and conditions (including the terms of any Customer purchase order) are hereby expressly rejected. In the event of a conflict between the terms contained in this Software Subscription and the terms of the applicable Subscription Summary, the terms of this Software Subscription shall control unless the conflicting terms of the applicable Subscription Summary expressly reference this Section 5.5. The terms set forth in the applicable Terms of Use (Exhibit A) are incorporated herein, and as the same may be modified from time to time by FMX providing at least thirty (30) days notice to Customer thereof (which may be accomplished by Digital Notice or by posting to the applicable Product site) with customer's approval, otherwise 90-day termination countdown will commence. Such changes in terms will only commence at anniversary date. FMX MAKES NO REPRESENTATIONS OR WARRANTIES WHATSOEVER, WHETHER EXPRESS OR IMPLIED, EXCEPT AS EXPRESSLY SET FORTH IN THE TERMS OF USE. FMX HEREBY DISCLAIMS ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND NON INFRINGEMENT OF THIRD PARTY RIGHTS.

6.6. Headings. The headings used in this Agreement are inserted for convenience only and shall not affect the meaning or interpretation of this Agreement.

6.7. Counterparts. This Agreement may be executed in any number of counterparts, and delivered through electronic means, a facsimile machine, as a .pdf attached to email, or such other method or manner as may be designated by FMX and each counterpart so executed and delivered shall be deemed an original, all of which together shall constitute one instrument.

6.8. Applicable Law and Dispute Resolution. This Agreement shall be construed and interpreted in accordance with and shall be governed by the laws of the State of Illinois, without regard to principles of conflict of law and irrespective of the fact that one or more parties hereto is now or may hereafter be a resident of a different state, jurisdiction or country. The state and federal courts situated in McHenry County, Illinois shall have exclusive jurisdiction for resolving any dispute arising under or relating to this Agreement. The parties agree that the United Nations Convention on

Contracts for the International Sale of Goods shall not apply. The parties further expressly exclude the application of the Uniform Computer Information Transactions Act.

6.9. Force Majeure. All other terms of this Agreement notwithstanding, FMX shall not be liable for failure to perform any obligation under this Agreement or the failure of Products if such failure is caused by the occurrence of any contingency beyond the reasonable control of FMX (a "Force Majeure Event"), including but not limited to, fire, flood, strike, power outage, Internet outage, industrial disturbance, disruption, termination, or availability or reduction of services or products provided by third parties, denial of service attack, war, riot, insurrection, acts of God, acts of civil or military authority, or changes in third party platforms or APIs with which the Products interface or otherwise operate. In the event of such a Force Majeure Event, time for delivery or other performance under this Agreement shall be as soon as practicable following such Force Majeure Event.

6.10. Severability. In the event that any provisions of this Agreement, or any portions thereof, are held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions or portions of this Agreement shall not be affected thereby.

6.11. Survival. The provisions of Sections 1.3 and 1.4 and of this Article 5, the provisions of Section 3, 6, 7 and 9 of the Terms, as well as any accrued payment obligations, shall survive the termination of this Agreement for the periods contemplated thereby (or, if no period is contemplated, indefinitely).

6.12. Parties in Interest. The provisions of the Agreement are for the benefit of the parties hereto and not for any End User or other third party. No person other than a party to this Agreement may rely upon or enforce any provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, and in consideration of the agreements contained herein, do hereby execute this Agreement effective as of the Effective Date.

Facilities Management eXpress, LLC Customer

By: _____ By: _____

Name: _____ Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

Exhibit A To Standard FMX Software Subscription Agreement

Terms of Use (“Terms”)

Facilities Management eXpress, LLC (“FMX”) provides this product ("Product") along with any associated documentation ("Documentation") or portion thereof to the “Customer” (as such term is defined in the Commercial Terms) ("You" or "Your"), including Your authorized end users (“End Users”) of this Product, on a non-exclusive basis for Your use and for Your sole benefit in accordance with the Commercial Terms, if any, and as such use and benefit may be limited by FMX. Before using the Product, you should carefully read the terms and conditions set forth in these Terms of Use ("Terms "). Your or Your End Users’ use of the Product, or your written or electronic signature, or any other manifestation of your assent to these terms shall indicate your acceptance of the terms and conditions set forth in these Terms.

1. Commercial Terms. If applicable, the commercial terms, including payment terms, payment schedule and usage rights and restrictions for the Product are set forth in the Standard FMX Software Subscription Agreement (the “Commercial Terms”). Capitalized terms used but not defined in these Terms have the meanings set forth in the Commercial Terms.

2. Limited License. Subject to Your compliance with the terms and conditions set forth in these Terms, the full payment of all applicable fees, Your and Your End Users’ strict compliance with the Commercial Terms, and Your and Your End Users’ compliance with any additional terms set forth in the Commercial Terms, You are granted a limited, non-exclusive, revocable limited license under these Terms that permit You to use the Product solely for your internal business purposes and in accordance with these Terms and the Commercial Terms, and the applicable Product user manuals and documentation, during the applicable period provided in the Commercial Terms, as may be amended.

3. Confidentiality. The Parties acknowledge that each of them may receive from the other confidential information, including any and all information and know-how related directly or indirectly to the disclosing party, its business, or its products (or the business and products of such party's licensors, suppliers, and customers) that is conspicuously marked "CONFIDENTIAL", "PROPRIETARY", or with other words of similar import, or that the receiving party knows, or should reasonably know, is not publicly available to the limits available by law. The receiving party shall not use or disclose the confidential information except in connection with, and as contemplated by, this Agreement. The receiving party shall use at least the same degree of care to avoid disclosure or unauthorized use of confidential information as it employs with respect to its own most confidential and proprietary information, but at all times shall use at least reasonable care. The receiving party shall not have any obligation of confidentiality with respect to any information that (i) is already known to the receiving party at the time the information is received from the disclosing party, as proven by prior documents or records of the receiving party; (ii) is or becomes publicly known through no wrongful act of the receiving party; or (iii) is rightfully received by the receiving party from a third party without restriction. The obligations of confidentiality and limitation of use shall survive the termination of this Agreement. If the parties have, as of the date of this Agreement, entered into, or if the parties do enter into subsequent to the date of this Agreement, any other agreement addressing the treatment of confidential information as between the parties, this Agreement shall in no event be deemed to narrow the scope or extent of protection otherwise provided to the disclosing party in respect of its confidential information.

4. Data and Data Security.

a. Data Security. Without limiting the obligations of confidentiality set forth in Section 3 of these Terms or otherwise, FMX shall not use, disclose or access Your data except as authorized by You, required to support the Products or to comply with law or as permitted by these Terms or the Commercial Terms. FMX shall implement commercially reasonable controls and procedures to limit access or use by its employees and contractors to Your data except as permitted by the preceding sentence. FMX, however, makes no representations or warranties with regard to Your or any third party's compliance with standards or use of other data security controls.

b. Ownership of Data. The parties acknowledge and agree that, at all times, You shall and FMX shall not be the rightful owner of Your data, and FMX shall not use Your data, except as expressly permitted by these Terms or the Commercial Terms, required by law, required to provide the Products, or as otherwise authorized by You.

c. Customer's Data Security. You represent that You have all required rights and permissions to transmit the data through the Products and that Your use of Your data complies with all applicable laws and governmental and industry regulations. FMX does not review data stored or transmitted through the Products, and FMX shall not be responsible for the legality of any such data or transmissions.

5. Warranties and Representations.

a. By FMX. FMX will make commercially reasonable efforts to make the Products available in a professional manner consistent with the level of care, skill, practice and judgment exercised by other professionals in developing and providing Products of a similar nature under similar circumstances.

b. By Customer. You warrant and represent that all materials and data provided by You do not infringe any United States patent, copyright, trademark, service mark or other Intellectual Property right of any third party in the United States. You warrant and represent that You are now in compliance with and during the Term of the Agreement shall continue to remain in compliance with all applicable U.S. and foreign laws and regulations including but not limited to (i) the International Emergency Economic Powers Act (50 U.S.C. § 1701) and all other laws administered by OFAC or any other governmental authority imposing economic sanctions and trade embargoes, (ii) U.S. export control

Laws, including the Export Administration Regulations promulgated under the Export Administration Act of 1979 and the International Traffic in Arms Regulations administered by the U.S. Department of State, and (iii) the Foreign Corrupt Practices Act of 1977, as amended. Throughout the Term of the Agreement, You shall continue to comply with all such laws, and shall not export, re-export, divert, transship or otherwise deliver any products or other items purchased or subscribed to under the Agreement (including any Product or any portion of such Products). As a condition precedent to any right or license granted herein, You represent and warrant that each of Your End Users shall agree to be bound by and comply with these Terms. FMX reserves the right but not the obligation, in its sole discretion to approve or prohibit access of any End User to the Products.

c. Customer Acknowledgment. You acknowledge that the proper functioning and availability of the Products is dependent on interface and data exchange with various Customer and third party platforms and APIs. In the event that changes or updates are made to such Customer or third party platforms or APIs, changes or updates may be required to FMX's infrastructure or codebase in order to maintain the functionality of the Products. FMX reserves the right to charge additional fees or increase the Subscription Fee to be payable by You in order to accommodate such changes or updates. You further acknowledge that FMX makes no representations or warranties with respect to or regarding any software, products or other materials provided by third parties, including but not limited to the quality, availability, interoperability, or functionality of any third party platforms or APIs ("Third Party Materials"). All use of Third Party Materials is subject to compliance with terms and conditions of use required by such third parties.

6. DISCLAIMER; LIMITATION OF LIABILITY. EXCEPT AS SPECIFICALLY PROVIDED ELSEWHERE IN THESE TERMS, FMX HEREBY DISCLAIMS ALL OTHER WARRANTIES, ORAL OR WRITTEN, EXPRESS OR IMPLIED, INCLUDING AND WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND NON INFRINGEMENT OF THIRD PARTY RIGHTS. FMX DOES NOT WARRANT THAT ACCESS TO OR USE OF THE PRODUCTS WILL BE UNINTERRUPTED OR ERROR FREE. IN THE EVENT OF ANY INTERRUPTION, FMX'S SOLE OBLIGATION SHALL BE TO RESTORE ACCESS AS SOON AS REASONABLY POSSIBLE. YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE NOT ENTERED INTO THE AGREEMENT ON THE BASIS OF ANY

REPRESENTATIONS OR PROMISES NOT EXPRESSLY CONTAINED HEREIN. FMX'S LIABILITY UNDER THIS AGREEMENT SHALL BE LIMITED TO THE ACTUAL DIRECT DAMAGES INCURRED BY YOU, AND IN NO EVENT SHALL FMX'S AGGREGATE LIABILITY RELATED TO THIS AGREEMENT EXCEED $2,000,000. IN NO EVENT SHALL FMX BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, INDIRECT, PUNITIVE, OR THIRD PARTY AND/OR END USER DAMAGES OR CLAIMS, INCLUDING BUT NOT LIMITED TO, LOST PROFITS, LOST SAVINGS, LOST PRODUCTIVITY, LOSS OF DATA, AND LOSS FROM INTERRUPTION OF BUSINESS, EVEN IF PREVIOUSLY ADVISED OF THEIR POSSIBILITY AND REGARDLESS OF WHETHER THE FORM OF ACTION IS IN CONTRACT, TORT, OR OTHERWISE IN CONNECTION WITH FMX'S PERFORMANCE OF ITS OBLIGATIONS HEREUNDER, EXCEPT IF A BUSINESS ASSOCIATE AGREEMENT IS IN EFFECT BETWEEN LICENSEE AND FMX (IN WHICH CASE, THE TERMS OF SUCH BUSINESS ASSOCIATE AGREEMENT SHALL CONTROL WITH RESPECT TO ANY PROTECTED HEALTH INFORMATION).

7. Ownership. FMX retains ownership of all rights in the Product and of all proprietary technology embodied therein. All rights in and to the Product, including, but not limited to, any copyrights, patent, trade secret rights and other Intellectual Property rights, belong exclusively to FMX. You acknowledge that the unauthorized copying, disclosure, distribution, use or modification of the Product or Documentation received from FMX will cause material damage to FMX.

8. Transferability of License. You may not transfer or sublicense the Product or the rights contained herein to use such Product to another party without the prior written consent of FMX. If You transfer or sublicense possession or the use of any copy, modification or merged portion of the Product or Documentation to another party or physical location without FMX's prior written consent, Your license and rights hereunder will automatically terminate, in addition to any other remedies available to FMX.

9. Reverse Engineering. You agree (a) not to disassemble, reverse engineer, or decompile any portion of the Product, and (b) not to disclose or disseminate any software code or other proprietary elements of the Product or any portion thereof. Any attempt to disassemble the object code of the Product is unauthorized and will result in immediate termination of the Agreement, in addition to any other remedies available to FMX. You shall have no access, or right, to any source code relating to the Product.

10. Compliance. You may not commit any act which would, directly or indirectly, violate any law, regulation, treaty, or other agreement, including, without limitation, any laws relating to the export or re-export or diversion of the Product or other items to which the U.S. adheres or with which the U.S. complies. You represent and warrant that: (a) You are not located in, under the control of, or a resident of a jurisdiction where the use of the Product or the transaction contemplated in the Commercial Terms is prohibited; and (b) You shall not, in any manner whatsoever, either remove, convey, export, import, divert or transmit the Product from or to Your jurisdiction, or any other jurisdiction, in violation of applicable laws and regulations. You further agree, in connection with Your use of the Product, not to (i) introduce a virus, worm, Trojan horse or other harmful software code or similar files that may damage the operation of FMX's or a third party's computer or property or information; (ii) use the Product in any manner that could damage, disable, overburden, or impair any FMX server, or the network(s) connected to any FMX server or third party server or interfere with any other party's use and enjoyment of the Product; (iii) attempt to gain unauthorized access to services, materials, other accounts, computer systems or networks connected to any FMX server or third party server or to the Product, through hacking, password mining, or any other means; (iv) disclose, harvest, or otherwise collect information, including e-mail addresses, or other private information about any third party without that party's express consent; (v) sell, lease, or rent access to or use of the Product, or otherwise transfer or sublicense any rights to use the Product under these Terms; (vi) defraud, defame, abuse, harass, stalk, threaten,

or otherwise violate the legal rights (including but not limited to the rights of privacy and publicity) of others; (vii) upload, store, or otherwise make available any Protected Health Information or any files or other data that may contain Protected Health Information as such term is defined in the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA") and the regulations promulgated pursuant to HIPAA, except if a Business Associate Agreement is in effect between You and FMX (in which case, the terms of such Business Associate Agreement shall control with respect to any Protected Health Information); (viii) upload, or otherwise make available, files that contain images, photographs, software, or other material protected by Intellectual Property laws, including, for example, and not as limitation, copyright or trademark laws (or by rights of privacy or publicity) unless You own or control the rights thereto or have received all necessary written consent to do the same, (ix) send "spam" or other unsolicited communications to any party; (x) create a "mail drop" for such communications, or engage or permit e-mail relay services; (xi) "spoof" or otherwise impersonate any other party, or falsely state or otherwise misrepresent your identity or affiliation, or (xii) use any Products in connection with life support systems, human implantation, medical devices, nuclear facilities, nuclear systems or weapons, aviation, mass transit or any applications where failure or malfunction could lead to possible loss of life or catastrophic property damages. You shall indemnify and defend FMX from and against any and all liabilities, costs and expenses, including reasonable attorneys' fees, related to or arising from Your use of the Product.

11. Term. The limited license provided for under these Terms shall commence on the date the Product is first made available to You and shall continue for the applicable period of time that You are authorized to continue using the Product pursuant to the Commercial Terms, unless earlier terminated by FMX in its sole discretion. All provisions of these Terms relating to disclaimers of warranties, limitation of liability, remedies or damages, and FMX's proprietary rights shall survive termination. You agree upon termination to return or destroy the Product together with all copies, modifications and merged portions, in any form, upon FMX's request.

12. Fees Exclusive of Taxes. The fees for Products as listed in the Quote do not include applicable federal, state or local taxes of any kind. You are wholly responsible and solely liable for any and all taxes and/or regulatory fees that arise in any jurisdiction, including, without limitation, value added, consumption, sales, use, gross receipts, excise access, bypass, franchise or other taxes, fees, duties, charges or surcharges, regulatory fees, however designated (except only for taxes on FMX's net income), imposed on, incident to, or based upon the provision, sale or use of the Products (the "Taxes"). You agree to file all applicable tax returns in respect of Taxes and remit in a timely manner all Taxes to the appropriate governmental authority in the respective jurisdiction. In the event FMX is required

to remit any Taxes that may arise in any jurisdiction, FMX reserves the right to seek reimbursement of Taxes paid from You, and You agree to indemnify and hold FMX harmless from any and all liability associated with such reimbursement.

FMX Implementation Requirements

FMX provides these FMX Implementation Requirements to customers prior to the beginning of the implementation process. This document outlines the project assumptions, checkpoints, and meetings throughout the implementation process. After working through over 1,000 implementations, these are FMX's recommended best practices to ensure optimal success with your chosen FMX solutions.

Project Assumptions

The following assumptions define the project's full scope and the parameters of what is in-scope and out-of-scope.

- Sufficient and appropriate Customer resources set forth need to be available during the project (for both onsite and remote work).
- Customer will provide a point of contact (e.g., project manager) who is empowered to make decisions and approve direction. This resource will be available at least once each week to meet, review progress, provide feedback and guidance. Customer needs to communicate regularly with FMX and provide FMX with timely feedback.
- Customer and FMX will jointly manage the project, and each party will manage its resources. All Customer resources shall be available for the duration of the project. Customer will be responsible for managing all assigned project management tasks.
- Client's IT team will be responsible for the Single Sign-On (SSO) setup.

Project Team Composition

FMX will provide the following resources during implementation:

Role	Description
Customer Success Manager	Responsible for project oversight and collaboration with client project management team, FMX site configuration, oversight of mass data importing, and client training.
Customer Success Specialist	Responsible for mass data importing, SSO login button configuration, existing integration configuration.
Account Manager	Responsible for the management of client projects post-launch and sharing FMX product innovations.

Customer will provide the following resources during implementation:

Role	Description
Implementation POC(s)	Responsible for project oversight, resource management, stakeholder interactions and liaison, existing process flows, setup, configuration, and customization of the FMX workflows.
Process Owners/Stakeholders	Responsible for participating in requirements gathering, prioritizing requirements.

FMX Administrators	Responsible for participating in existing process plows, setup, configuration, and customization of the FMX workflows, daily administration of FMX post-launch.

Data Importing

An organization's data on buildings, assets, etc., are the building blocks of an FMX site. Some data is required to use FMX, while other data is optional. Depending on Customer's workflow and reporting needs, some optional data may be needed during the initial implementation. All required data will need to be provided from the Customer to FMX within 7 days of the kickoff meeting in one of the acceptable formats listed below before the Admin Training.

Required Data:

- Buildings
- Users

Optional Data (may be required depending on Customer's workflow and reporting needs):

- Locations/Resources
- Equipment
- Inventory
- Historical Work Requests
- Historical Planned Maintenance
- Historical Schedule Requests

The following are acceptable data import formats:

- Excel format (cannot be a converted image or PDF file)
- Comma Separated Value (CSV)
- SQL backups
- Javascript Object Notation (JSON)

The following formats are **not** acceptable data migration formats:

- Attachments
- PDF files
- Scanned copies
- Paper copies
- Floppy discs

Other free services provided by FMX during initial implementation (additional fee-based services are available after the initial implementation):

- Data Migration from Another System
    - Transferring data from other software to FMX. To complete this data migration, FMX will need:
        - Ability to access other software system(s)
        - Data in an Excel, CSV, or other acceptable format from the list above
- Form Configuration
    - FMX will create your request forms for you. To complete the form configurations, FMX will need:
        - Copy of Customer forms. These can be in Excel, CSV, Word, or PDF files.

Timelines for services*:

Type of service	Standard Due Dates (Business Days)
Data Migration from Another System	30
Data Import	Up to 15
Form Configuration	10

*Timeline for services is dependent on Customer providing and communicating timely with FMX.

Single Sign-On (SSO)

FMX provides a support agent to enable the SSO feature for FMX. FMX does not configure the SSO database for your organization.

FMX supports the following protocols for SSO:
- WS-Federation
- Google OAuth
- SAML-P

Supported Browsers

The following are a list of FMX supported browsers:

- Google Chrome (recommended) – Version 50+
- Mozilla Firefox – Version 4+
- Apple Safari – Version 5.1+
- Microsoft Edge – All Versions
- Microsoft Internet Explorer* - Version 11+

*Please note: While we support Internet Explorer, for the best FMX experience, we suggest using one of the other 4 browsers, as well as keeping your web browser updated.

Professional Services

The following services are **not*** included with the standard implementation:

- **Onsite Training:** The FMX Customer Success Team will go to Customer's location for training on the FMX software.
- **SQL Update:** Allows bulk actions to be performed by FMX Customer Success Team to a customer's FMX site. FMX will perform this service in the FMX offices and deploy this to the customer's account automatically. Customer may have to supply FMX with their desired changes to their FMX site. The time to complete this service varies widely from as little as 10 minutes to as long as 30 days.
- **Development Updates:** Service is performed by the FMX Development team to perform a mass update to a customer's site. The service provided by the development team usually includes a change to the FMX software code. FMX will perform this service in the FMX offices and deploy this to the customer's account automatically. Customer may have to supply FMX with their desired changes to their FMX site. The time to complete this service varies widely depending on the customer requirement, which has spanned from 2 weeks to 30 days depending on many factors.
- **Data Management:** The FMX Customer Success Team will perform the data management service and enter all data into a customer's FMX site not in the FMX acceptable data import formats. This service also includes a mass change in data to a customer's FMX site. FMX will perform this service in the FMX offices and deploy this to the customer's account automatically. Customer may have to supply FMX with their desired changes to their FMX site. The time to complete this service varies widely depending on the customer requirement, which has spanned from 2 weeks to 30 days depending on many factors.

***These services are available for an additional charge. To inquire about one of these services, reach out to your dedicated Customer Success Manager or Account Manager.**

Meetings and Processes Through Launch

Meetings and Processes Through Launch	Estimated Days (Recommended)
Kickoff Meeting • Kickoff	Day 0
Data Review and Pre-Site Configuration • Data Input • Pre-Site Configuration • Single Sign-On (SSO)	Days 1-7
Admin Training • Data review • Workflow review • Admin settings review	Days 8-14
Training • Staff Training • Launch	Days 15-21
Post-Launch • One Month Post Launch	Day 21
Total	21 Days

Implementation Timeline

- FMX's recommended 21-day implementation is shown for example purposes. FMX's implementation package includes a maximum term of 60 days. If implementation is not completed in 60 days, implementation will be reevaluated and the customer may be subject to an additional fee.
- The Services are provided in increments of full days and reviewed in each implementation meeting.
- All implementation and support work time is based on the FMX standard work schedule of Monday through Friday (8:00 am to 6:00 pm Eastern Time).
- Launch support will be provided as needed, including help from an FMX Customer Success Manager and Customer Success Specialist during their standard work schedule.
- **The work will be performed remotely from FMX offices unless otherwise indicated. FMX will bill the travel and expense separately if onsite work is requested.**

Definition of Terms

- **POC** – Point of contact
- **CSV** - Comma Separated Value
- **JSON** - Javascript Object Notation
- **SSO** – Single sign-on, or an authentication process that allows a user to access multiple applications with one set of login credentials
- **URL** – Universal resource locator, or the address of a World Wide Web page
- **QBR** – Quarterly business review
- **CS** – Customer Success
- **T&E** – Travel and expense

Meeting: Kickoff

Process	Steps	Resources	Commits & Deliverables from FMX	Commits & Deliverables from Customer
Kickoff	• Begin the FMX implementation • Project lead introductions • Establish desired outcomes • Develop a Launch Plan • Implementation overview • Introduction to Data Importing	• **FMX Participants**: Customer Success Manager • **Customer Participants**: Implementation POC(s), Process Owner(s)/Stakeholder(s), FMX Administrator(s)	• **Kickoff PowerPoint** o FMX URL o CSM and FMX Support Contact Info o Meeting Dates • **Implementation timeline** o An estimate of launch date based on 60-day maximum • **Import templates** o For a list of FMX supported data migrations, please see the appendix below. • **Pre-site configuration questionnaire** o CSM to provide a link to a questionnaire • **SSO documentation** o FMX to provide documentation for SSO configuration	• **Pre-site configuration questionnaire** o Commit to completing before data review and pre-site configuration meeting • **Data** o Commit to sending data that is in an Excel format to CSM • **Training Dates** o Commit to having training dates before data review and pre-site configuration meeting

Meeting: Data Review and Pre-Site Configuration

Process	Steps	Resources	Commits & Deliverables from FMX	Commits & Deliverables from Customer
Data Input	• Learn more about manual and mass data importing • **Mass data importing** o Correlation of fields between previous system export and FMX o Confirmation that FMX has all the needed resources to proceed with mass data import	• **FMX Participants**: Customer Success Manager, Customer Success Specialist • **Customer Participants**: Implementation POC(s), FMX Administrator(s)	• **Import templates and completion of data import** o For a list of FMX supported data migrations, please see the appendix below.	• **Manual data collection** o Commit to gathering any building, location, equipment, inventory, or user information not included in data transfer and needed for the first value • **Data Import** o Commit to sending data that is in an Excel format to CSM
Pre-Site Configuration	• Review of pre-site configuration questionnaire • Further discussion of desired workflow processes to be configured within FMX per module	• **FMX Participants**: Customer Success Manager • **Customer Participants**: Implementation POC(s), FMX Administrator(s)	• **Site configuration** o User types o Approval processes o Request types o Equipment and inventory types o Forms o Misc. feature configuration	• **Forms/documents** o Commit to sending any forms or documents for configuration to CSM
SSO	• Customer to provide FMX with fully configured metadata document or URL	• **FMX Participants**: Customer Success Manager, Customer Success Specialist • **Customer Participants**: Implementation POC(s)	• **SSO enabled on FMX site** o For a list of SSO options that FMX supports, please see the appendix below. o *NOTE: FMX is not a consultant for configuring SSO services on your server.*	• **Metadata document/URL** o Commit to sending metadata document/URL to CSM

Meeting: Admin Training

Process	Steps	Resources	Commits & Deliverables from FMX	Commits & Deliverables from Customer
Data Review	• Review data questions as needed • Review of imported data to ensure accuracy	• **FMX Participants**: Customer Success Manager, Customer Success Specialist • **Customer Participants**: Implementation POC(s), FMX Administrator(s)	• Data import Process Complete • Solidification of the launch date • "Welcome to FMX!" email template	• **Data import** o Completion of data imports • **Training plan** o Choose a method for staff training and dates as necessary o NOTE: All training is held remotely via a Zoom webinar session. • Solidification of the launch date
Workflow Review	• In-depth training on all aspects of workflow discussed in the previous meeting • Site to be viewed from all needed user types	• **FMX Participants**: Customer Success Manager • **Customer Participants**: Implementation POC(s), FMX Administrator(s)	• Workflow knowledge • FMXpert tips	
Admin Settings Review	• Brief training on the Admin Settings menu of FMX and all tabs involved	• **FMX Participants**: Customer Success Manager • **Customer Participants**: Implementation POC(s), FMX Administrator(s)		

Meeting: Training

Process	Steps	Resources	Commits & Deliverables from FMX	Commits & Deliverables from Customer
Staff Training	• In-depth training on all necessary workflow items for each training group • Training formats available: Webinar, self-service via pre-recorded video, self-service via written training guides	• **FMX Participants**: Customer Success Manager • **Customer Participants**: Implementation POC(s), Training groups	• Training videos • CSM to provide a link to training videos	
Launch	• "Welcome to FMX!" email is sent to all staff	• **Customer Participants**: Implementation POC(s), FMX Administrator(s)	• **First value** o CSM to ensure Customer has started receiving value from FMX	• **Launch FMX site** o Commit to having staff begin submitting requests

Meeting: Post-Launch

Process	Steps	Resources	Commits & Deliverables from FMX	Commits & Deliverables from Customer
One Month Post-Launch	• Introduction to Account Manager • Revisit the desired outcomes stated during the Kickoff meeting • Review product modules • Identify new pain points • Set new goals and desired outcomes • Review new FMX features • Set regular Business Review cadence	• **FMX Participants**: Customer Success Manager, Account Manager • **Customer Participants**: Implementation POC(s), Process Owner(s)/Stakeholder(s), FMX Administrator(s)	• BR PowerPoint	• Attendance at One-Month Post-Launch Meeting

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

DATE: February 10, 2022

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: Colley Elevator preventative Maintenance Services Proposal (**A**)
Board of Education, February 10, 2022
Action item

Background:

Huntley School District 158's Elevator Preventative Maintenance Grease, Oil, and Adjustment Service Agreement with Otis Elevator will expire on 7-13-22. This service agreement provides a semi-annual inspection and grease, oil, adjustment inspection for all seven of District 158's elevators and two lifts in the Performing Arts Center.

Since the working relationship with this service contractor has been a bit strained, the O&M Office sought alternative sources for said service.

Attached is a proposed service agreement from Colley Elevator Co. for the referenced services at a cost that is about 30% less in cost than District 158's present service agreement was with Otis.

District 158 has been utilizing Colley Elevator's services for emergency repair calls for the last year with good results.

Recommendation:

The Administration recommends the Board of Education approve the Colley Elevator Company semi-Annual Elevator Preventative Maintenance & Control Program proposal as presented in the attached proposal at their February 10, 2022, Regular Board Meeting.

DR/jk

COLLEY ELEVATOR CO.

226 William Street
Bensenville, Illinois 60106

Phone: 630.766.7230
Fax: 630.766.7568
Web: www.colleyelevator.com
Email: dennis@colleyelevator.com

Semi-Annual Elevator Preventive Maintenance & Control Program

Huntley Community School District 158

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Mr. Doug Renkosik, CPMM, Director of O&M
Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

A STANDARD OF EXCELLENCE SINCE 1908

226 William Street
Bensenville, Illinois 60106

Phone: 630.766.7230
Fax: 630.766.7568
Web: www.colleyelevator.com
Email: dennis@colleyelevator.com

February 2nd, 2022

Mr. Doug Renkosik, CPMM, Director of O&M
Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

RE: Elevator Preventive Maintenance – Huntley Community School District 158 rev002

Dear Mr. Renkosik,

Enclosed you will find a **Semi-Annual Full Maintenance** service contract for the elevators located within multiple locations associated with the Huntley Community School District 158. Highlights include:

- Low semi-annual pricing of $211.00 per unit, per visit.
- FIRM, LOW PRICING for the first three (3) years.
- Low pricing includes cleaning the elevator's cartops & pits, and painting of the elevator machine room floors as necessary as a part of this agreement at no additional cost to you.
- Elevator telephone monitoring (should you desire) 24/7/365 at no additional cost to you.
- A custom written Maintenance Control Program Binder and code data tag will be provided at the properties as required by code, at no additional cost to you.
- A condition report will be provided to you for your benefit and use in both short and long term planning at no additional cost you.
- Electronic service records will be made available to you upon request at no additional cost to you.
- Coordination and performance of category 1 (pressure test) on the elevators at no additional cost to you. You'd be responsible for only the inspector's fees.
- Fire service will be tested on a semi-annual basis, at no additional cost to you.
- Daytime call backs would be chargeable at the low industry rate of $208.00 per mechanic's hour.
- A personal point of contact available to you 24/7/365 (via my cellphone and the cellphone of Colley's managing partner). Standard after hours emergency service also available 24/7/365.

Please review the contract and if you have any questions, I'll be more than happy to answer them. If our services are desired, please sign the contract and return it to our office. It will be countersigned and the original will be returned to you for your files. We look forward to meeting and exceeding your expectations as your elevator service provider. If you have any questions, please call me at (847) 846-6521.

Sincerely,

Dennis Finn

A STANDARD OF EXCELLENCE SINCE 1908

Colley Elevator Co.

Date: February 2nd, 2022

To: Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

From: Dennis Finn
Colley Elevator
226 Williams Street
Bensenville, IL 60106

Equipment location:
650, 725, 750 & 800 Dr. John Burkey Drive, 9625 Haligus Road & 13719 Harmony Road

Building Name	Number of Units	Manufacturer & Type of Unit	Machine I.D.
650 John Burkey Drive	One (1)	Kone' KCM 831 Hydraulic	H005793
725 John Burkey Drive	One (1)	Kone' KCM 831 Hydraulic	H005790
750 John Burkey Drive	One (1)	Kone' KCM 831 Hydraulic	H005770
800 John Burkey Drive	One (1)	Kone' KCM 831 Hydraulic	H005769
9625 Haligus Road	One (1)	Kone' KCM 831 Hydraulic	H005794
13719 Harmony Road	One (1)	OTIS LHM Hydraulic	H005772
13719 Harmony Road	One (1)	OTIS LHM Hydraulic	H005771
13719 Harmony Road	One (1)	Nat Wheel -O- Vator VPL	HL001316
13719 Harmony Road	One (1)	Nat Wheel -O- Vator VPL	HL001315

Semi-Annual Maintenance service contract summary:
Colley provides regular examinations twice each year, including grease, oil and adjustments. All call backs for repairs or adjustments are chargeable to the purchaser. All replacement parts are chargeable, major repair work needed, will be quoted for approval.

Colley Maintenance
Colley is a full service elevator company who strives to protect your capital investment, provide excellent customer service, extend your equipment life and exceed expected levels of performance and reliability. We believe our preventative maintenance service will meet all of the listed goals above.

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Colley will maintain the equipment under the following terms and conditions subsequently set forth:

PERFORMANCE

Maintenance

We will examine the units using trained personnel directly employed and supervised by Colley Elevator. During the examination we will keep the following equipment adjusted with reasonable care to maintain the equipment in proper operating condition once every six months.

I. Controller components, selector components (tape, wire or cable), relays, solid state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes, mechanical and electrical drive equipment, signal lamps, and position indicating equipment.
II. Door operators, car hanger rollers, car door contacts, load weighing equipment, car frame, car safety mechanisms, car and counter weight guide shoes; including rollers and gibs.
III. Hoistway interlocks and hanger rollers, bottom door guides, and auxiliary door closing devices.
IV. Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, contract, linings, and component parts.
V. Motors, motor generators, motor windings, rotating elements, commutators, brushes, brush holders, and bearings
VI. Governors, governor sheaves and shaft assemblies, bearings, contacts, governor jaws, deflector or secondary sheaves, car and counterweight buffers, car and counterweight guide rails, car and counterweight sheave assemblies, top and bottom limit switches, governor tension sheave assemblies, and compensating sheave assemblies.
VII. Hydraulic Pumps, pump motor, operating valves], valve motors, leveling valves, plunger packings, exposed piping, above ground plungers and cylinders
VIII. Colley Elevator will furnish lubricants that are specially prepared and compounded for elevator use.

Safety Tests

Colley will perform annual governor and safety tests on traction elevators or the annual pressure relief test on hydraulic elevators pursuant to local and state codes as a part of this maintenance contract.

Inventory & quality

Parts Inventory

We will during the term of this contract maintain, either in the elevator machine room or as part of our technician's mobile inventory, a supply of frequently used replacement parts and lubricants identified to meet your elevator systems specific needs. Any part(s) replaced under this contract will be new or refurbish parts manufactured under Colley Elevators uncompromising superior standards. Replacement parts stored in the machine room will remain Colley's property until installed into elevator system. We will furnish replacement parts in exchange for the parts replaced. We further agree to maintain a supply of replacement parts in our warehouse inventory that will be available for express delivery in cases of emergency.

Quality Control

We will perform an annual survey of the elevator(s) to verify conformance to Colley's uncompromising superior standards. We will periodically conduct field audits of our personnel to maintain these quality standards. Colley's technician and engineers will provide technical assistance, technical information, and code consultation to support our maintenance organization.

Maintenance control program, code data plate & maintenance records

A maintenance control plan will be furnished and shipped to the building owner to be kept in the elevator machine room. A code data plate will be furnished and installed during the first visit. Maintenance records and documentation will be left in the machine room after each visit.

Operating hours

Normal Hours

All Maintenance procedures will be performed during Colley's regular working hours of 8:00am to 4:30pm; Monday through Friday, except holidays.

Overtime

If overtime repairs or emergency adjustment call back services are requested by the customer, the customer will be charged $185.00 per mechanic's hour for minor repairs – between the hours of 4:30pm and 8:00am M-F, or $269.00 per mechanic's hour for major repairs – between the hours of 4:30pm and 8:00am M-F, or - Sat & Sun.

Conditions of Service

Purchaser's responsibilities

I. Current wiring diagrams will be provided by the customer and will remain the customer's property.
II. Instructing or warning passengers in the proper use of the equipment.
III. Report to Colley Elevator of any condition upon manifestation of any irregularities in operation or appearance of the equipment and keep elevator shut down until the competition of repair.
IV. Provide suitable machine room including, secured doors, waterproofing, lighting, ventilation, and heat to maintain the room at a reasonable temperature.
V. Give written notice to Colley Elevator within twenty-four (24) hours after any occurrence of accident in or including the elevator.
VI. Maintain any and all instruction signs or warnings in connection with the use of any of the equipment.
VII. Agrees to not permit others to make alterations, additions, adjustments, repairs or replace any component part of the equipment during the term of the agreement without reasonable cause.
VIII. Authorizes Colley Elevator to produce single copies of any programmable devices(s) used in the equipment for the sole purpose of archival back-up of the software embodied therein.
IX. In the event of sale, lease or other transfer of the elevator and/or equipment described herein, or the premises in which they are located, the purchaser agrees that whomever the successor is, is made known about previously agreed upon terms and agrees that the successor will be bound by the terms hereof for the balance of the agreement. Otherwise, the purchaser is liable for the full unpaid balance due for the full un-expired term of the Agreement. It is expected Colley receive sixty (60) days notice of any such transfer of ownership.

Exclusions

The contract does not cover car enclosures (including; but not limited to repair and replacement of, wall panels, door panels, car gates, ventilation chambers, hung ceilings, lighting, light diffusers, light tubes and bulbs, handrails, mirrors and floor coverings), rail brackets, mainline disconnect switches, doors, door frames, sills, swing door hinges and closing devices, below ground or unexposed hydraulic cylinders and plungers, buried or unexposed piping. This contract does not cover computer and micro-computer devices, such as terminal keyboards and display units, that are not exclusively dedicated to the elevator system. This contract does not cover telephones, intercoms, heat sensors, smoke sensors, communication equipment, or safety signaling equipment not installed by Colley, or instructions or warnings in connection with use by passengers.

We will not be required to; make any tests other than that as specifically set forth herein. Hydraulic fluids are not considered lubricants; therefore, they are not included in this contract. Not with standing any other agreement or provisions to the contrary, under no circumstances will we be liable for any indirect or consequential damages of any kind including but limit to, fines or penalties, loss of profits, loss of rents, loss of good will, loss of business opportunity, additional financing costs, or loss of any equipment or property, whether in contract or otherwise.

Contract Price and Term

Contract Price

Two Hundred Eleven and 00/100 Dollars - **$211.00** per unit, per six month period for a total of **$1,889.00** per six month period payable upon invoice.

Price Adjustment

Price adjustment - The contract price will be **NOT** be adjusted annually to reflect increases or decreases of labor and material costs.

Term

The service specified herein will be effective on **July 24th, 2022** at the contracted price above and will continue thereafter until terminated as provided herein. Either party may terminate this agreement at the end of three (3) years or at the end of each subsequent year period by giving the other party at least sixty (60) days prior written notice.

Late Fees

The customer agrees to pay a late charge due to late payments after sixty (60) days from when such sums become due of one and one-half percent (1.5%) per month, or the highest legally permitted rate, whichever is less, on any balance past due. Together with all costs (including, but not limited to, attorneys' and collection fees) incurred by us to collect past due amounts.

Acceptance

It is understood and agreed that this proposal and your acceptance thereof shall constitute, exclusive and entirely, the agreement for the service herein described; shall be deemed to be merged herein and that no other changes in or additions to this agreement shall be recognized unless made in writing and signed by both parties, and that this agreement is not binding upon Colley Elevator Company until it is approved by one of its executive officers.

Quoted price and terms are valid for ninety (90) days from proposal date.

Submitted By: *Dennis Finn*

Customer	**Colley Elevator Company**
Approved by the authorized representative	Approved by the authorized representative
Date:_____	Date:_____
Signed:_____	Signed:_____
Print name:_____	Print name:_____
Title:_____	Title:_____

Name of Company:_____

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HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

DATE: February 10, 2022

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: JCI Variable Flow Refrigerant System Preventative Maintenance Services Agreement (**A**)
Board of Education, February 10, 2022
Action item

Background:

The Huntley High School Fine Arts Addition construction project included the installation of a Variable Flow Refrigerant HVAC system in the new Black Box Access Corridor and the new door 10 entrance. The system installed is a newer technology to the HVAC industry as manufactured by JCI. Therefore, the O&M Office reached out to JCI for consideration in providing preventative maintenance services for this equipment.

District 158 has been utilizing JCI's services for Preventative Maintenance on the Chiller at Mackeben Elementary School for many years with good results.

Attached is JCI's proposed Service Agreement

Recommendation:

The Administration recommends the Board of Education approve the JCI Preventative Maintenance Service Agreement for the Variable Flow Refrigerant system at Huntley High School as presented in the attached proposal at their February 10, 2022, Regular Board Meeting.

DR/jk

Johnson Controls planned service proposal

Prepared for HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Customer
HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Local Johnson Controls Office
3007 MALMO DRIVE
ARLINGTON HEIGHTS, IL 60005

Agreement Start Date:
02/01/2022

Proposal Date
01/14/2022

Estimate No:
1-1G08CSA2

Planned service proposal for HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Dear Doug,

We value and appreciate your interest in Johnson Controls as a service provider for your building systems and are pleased to provide a value-driven maintenance solution for your facility. The enclosed proposal outlines the Planned Service Agreement we have developed on your facility.

Details are included in the Planned Service Agreement summary (Schedule A), but highlights are as follows:

- In this proposal we are offering a service agreement for 3 Years starting 02/01/2022 and ending 01/31/2025.
- The agreement price for first year is $1,776.00; see Schedule A, Supplemental Price and Payment Terms, for pricing in subsequent years.
- The equipment options and number of visits being provided for each piece of equipment are described in Schedule A, Equipment list.

As a manufacturer of both mechanical and controls systems, Johnson Controls has the expertise and resources to provide proper maintenance and repair services for your facility.

Again, thank you for your interest in Johnson Controls and we look forward to becoming your building technology services partner.

Please contact me if you have any questions.

Sincerely,

Kyle Edsey
Account Owner
(224) 240 - 0035

Planned Service Agreement

Customer Name :	HUNTLEY COMMUNITY SCHOOL DISTRICT 158
Address:	13719 HARMONY RD HUNTLEY,IL 60142-9792
Proposal Date:	01/14/2022
Estimate #:	1-1G08CSA2

Scope of Service

Johnson Controls, Inc. ("JCI") and the Customer (collectively the "Parties") agree Preventative Maintenance Services, as defined in Schedule A ("Services"), will be provided by JCI at the Customer's facility. This Planned Service Agreement, the Equipment List, Supplemental Price and Payment Terms, Terms and Conditions, and Schedules attached hereto and incorporated by this reference as if set forth fully herein (collectively the "Agreement"), cover the rights and obligations of both the Customer and JCI.

Extended Service Options for Premium Coverage

If Premium Coverage is selected, on-site repair services to the equipment will be provided as specified in this Agreement for the equipment listed in the attached Equipment List.

Equipment List

Only the equipment listed in the Equipment List will be covered as part of this Agreement. Any changes to the Equipment List must be agreed upon in writing by both Parties.

Term / Automatic Renewal

This Agreement takes effect on 02/01/2022 and will continue until 01/31/2025 ("Original Term"). The Agreement will automatically renew and extend for successive terms equal to the Original Term unless the Customer or JCI gives the other written notice it does not want to renew prior to the end of the then-current term (each a "Renewal Term"). The notice must be delivered at least (30) days prior to the end of the Original Term or of any Renewal Term. The Original Term and any Renewal Term may be referred to herein as the "Term". Renewal price adjustments are discussed in the Terms and Conditions.

Refrigerant Charges

Refrigerant is not included under this Agreement and will be billed separately to the Customer by JCI.

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Price and Payment Terms

The total Contract Price for JCI's Services during the first year of the Original Term is $1,776.00. This amount will be paid to JCI in advance in Annual installments. Pricing for each subsequent year of a multiyear Original Term is set forth in the Supplemental Price and Payment Terms. Unless otherwise agreed to by the parties, All payments will be due upon receipt. Renewal price adjustments are set forth in the Terms and Conditions.

Invoices will be sent to the following location:

,

☐ In lieu of paper invoices sent to the location above, invoices should be emailed to the following email address: _____

Please check the applicable box indicating Customer Purchase Order (PO) Requirements:

☐ No PO Required ☐ Single PO Required for Initial Term ☐ Annual PO Required

This proposal is valid for thirty days from the proposal date.

JOHNSON CONTROLS Inc.	
By: Kyle Edsey	**By:**
Signature:	**Signature:**
Title: Account Owner **Date:**	**Title:** **Date:**
Signature:	**Customer PO#:**
Title: **Date:**	

JCI Branch: JOHNSON CONTROLS CHICAGO ROCKFORD IL CB - 0N01
Address: 3007 MALMO DRIVE
ARLINGTON HEIGHTS,IL 60005
Branch Phone: (866) 854-4768
Branch Email:

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Schedule A - Equipment List

HUNTLEY HIGH SCHOOL	13719 HARMONY RD HUNTLEY, IL 60142-9792

Product: Variable Refrigerant Flow (VRF), Outdoor Unit, Heat Pump, 6.0 - 8.0 Ton

Quantity: 1
Coverage Level: Basic

Services Provided
1 Operational
1 Comprehensive

Water Source provided by Customer within 75 ft. if required

Customer Tag	Manufacturer	Model #	Serial #

Product: Variable Refrigerant Flow (VRF), Indoor Unit, 2-Way Cassette Indoor Unit, 1. 2.0 Ton

Quantity: 3
Coverage Level: Basic

Services Provided
1 Operational
1 Comprehensive

Customer Tag	Manufacturer	Model #	Serial #

Please note: the operational visits will be a separate annual visit than the comprehensive visits. Total of 2 visits per year.

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Equipment tasking

	Variable Refrigerant Flow (VRF), Indoor Unit, 2-Way Cassette Indoor Unit, 1.5 - 2.0 Ton
Comprehensive	All work must be performed in accordance with Johnson Controls safety policies Check that the fan rotates counterclockwise and inspect the rotating speed Check for unusual noise and vibration Inspect for activation of float switch (if applicable) Inspect for activation of drain-up mechanism if applicable Check condition of air filter and clean or replace as needed Check condition of evaporator coil Inspect for electrical insulation resistance Clean air inlet grille Visually inspect for refrigerant leaks Clean condensate pan and clear drain line
Operational	All work must be performed in accordance with Johnson Controls safety policies Check that the fan rotates counterclockwise and inspect the rotating speed Check for unusual noise and vibration Inspect for activation of float switch (if applicable) Inspect for activation of drain-up mechanism if applicable Check condition of air filter and clean or replace as needed Check condition of evaporator coil Inspect for electrical insulation resistance Clean air inlet grille Visually inspect for refrigerant leaks

	Variable Refrigerant Flow (VRF), Outdoor Unit, Heat Pump, 6.0 - 8.0 Ton
Comprehensive	All work must be performed in accordance with Johnson Controls safety policies Check that the fan rotates counterclockwise and inspect the rotating speed Check for unusual noise and vibration Inspect condenser coil for any accumulated dirt and dust Inspect for loose or missing screws and secure or replace as required Inspect for peeling thermal insulation material on the cabinet and repair it Inspect for abnormal activation of the magnetic contactor, auxiliary relay, or printed circuit board (PCB) Inspect for faulty contact caused by loosened terminal connections, oxidized contacts, foreign matter, and other items Inspect for abnormal sounds or vibration of compressor Inspect for any abnormal activating sound of reversing valve Check crankcase heater Check that there is no temperature difference between the ends of strainer Inspect for electrical insulation resistance Spray coil(s) with chemical solution Rinse coil(s) thoroughly with water Clean area around equipment
Operational	All work must be performed in accordance with Johnson Controls safety policies Check that the fan rotates counterclockwise and inspect the rotating speed Check for unusual noise and vibration Inspect condenser coil for any accumulated dirt and dust Inspect for loose or missing screws and secure or replace as required Inspect for peeling thermal insulation material on the cabinet and repair it Inspect for abnormal activation of the magnetic contactor, auxiliary relay, or

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printed circuit board (PCB)
Inspect for faulty contact caused by loosened terminal connections, oxidized contacts, foreign matter, and other items
Inspect for abnormal sounds or vibration of compressor
Inspect for any abnormal activating sound of reversing valve
Check that there is no temperature difference between the ends of strainer
Check crankcase heater
Inspect for electrical insulation resistance

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Supplemental Price & Payment Terms (Applies to Multi-Year Contracts Only)

Year	Total Annual Dollar Amount	Payment Frequency
Year1	$1,776.00	Annually
Year2	$1,901.00	Annually
Year3	$2,035.00	Annually

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Special Additions and Exceptions

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Terms and Conditions
Definitions (Rev 11/21)

DIGITAL ENABLED SERVICES mean services provided hereunder that employ JCI software and cloud-hosted software offerings and tools to improve and enable such services. Digital Enabled Service may include, but are not limited to, (a) remote inspection, (b) advanced equipment fault detection and diagnostics, and (c) data dashboarding and health reporting.

CONTRACT PRICE means the price that Customer shall pay to JCI for the Services.

COVERED EQUIPMENT means the equipment for which Services are to be provided under this Agreement. Covered Equipment is set forth in Schedule A - Equipment List.

EQUIPMENT FAILURE means the failure, under normal and expected working conditions, of moving parts or electric or electronic components of the Covered Equipment that are necessary for its operation.

PREMISES means those Customer premises where the Covered Equipment is located or Services performed pursuant to this Agreement.

REMOTE MONITORING SERVICES means remote monitoring of Covered Equipment and/or systems including building automation, HVAC equipment, and fire alarm, intrusion, and/or other life safety systems for alarm and event notifications using a UL Certified Central Station.

REMOTE OPERATIONS CENTER (ROC) is the department at JCI that remotely monitors alarm and industrial (HVAC) process signals.

REMOTE OPERATING SERVICES means remote interrogation, modification and/or operation of building automation, HVAC equipment, and/or other Covered Equipment.

REPAIR LABOR is the labor necessary to restore Covered Equipment to working condition following an Equipment Failure, but does not include services relating to total equipment replacement due to obsolescence or unavailability of parts.

REPAIR MATERIALS are the parts and materials necessary to restore Covered Equipment to working condition following an Equipment Failure, but excludes total equipment replacement due to obsolescence or unavailability of parts, unless excluded from the Agreement. At JCI's option, Repair Materials may be new, used, or reconditioned.

SCHEDULED SERVICE MATERIALS are the materials required to perform Scheduled Service Visits on Covered Equipment, unless excluded from the Agreement.

SCHEDULED SERVICE VISITS are the on-site labor visits required to perform JCI recommended inspections and preventive maintenance on Covered Equipment.

SERVICES are the work, materials, labor, service visits, and repairs to be provided by JCI pursuant to this Agreement except that the Services do not include the Connected Equipment Services or the provision of other software products or digital or cloud services, which are provided under separate terms and conditions referenced in Section P.

A. JCI'S SERVICES FOR COVERED EQUIPMENT

1. BASIC COVERAGE means Scheduled Service Visits, plus Scheduled Service Materials (unless excluded from this Agreement). No parts, equipment, Repair Labor or Repair Materials are provided for under BASIC COVERAGE.

2. PREMIUM COVERAGE means BASIC COVERAGE plus Repair Labor, plus Repair Materials (unless excluded from the Agreement). If Customer has ordered PREMIUM COVERAGE, JCI will inspect the Covered Equipment within forty-five (45) days of the date of this Agreement, or as seasonal or operational conditions permit. JCI will then advise Customer if JCI finds any Covered Equipment not in working order or in need of repair. With Customer's approval, JCI will perform the work necessary to put the Covered Equipment in proper working condition, subject to the terms of this Agreement. Customer will pay for such work at JCI's standard rates for parts and labor in effect at the time that the work is performed. If Customer does not want JCI to perform the work identified as necessary by JCI, any equipment thereby affected will be removed from the list of Covered Equipment, and the Contract Price will be adjusted accordingly. Should Customer not make JCI's recommended repairs or proceed with the modified PREMIUM COVERAGE, JCI reserves the right to invoice Customer for the cost of the initial equipment inspection.

3. EXTENDED SERVICE means Services performed outside JCI's normal business hours and is available only if Customer has PREMIUM COVERAGE. Extended Service is available either 24/5 or 24/7, at Customer's election. The price for Extended Service, if chosen by Customer, is part of the total Contract Price.

4. REMOTE MONITORING SERVICES OR REMOTE OPERATING SERVICES. If Remote Monitoring Services or Remote Operating Services are provided, Customer agrees to furnish JCI with a list of the names, titles, addresses, email addresses, and phone numbers of all persons authorized to be contacted by, or be able to contact the ROC to perform specific agreed upon actions with the appropriate authority. If JCI's Services include "Remote Monitoring Services with Open and Close," Customer also agrees to furnish JCI with Customer's daily and holiday opening and closing schedules. Customer agrees to maintain and update the call lists with accurate information. Customer further agrees to notify JCI of such changes as soon as possible. JCI/ROC is not responsible to find new contacts/numbers if the contacts on the call lists cannot be reached. A maximum of three contacts are allowed for any time of the day. If none of those contacts can be reached, then neither JCI nor

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the ROC are responsible for damages. Customer is responsible for any and all costs and expenses arising from Customer's failure to provide timely updates for any of the contact information submitted to the ROC.

5. CUSTOMER SERVICE INFORMATION PORTAL. Customer may be able to utilize JCI's Customer Service Information Portal during the term of the Agreement, pursuant to the then applicable Terms of Use Agreement.

B. OUT OF SCOPE SERVICES

If, during any Service Visit, JCI detects a defect in any of Customer's equipment that is not Covered Equipment under this Agreement (an "Out of Scope Defect"), JCI shall notify Customer of such Out of Scope Defect. If Customer elects for JCI to repair such Out of Scope Defect, or if JCI otherwise performs any Services or provides any materials, parts, or equipment outside the scope of the Services (collectively, "Out of Scope Services"), Customer shall direct JCI to perform such Out of Scope Services in writing, and Customer shall pay for such Out of Scope Services at JCI's standard fees or hourly rates. If, after receiving notice of an Out of Scope Defect, Customer elects not to engage JCI to repair such Out of Scope Defect, Customer shall defend and indemnify JCI from and against any and all losses, damages, claims, costs and expenses arising directly or indirectly out of such Out of Scope Defect. Any Out of Scope Services performed by JCI at the direction of Customer pursuant to this Section shall be subject to the Customer Terms in effect as of the Effective Date (the "**Customer Terms**"), which Customer Terms are incorporated into this Agreement by this reference. A copy of the Customer Terms currently in effect is found at www.johnsoncontrols.com/customerterms.

C. EXCLUSIONS

JCI's Services and warranty obligations expressly exclude:

(a) the repair or replacement of ductwork, casings, cabinets, structural supports, tower fill/slats/basin, hydronic and pneumatic piping, and vessels, gaskets, and piping not normally replaced or maintained on a scheduled basis, and removal of oil from pneumatic piping;

(b) disposal of hazardous wastes (except as otherwise expressly provided herein);

(c) disinfecting of chiller condenser water systems and other components for biohazards, such as but not limited to, Legionella unless explicitly set forth in the scope of services between the parties. Unless explicitly provide for within the scope of services, this is Out of Scope Services and the Customer's exclusive responsibility to make arrangements for such services with a provider other than JCI. Mentions of chiller tube cleaning, condenser cleaning, cooling tower cleaning or boiler tube cleaning in any scope of services, only involve work to remove normal buildup of debris and scale using tube brush cleaning, pressure washing or acid flushing. Reference to such cleaning does not include chemical cleaning, disinfection or chemical water treatment required to eliminate, control or disinfect against biohazards such as but not limited to Legionella;

(d) refrigerant; supplies, accessories, or any items normally consumed during the use of Covered Equipment, such as ribbons, bulbs and paper;

(e) the furnishing of materials and supplies for painting or refinishing equipment;

(f) the repair or replacement of wire in conduit, buried cable/transmission lines, or the like, if not normally replaced or maintained on a scheduled basis;

(g) replacement of obsolete parts; and

(h) damages of any kind, including but not limited to personal injury, death, property damage, and the costs of repairs or service resulting from:

- abuse, misuse, alterations, adjustments, attachments, combinations, modifications, or repairs to Covered Equipment not performed, provided, or approved in writing by JCI;
- equipment not covered by this Agreement or attachments made to Covered Equipment;
- acts or omissions of the Customer, including but not limited to the failure of the Customer to fulfill the Customer Obligations and Commitments to JCI as described in Section F of this Agreement, operator error, Customer's failure to conduct preventive maintenance, issues resulting from Customer's previous denial of JCI access to the Covered Equipment, and Customer's failure to keep the site clean and free of dust, sand, or other particles or debris, unless such conditions are previously expressly acknowledged by JCI in writing;
- use of the Covered Equipment in a manner or environment, or for any purpose, for which it was not designed by the manufacturer;
- site-related and environmental conditions, including but not limited to power failures and fluctuations in electrical current (or "power surges") and biohazards such as but not limited to Legionella associated with condenser water, cooling tower systems and subcomponent systems;
- the effects of erosion, corrosion, acid cleaning, or damage from unexpected or especially severe freezing weather;
- issues or failures not specifically covered by this Agreement; or
- occurrences beyond JCI's reasonable control and without JCI's fault or negligence.

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D. PAYMENT TERMS; PRICE ADJUSTMENTS

Unless otherwise agreed to by the parties, fees and other amounts due hereunder are due upon receipt of the invoice. Such payment is a condition precedent to JCI's obligation to perform Services under the Agreement. Any invoice disputes must be identified in writing by Customer within 45 days of the date of customer receipt of invoice. Payments of any disputed amounts are due and payable upon resolution. Failure by Customer to make payments when due will give JCI, without prejudice to any other right or remedy, the right to: (i) to stop performing any Services, withhold deliveries of Equipment and other materials, terminate or suspend any software licenses provided hereunder and/or terminate this Agreement; and (ii) charge Customer interest on the amounts unpaid at a rate equal to the lesser of one and one-half (1.5) percent per month or the maximum rate permitted under applicable law, until payment is made in full. Customer will pay all of JCI's reasonable collection costs (including legal fees and expenses). In the event of Customer's default, the balance of any outstanding amounts will be immediately due and payable.

JCI may increase prices upon notice to the Customer to reflect increases in material and labor costs. All stated prices are exclusive of and Customer agrees to pay any taxes, fees, duties, tariffs, false alarm assessments, installation or alarm permits and levies or other similar charges imposed and/or enacted by a government, however designated or imposed, including but not limited to value-added and withholding taxes that are levied or based upon the amounts paid under this Agreement. If this Agreement is renewed, JCI will provide Customer with notice of any adjustments in the Contract Price applicable to any Renewal Term. Unless Customer terminates this Agreement in writing at least thirty (30) days prior to the end of the then-current Term, the adjusted Contract Price shall be the price for the Renewal Term. Prices for products covered by this Agreement may be adjusted by Company, upon notice to Customer at any time prior to shipment and with Customer's acceptance of the Company's proposal or quotation, to reflect any increase in Company's cost of raw materials (e.g., steel, aluminum) inability to secure Products, changes or increases in law, labor, taxes, duties, tariffs or quotas, acts of government, any similar charges, or to cover any extra, unforeseen and unusual cost elements.

E. WARRANTIES

JCI warrants its Services will be provided in a good and workmanlike manner for 90 days from the date of Services. If JCI receives written notice of a breach of this warranty prior to the end of this warranty period, JCI will re-perform any non-conforming Services at no additional charge within a commercially reasonable time of the notification.

JCI warrants that equipment manufactured or labeled by Johnson Controls, Inc. shall be free from defects in material and workmanship arising from normal usage for a period of 90 days. No warranty is provided for third-party products and equipment installed or furnished by JCI. Such products and equipment are provided with the third party manufacturer's warranty to the extent available, and JCI will transfer the benefits, together with all limitations, of that manufacturer's warranty to Customer. All transportation charges incurred in connection with the warranty for equipment and/or materials not covered under this Agreement shall be borne by Customer. Except as provided herein, if JCI receives written notice of a breach of this warranty prior to the end of this warranty period, JCI will repair or replace (at JCI's option) the defective equipment.

These warranties do not extend to any Services or equipment that have been misused, altered, or repaired by Customer or third parties without the supervision of and prior written approval of JCI, or if JCI serial numbers or warranty decals have been removed or altered. All replaced parts or equipment shall become JCI's property. This warranty is not assignable. Warranty service will be provided during normal business hours, excluding holidays. The remedies set forth herein shall be Customer's sole and exclusive remedy with regards to any warranty claim under this Agreement. Any lawsuit based upon the warranty must be brought no later than one (1) year after the expiration of the applicable warranty period. This limitation is in lieu of any other applicable statute of limitations. **CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT THESE WARRANTIES ARE JCI'S SOLE WARRANTIES AND TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.** JCI makes no and specifically disclaims all representations or warranties that the services, products, software or third party product or software will be secure from cyber threats, hacking or other similar malicious activity, or will detect the presence of, or eliminate, prevent, treat, or mitigate the spread, transmission, or outbreak of any pathogen, disease, virus or other contagion, including but not limited to COVID 19.

F. CUSTOMER OBLIGATIONS AND COMMITMENTS TO JCI

1. Customer warrants it has given JCI all information concerning the condition of the Covered Equipment. The Customer agrees and warrants that, during the Term of this Agreement, Customer will:

(1) operate the Covered Equipment according to the manufacturer's and/or JCI's recommendations;

(2) keep accurate and current work logs and information about the Covered Equipment as recommended by the manufacturer and/or JCI;

(3) provide an adequate environment for Covered Equipment as recommended by the manufacturer and/or JCI, including, but not limited to adequate space, electrical power, water supply, air conditioning, and humidity control;

(4) notify JCI immediately of any Covered Equipment malfunction, breakdown, or other condition affecting the operation of the Covered Equipment;

(5) provide JCI with safe access to its Premises and Covered Equipment at all reasonable and necessary times for the performance of the Services;

(6) allow JCI to start and stop, periodically turn off, or otherwise change or temporarily suspend equipment operations so that JCI can perform the Services required under this Agreement;

(7) as applicable, provide proper condenser, cooling tower and boiler water treatment for the proper functioning of Covered Equipment and protect against any environmental issues and instances of biohazards such as but not limited to Legionella;

(8) carefully and properly set and test the intrusion alarm system each night or at such other time as Customer shall close the Premises;

(9) obtain all necessary licenses and permits required for and pay all taxes associated with the Services;

(10) notify JCI immediately of any claimed inadequacy in, or failure of, the Covered Equipment or other condition affecting the operation of the Covered Equipment;

(11) furnish any necessary 110 volt A/C power and electrical outlets at its expense;

(12) properly maintain, repair, service, and assure the proper operation of any other property, system, equipment, or device of Customer or others to which the Covered Equipment may be attached or connected, in accordance with manufacturer recommendations, insurance carrier requirements, or the requirements of any fire rating bureau, agency, or other authorities having jurisdiction thereof;

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(13) not tamper with, alter, adjust, disturb, injure, remove, or otherwise interfere with any Covered Equipment (including any related software) and not permit the same to be done;

(14) refrain from causing false alarms, and reimburse JCI for any fine, penalty, or fee paid by or assessed against JCI by any governmental or municipal agency as a result thereof;

(15) be solely responsible for the establishment, operation, maintenance, access, security and other aspects of its computer network ("Network") and shall supply JCI secure Network access for providing its services. Products networked, connected to the internet, or otherwise connected to computers or other devices must be appropriately protected by Customer and/or end user against unauthorized access; and

(16) take appropriate measures, including performing back-ups, to protect information, including without limit data, software, or files (collectively "Data") prior to receiving the service or products.

2. Customer acknowledges and understands that unless water treatment for biohazards (such as Legionella) is explicitly included in the services JCI is providing, it is Customer's responsibility to provide such treatment. Customer also acknowledges that its failure to meet the above obligations will relieve JCI of any responsibility for any Covered Equipment breakdown, or any necessary repair or replacement of any Covered Equipment. If Customer breaches any of these obligations, JCI shall have the right, upon written notice to Customer, to suspend its Services until Customer cures such breach. In addition, Customer shall be responsible for paying or reimbursing JCI for any costs associated with corrective work required as a result of Customer's breach of these obligations.

G. INSURANCE

Customer is responsible for obtaining all insurance coverage that Customer believes is necessary to protect Customer, Customer's property, and persons in or on the Premises, including coverage for personal injury and property damage. **THE PAYMENTS CUSTOMER MAKES UNDER THIS AGREEMENT ARE NOT RELATED TO THE VALUE OF THE PREMISES, CUSTOMER'S PROPERTY OR POSSESSIONS, OR THE PERSONS OCCUPYING OR AT ANY TIME PRESENT IN OR ON THE PREMISES, BUT RATHER ARE BASED ON THE COST OF THE SYSTEM AND THE SERVICES, AND TAKE INTO CONSIDERATION THE PROTECTION AFFORDED TO JCI UNDER THIS AGREEMENT**. Customer hereby releases JCI from any liability for any event or condition customarily covered by commercial liability insurance. Customer understands that neither the Services nor the Covered Equipment are designed to reduce, but not eliminate, certain risks. JCI does not guaranty that neither the Services nor Covered Equipment will prevent personal injury, unauthorized entrances or fire and smoke damage to the Premises. Customer further agrees that Customer has read and understands the terms and conditions of this Agreement.

H. INDEMNITY

JCI and Customer shall each indemnify the other party and its officers, agents, directors, and employees, from any and all damages, losses, costs and expenses (including reasonable attorneys' fees) arising out of third party claims, demands, or suits for bodily injury (including death) or damage to tangible property to the extent arising out of the negligence or intentional misconduct of the indemnifying party or its employees or agents. Customer expressly agrees that JCI shall be responsible for injury, damage, or loss only to the extent caused directly by JCI's negligence or intentional misconduct. The obligations of JCI and Customer under this section are further subject to sections I and K below.

I. LIMITATION OF LIABILITY

TO THE MAXIMUM EXTENT PERMITTED BY LAW, IN NO EVENT SHALL JCI AND ITS AFFILIATES AND THEIR RESPECTIVE PERSONNEL, SUPPLIERS AND VENDORS ("JCI PARTIES") BE LIABLE TO YOU OR ANY THIRD PARTY UNDER ANY CAUSE OF ACTION OR THEORY OF LIABILITY EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, UNLESS DUE TO NEGLIGENCE OF JCI, FOR ANY: (1) SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR INDIRECT DAMAGES; (2) LOST PROFITS, REVENUES, DATA, CUSTOMER OPPORTUNITIES, BUSINESS, ANTICIPATED SAVINGS, OR GOODWILL; (3) BUSINESS INTERRUPTION; OR (4) DATA LOSS OR OTHER LOSSES ARISING FROM VIRUSES, RANSOMWARE, CYBER ATTACKS OR FAILURES OR INTERRUPTIONS TO NETWORK SYSTEMS. IN ANY CASE, THE ENTIRE AGGREGATE LIABILITY OF THE JCI PARTIES UNDER THIS AGREEMENT FOR ALL DAMAGES, LOSSES, AND CAUSES OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE SHALL BE LIMITED TO $250,000. CUSTOMER UNDERSTANDS THAT JCI IS NOT AN INSURER REGARDING THE WORK OR THE SERVICES. JCI SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE OR LOSS THAT MAY RESULT FROM FIRE SAFETY OR SECURITY EQUIPMENT THAT FAILS TO PERFORM PROPERLY OR FAILS TO PREVENT A CASUALTY OR LOSS.

J. FORCE MAJEURE

JCI shall not be liable, nor in breach or default of its obligations under this Agreement, for delays, interruption, failure to render services, or any other failure by JCI to perform an obligation under this Agreement, where such delay, interruption or failure is caused, in whole or in part, directly or indirectly, by a Force Majeure Event. A "Force Majeure Event" is a condition or event that is beyond the reasonable control of JCI, whether foreseeable or unforeseeable, including, without limitation, acts of God, severe weather (including but not limited to hurricanes, tornados, severe snowstorms or severe rainstorms), wildfires, floods, earthquakes, seismic disturbances, or other natural disasters, acts or omissions of any governmental authority (including change of any applicable law or regulation), epidemics, pandemics, disease, viruses, quarantines, or other public health risks and/or responses thereto, condemnation, strikes, lock-outs, labor disputes, an increase of 5% or more in tariffs or other excise taxes for materials to be used on the project, fires, explosions or other casualties, thefts, vandalism, civil disturbances, insurrection, mob violence, riots, war or other armed conflict (or the serious threat of same), acts of terrorism, electrical power outages, interruptions or degradations in telecommunications, computer, network, or electronic communications systems, data breach, cyber-attacks, ransomware, unavailability or shortage of parts, materials, supplies, or transportation, or any other cause or casualty beyond the reasonable control of JCI. If JCI's performance of the work is delayed, impacted, or prevented by a Force Majeure Event or its continued effects, JCI shall be excused from performance under the Agreement. Without limiting the generality of the foregoing, if JCI is delayed in achieving one or more of the scheduled milestones set forth in the Agreement due to a Force Majeure Event, JCI will be entitled to extend the relevant completion date by the amount of time that JCI was delayed as a result of the Force Majeure Event, plus such additional time as may be reasonably necessary to overcome the effect of the delay. To the extent that the Force Majeure Event directly or indirectly increases JCI's cost to perform the services, Customer is obligated to reimburse JCI for such increased costs, including, without limitation, costs incurred by JCI for additional labor, inventory storage, expedited shipping fees, trailer and equipment rental fees, subcontractor fees or other costs and expenses incurred by JCI in connection with the Force Majeure Event.

K. RESOLUTION OF DISPUTES

If a dispute arises under this Agreement, the parties shall promptly attempt in good faith to resolve such dispute by negotiation. In the event the

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dispute is unable to be resolved, either party shall have the right to initiate arbitration by filing with the American Arbitration Association provided no other legal action has been previously filed. Upon filing of the arbitration, the AAA shall have the exclusive jurisdiction over the Dispute. Thus, either party may decide to file an action in a court of competent jurisdiction. If that court filing is the first legal proceeding filed, that court shall have jurisdiction over the Dispute to the exclusion of any arbitration. Arbitration shall be conducted in accordance with the then current arbitration rules of the American Arbitration Association or other arbitration service mutually agreed to by the parties. Arbitration must be completed within sixty (60) days after the Dispute is submitted to arbitration unless the parties mutually agree otherwise. The award rendered by the arbitrator shall be final, and judgment issued by the Arbitrator may be entered in accordance with applicable law in any court having competent jurisdiction. The party prevailing in the arbitration or court proceeding shall be entitled to an award of its reasonable costs, including reasonable attorneys' fees, incurred as a result of the Dispute. CUSTOMER MUST BRING ANY CLAIM AGAINST JCI PRIOR TO EXPIRATION OF STATE OF ILLINOIS STATUTE OF LIMITATIONS AFTER THE CLAIM AROSE. IF CUSTOMER DOES NOT, CUSTOMER WILL HAVE IRREVOCABLY WAIVED ITS RIGHT TO SUE JCI AND/OR INSTITUTE OTHER PROCEEDINGS, AND JCI SHALL HAVE NO LIABILITY TO CUSTOMER FOR SUCH CLAIM. TIME IS OF THE ESSENCE RELATIVE TO CUSTOMER PURSUING ANY SUCH CLAIM. THE PROVISIONS OF THIS AGREEMENT WHICH APPLY TO ANY CLAIM SHALL REMAIN IN EFFECT EVEN AFTER THE AGREEMENT IS TERMINATED. JCI AND CUSTOMER EACH WAIVE THEIR RIGHT TO A JURY TRIAL.

L. TERM AND TERMINATION

1. The Original Term is as set forth herein. At the conclusion of the Original Term, this Agreement shall automatically renew and extend for successive terms equal to the Original Term unless the Customer or JCI gives the other written notice it does not want to renew prior to the end of the then-current term (each a "Renewal Term"). The notice must be delivered at least thirty (30) days prior to the end of the Original Term or any Renewal Term. The Original Term and any Renewal Term may be referred to herein as the "Term." Customer agrees to issue and send a Purchase Order to JCI at least thirty (30) days prior to expiration of the Original Term or any Renewal Term if necessary for payments to be processed, but failure to do so is not a pre-condition to Renewal Term payments being due to JCI

2. Remote Monitoring Services and Remote Operating Services may be immediately canceled by either party if JCI's Remote Operations Center, connecting wires, or monitoring systems are destroyed by fire or other catastrophe, or where the Premises are so substantially damaged that it is impractical to continue Services.

3. If either party fails to perform any of its material obligations under this Agreement, the other party shall provide written notice thereof to the party alleged to be in default. Should the party alleged to be in default fail to respond in writing or take action to cure the alleged default within ten (10) days of receiving such written notice, the notifying party may terminate this Agreement by providing written notice of such termination.

4. JCI may terminate this Agreement and discontinue any Services if JCI is unable to obtain or continue to support technologies, equipment or component parts that are discontinued, become obsolete or are otherwise not commercially available, or for convenience upon forty-five (45) days written notice. JCI will not be liable for any damages or subject to any penalty as a result of any such termination.

5. Upon termination of this Agreement for any reason, Customer shall pay to JCI all undisputed amounts owed through the date of termination within thirty (30) days of such termination. If Customer terminates this Agreement. Customer shall provide JCI with reasonable access to the Premises to remove the Gateway Device and any other JCI property and to un-program any controls, intrusion, fire, or life safety system, as applicable. Customer shall be liable for all fees, costs, and expenses that JCI may incur in connection with the enforcement of this Agreement, including without limitation, reasonable attorney fees, collection agency fees, and court costs.

M. ASBESTOS, MOLD, BIOAHAZARDS, AND HAZARDOUS MATERIALS

"Hazardous Materials" means any material or substance that, whether by its nature or use, is now or hereafter defined or regulated as a hazardous waste, hazardous substance, pollutant, or contaminant under any local, state, or federal law, regulation, or ordinance relating to or addressing public and employee health and safety and protection of the environment, or which is toxic, explosive, corrosive, flammable, radioactive, carcinogenic or otherwise hazardous or which is or contains petroleum, gasoline, diesel, fuel, another petroleum hydrocarbon product or polychlorinated biphenyls. "Hazardous Materials" specifically includes mold, lead-based paints, biohazards such as but not limited to Legionella and asbestos-containing materials ("ACM"). Neither Customer nor JCI desires to or is licensed to undertake direct obligations relating to the identification, abatement, cleanup, control, removal or disposal of ACM.

JCI will be responsible for removing or disposing of any Hazardous Materials that it uses in providing the Services ("JCI Hazardous Materials") and for the remediation of any areas affected by the release of JCI Hazardous Materials. For other Hazardous Materials that may be present at its facilities ("Non-JCI Hazardous Materials"), Customer shall supply JCI with any information in its possession relating to the presence of Hazardous Materials if their presence may affect JCI's performance of the Services. If either Customer or JCI becomes aware of or suspects the presence of Non-JCI Hazardous Materials that may interfere with JCI's Services, it shall immediately stop the Services in the affected area and notify the other party. As between Customer and JCI, Customer shall be responsible at its sole expense for removing and disposing of Non-JCI Hazardous Materials from its facilities and for the remediation of any areas impacted by the release of the Non-JCI Hazardous Materials and must provide a certificate of abatement before JCI will be obligated to perform or continue its Services, unless JCI had actual knowledge that Non-JCI Hazardous Materials were present and acted in disregard of that knowledge, in which case (i) JCI shall be responsible at its sole expense for the remediation of any areas impacted by its release of such Hazardous Materials, and (ii) Customer shall remain responsible at its sole expense for the removal of Hazardous Materials that have not been released and for releases not resulting from JCI's performance of the Services. Customer shall defend and indemnify JCI against any losses, costs, damages, expenses, and claims arising out of its failure to comply with this Section M.

N. CUSTOMER DATA

Customer data obtained from the Services is owned by and shall belong to Customer. JCI will access and use Customer data to provide Services to Customer. Except as set forth herein, JCI will not disclose to any third party any individual Customer data acquired through performance of the Services without Customer's consent. Customer agrees that JCI and its subsidiaries, affiliates and approved third party contractors and developers may collect and use Customer data for any reason, as long as any external use of the data is on a de-identified basis that does not personally identify Customer or any individual. Customer hereby grants JCI a perpetual, worldwide, irrevocable, royalty free license to use, modify, manipulate, sublicense, and create derivative works from such data. JCI shall retain all rights to any intellectual property, data, materials and products created as a result of its performance of Services.

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O. JCI'S INTELLECTUAL PROPERTY

JCI shall retain all right, title and interest in any (a) work provided to Customer, including without limitation, all software source and object code, documentation, technical information or data, specifications and designs and any changes, improvements or modifications thereto ("Deliverables"), and (b) Know-How (defined below) employed by JCI in the creation of the Deliverables or performance of the Services, whether known to JCI prior to, or developed or discovered or acquired in connection with, the performance of its obligations under this agreement. Ownership of all Deliverables and Know-How shall vest solely in JCI and no Deliverables shall be deemed "works made for hire." Without limiting the generality of the foregoing, ownership of all source files used in the course of performing the Services shall remain the exclusive property of JCI. For purposes of this Agreement, "Know-How" means any know-how, processes, techniques, concepts, methodologies, tools, analytical approaches, database models and designs, discoveries, and ideas furnished, produced by, developed, or used by JCI in the creation or provision of the Deliverables or in the performance of the Services, and any changes, improvements, or modifications thereto or derivatives thereof.

P. DIGITAL ENABLED SERVICES

If JCI provides Digital Enabled Services under this Agreement, these Digital Enabled Services require the installation and deployment of site assessment tools and the collection, transfer and ingestion of building, equipment, system time series, and other data to JCI's cloud-hosted software applications. **Customer consents to the installation and deployment of site assessment tools and the collection, transfer and ingestion and use of Customer data by JCI to enable JCI to provide, maintain, protect and improve the Digital Enabled Services and JCI's products and services. Customer acknowledges that, while Digital Enabled Services generally improve equipment performance and services, Digital Enabled Services do not prevent all potential malfunction, insure against all loss, or guarantee a certain level of performance and that JCI shall not be responsible for any injury, loss, or damage caused by any act or omission of JCI related to or arising from the monitoring of the equipment under the Digital Enabled Services**. Certain equipment sold hereunder includes by default JCI's Connected Equipment Services. **Digital Enabled Services may be on by default and the remote connection will continue to connect to Customer's Equipment through the full equipment lifecycle, unless Customer specifically requests in writing that JCI disable the remote connection or JCI discontinues or removes such remote connection**. If Customer's equipment includes Digital Enabled Services, JCI will provide a cellular modem or other gateway device ("Gateway Device") owned by JCI or Customer will supply a network connection suitable to establish a remote connection with Customer's applicable equipment to permit JCI to perform Digital Enabled Services. For certain subscriptions, Customer will be able to access equipment information from a mobile or smart device using Digital Enabled Service's mobile or web application. Any Gateway Devices provided hereunder shall remain JCI's property, and JCI may upon reasonable notice access and remove such Gateway Device and discontinue services in accordance with the Software Terms. If Customer does not permit JCI to connect via a connection validated by JCI for the equipment or the connection is disconnected by Customer, and a service representative must therefore be dispatched to the Customer site, then the Customer will pay JCI at JCI's then-current standard applicable contract regular time and/or overtime rate for services performed by the service representative.

Q. JCI DIGITAL SOLUTIONS

JCI Digital Solutions. Use, implementation, and deployment of the software and cloud-hosted software products ("Software") offered under these terms shall be subject to, and governed by, JCI's standard terms for such Software and Software related professional services in effect from time to time at https://www.johnsoncontrols.com/techterms (collectively, the "Software Terms"). Applicable Software Terms are incorporated herein by this reference. Other than the right to use the Software as set forth in the Software Terms, JCI and its licensors reserve all right, title, and interest (including all intellectual property rights) in and to the Software and improvements to the Software. The Software that is licensed hereunder is licensed subject to the Software Terms and not sold. If there is a conflict between the other terms herein and the Software Terms, the Software Terms shall take precedence and govern with respect to rights and responsibilities relating to the Software, its implementation and deployment and any improvements thereto. Notwithstanding any other provisions of this Agreement, unless otherwise set forth in the applicable order, quote, proposal or purchase documentation, the following terms apply to Software that is provided to Customer on a subscription basis (i.e., a time limited license or use right), (each a "Software Subscription"):

Each Software Subscription provided hereunder will commence on the date the initial credentials for the Software are made available (the "Subscription Start Date") and will continue in effect until the expiration of the subscription term noted in the applicable order, quote, proposal or purchase documentation. At the expiration of the Software Subscription, such Software Subscription will automatically renew for consecutive one (1) year terms (each a "Renewal Subscription Term"), unless either party provides the other party with a notice of non-renewal at least ninety (90) days prior to the expiration of the then-current term. To the extent permitted by applicable law, Software Subscriptions purchases are non-cancelable and the sums paid nonrefundable. Fees for Software Subscriptions shall be paid annually in advance, invoiced on the Subscription Start Date and each subsequent anniversary thereof. Customer shall pay all invoiced amounts within thirty calendar days after the date of invoice. Payments not made within such time period shall be subject to late charges as set forth in the Software Terms. Unless otherwise agreed by the parties in writing, the subscription fee for each Renewal Subscription Term will be priced at Johnson Controls' then-applicable list price for that Software offering. Any use of Software that exceeds the scope, metrics or volume set forth in this Agreement and applicable SOW will be subject to additional fees based on the date such excess use began.

R. Privacy.

1. JCI as Processor: Where JCI factually acts as Processor of Personal Data on behalf of Customer (as such terms are defined in the DPA) the terms at www.johnsoncontrols.com/dpa ("DPA") shall apply.

2. JCI as Controller: JCI will collect, process and transfer certain personal data of Customer and its personnel related to the business relationship between it and Customer (for example names, email addresses, telephone numbers) as controller and in accordance with JCI's Privacy Notice at https://www.johnsoncontrols.com/privacy. Customer acknowledges JCI's Privacy Notice and strictly to the extent consent is mandatorily required under applicable law, Customer consents to such collection, processing and transfer. To the extent consent to such collection, processing and transfer by JCI is mandatorily required from Customer's personnel under applicable law, Customer warrants and represents that it has obtained such consent.

S. MISCELLANEOUS PROVISIONS

1. All notices required to be given hereunder shall be in writing and shall be considered properly given if: (a) delivered in person, (b) sent via the United States Postal Service, postage prepaid, registered or certified with return receipt requested, (c) sent by overnight delivery service

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(e.g., FedEx, UPS), or (d) sent by facsimile, email or other electronic means and confirmed by facsimile, return email or telephone.

2. This Agreement may not be assigned by Customer without JCI's prior written consent. JCI shall have the right to assign this Agreement to any other person, firm, or corporation without Customer's consent. This Agreement inures to the benefit of and is applicable to any assignees or subcontractors of JCI, and is binding upon Customer with respect to said assignees or subcontractors with the same force and effect as it binds Customer to JCI.

3. This Agreement shall be subject to and governed by the laws of the State where the Services are performed.

4. If any provision of this Agreement is found to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

5. This Agreement is the entire contract between JCI and Customer and supersedes any prior oral understandings, written agreements, proposals, or other communications between the parties.

6. Customer acknowledges and agrees that any purchase order issued by Customer in connection with this Agreement is intended only to establish payment authority for Customer's internal accounting purposes and shall not be considered to be a counteroffer, on price. The terms or conditions included or referenced in Customer's purchase order will have any force or effect and these terms and conditions shall control. Customer's acceptance of any Services shall constitute an acceptance of these terms and conditions. Per requirements for document stated "Instructions to vendors and general conditions"

8. If there are any changes to Customer's facilities or operations, or to applicable regulations, laws, codes, taxes, or utility charges, that materially affect JCI's performance of the Services or its pricing thereof, JCI shall have the right to an equitable and appropriate adjustment to the scope, pricing, and other affected terms of this Agreement.

9. No claim or cause of action, whether known or unknown, shall be brought against JCI after the expiration of statute of limitations. Except as provided for herein, JCI's claims must also be brought within the expiration of the statute of limitations. Claims for unpaid contract amounts are not subject to the expiration of statute of limitations

ADDENDUM TO PSA TERMS AND CONDITIONS FOR
MONITORING OF INTRUSION, FIRE AND OTHER SAFETY SYSTEMS

If Remote Monitoring Services explicitly includes remote fire alarm monitoring, security alarm monitoring or video monitoring in the scope of work or customer charges, the Agreement is hereby modified and amended to include the terms and provisions of this Addendum to the PSA for Monitoring of Intrusion, Fire and Safety Systems (the "Addendum"). Capitalized terms that are not defined herein, shall have the meaning given to them in the Agreement. In the event of a conflict between the terms and conditions of this Addendum and those appearing in the Agreement, the terms and conditions of this Addendum shall prevail.

1. Remote Monitoring of Alarm Signals. If JCI receives an emergency alarm signal at JCI's ROC, JCI shall endeavor to notify the appropriate police or fire department, or other emergency response agency having jurisdiction and JCI shall endeavor to notify Customer or its designated representative by email unless instructed to do otherwise by Customer in writing and/or based on standard operating procedures for the ROC. JCI, upon receipt of a non-emergency signal from the Premises, shall endeavor to notify Customer's representative pursuant to Customer's written instructions, defaulting to email or text notification. Customer acknowledges that if the signals transmitted from the Premises will be monitored in a monitoring facility not operated by JCI, the personnel in such monitoring facilities are not the agents of JCI, nor does JCI assume any responsibility for the manner in which such signals are monitored or the response to such signal.

2. Remote Monitoring Services Pricing. Remote Monitoring Services shall be provided by JCI if the Agreement includes a charge for such Service. If such Service is purchased, JCI will monitor the number of alarms for the Premises and the initial charge is based on the pricing agreed to by the parties, subject to the terms and conditions of this Addendum. If the number of alarms produced at the Premises goes beyond the contracted number of alarms in a month, Customer will be billed an overage fee.

3. Communications Media. Customer acknowledges that monitoring of Covered Equipment requires transmission of signals over standard telephone lines and/or the Internet and that these modes of transmission may be interrupted, circumvented, or compromised, in which case no signal can be transmitted from the Premises to the monitoring facility. Customer understands that to allow the monitoring facility to be aware of such a condition, additional or alternative protection can be installed, such as line security devices, at Customer's cost and expense and for transmission via telephone line only. Customer acknowledges it is aware that line security devices are available and, unless expressly identified in Schedule A - Equipment List, has declined to purchase such devices. Customer further acknowledges that such additional protection is not available for Internet transmission under this Agreement.

4. False/Unnecessary Alarms; Service Calls. At JCI's option, an additional fee may be charged for any false alarm or unnecessary Service Visit caused or necessitated by Customer. In addition, Customer shall be fully responsible and liable for fines, penalties, assessments, taxes, fees or charges imposed by a governmental body, telephone, communication, or signal transmission company as the result of any false alarm and shall reimburse JCI for any costs incurred by JCI in connection therewith. Customer shall operate the system carefully so as to avoid causing false alarms. False alarms can be caused by severe weather or other forces beyond the control of JCI. If an undue number of false alarms are received by JCI, in addition to any other available remedies available to JCI, JCI may terminate this Agreement and discontinue any Service(s) and seek to recover damages. If an agent is dispatched, by a governmental authority or otherwise, to respond to a false alarm, where the Customer, or any other party has intentionally, accidentally or negligently activated the alarm signal, Customer shall be responsible for and pay any and all fees and/or fines assessed with respect to the false alarms and pay to JCI the additional charges and costs incurred by it from a false alarm. If the

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Customer's system has a local audible device, Customer authorizes JCI to enter the Premises to turn off the audible device if JCI is requested or ordered to do so by governmental authorities, neighbors or anyone else and Customer will pay JCI its standard service call charge for each such visit. Police agencies require repair of systems which cause false dispatches. Customer shall maintain the equipment necessary for JCI to supply the Services and Customer shall pay all costs for such maintenance. At least monthly, Customer will test the system's protective devices and send test signals to the ROC for all monitoring equipment in accordance with instructions from JCI or the ROC. Customer agrees to test the monitoring systems, including testing any ultrasonic, microwave, infrared, capacitance or other electronic equipment prior to the end of each month and will immediately report to JCI if the equipment fails to respond to the test. Customer shall make any necessary repairs as soon after receipt of notice as is reasonably practical. Customer shall at all times be solely responsible for maintaining any sprinkler system in good working order and provide adequate heat to the Premises.

5. Remote Monitoring of Video Monitoring Services. During the Term, JCI's sole and only obligation arising from the inclusion of Video Monitoring Services in any Service offering shall be to monitor the digital signals actually received by JCI at its ROC from means of the Video System and upon receipt of a digital signal indicating that an alarm condition exists, to endeavor, as permitted by law, to notify the police or other municipal authority deemed appropriate in JCI's absolute discretion and to such persons Customer has designated in writing to JCI to receive notification of such alarm condition as set forth herein. . No alarm installation, repair, maintenance or guard responses will be provided under this Video Monitoring Services option. JCI may, without prior notice to Customer, in response to applicable law or insurance requirements, revise, replace, discontinue and/or rescind its response policies and procedures.

a. Inception and conclusion of service. Video Monitoring shall be provided by JCI if this Agreement includes a charge for Video Monitoring Services. If such Video Monitoring Service is purchased, Video Monitoring Services will begin when the Video System is installed and operational, and when the necessary communications connection is completed. No obligation for the provision of this Video Monitoring Service will commence until these requirements are met.

b. Customer Equipment. Customer shall obtain, at its own cost and expense: (a) the equipment necessary to connect to JCI's ROC; and (b) whatever permission, permits or licenses that may be necessary from all persons, governmental authorities, utility, and any other related service providers in connection with the Services. The video system to be used by the Customer is intended to produce and transmit video images (the "**Video System Images**") of the Premises to the ROC (the "**Video System**"). JCI makes no promise, warranty or representation that the video system will operate as intended. Customer further agrees that, notwithstanding any role or participation by JCI in Video System and Video System Images, JCI shall have no responsibility or obligation with regard to Customer, the Video System or any other Customer equipment.

c. System Location. The Video System related cameras shall be located and positioned by Customer along with attendant burglary digital alarm signal(s). Customer shall ensure that the Video System related cameras will be positioned and located such that it will only produce or capture Video System Images of areas of the Premises. Customer will provide adequate illumination under all operating conditions for the proper viewing of the cameras. Customer acknowledges and agrees that JCI has exercised no control over, or participated in locating or positioning the Video System related camera including, but not limited to selecting what areas, locations, things or persons that the Video System Images may depict or capture.

d. Images. Customer shall be solely responsible for the Video System Images produced or captured by the Video System and Customer shall defend, indemnify and hold harmless JCI and its officers, agents, directors, and employees, from any and all damages, losses, costs and expenses (including reasonable attorneys' fees) arising out of third party claims, demands, or suits in connection with the use, operation, location and position of the Video System, and the Video System Images resulting there from, including, but not limited to, any claims of any person depicted in a Video System image, including but not limited to, any claim by such person that his or her privacy has been invaded or intruded upon or his or her likeness has been misappropriated. Any duty to obtain the consent or permission of any person depicted in a Video System Image to have his or her likeness to be depicted, received, transmitted or otherwise used, and the duty to determine and comply with any and all applicable laws, regulations, standards and other obligations that govern the legal, proper and ethical use of video capturing devices, such as the Video System, including, but not limited to, notification that the Video System is in use at the Premises, shall be the sole responsibility of the Customer. JCI agrees to make Video System Images available to Customer and upon their respective request. JCI makes no promise, warranty or representation as to the length of time that it retains Video Images, or the quality thereof.

e. Video System Signals. When a signal from the Video System is received, JCI reserves the right to verify all alarm signals before notifying emergency personnel, and may choose not to notify emergency personnel if it has reason to believe, in its sole discretion, that an emergency condition does not exist. JCI will first attempt to verify the nature of the emergency by using visual verification and/or the two-way voice system (if applicable) of the Video System included in Customer's system. If JCI determines that an emergency condition exists, JCI will endeavor to notify the proper police or emergency contact on a notification call list provided in writing by Customer to JCI, or its designee. When a non-emergency signal is received, JCI will attempt to contact the first available Customer representative on the notification call list but will not notify emergency authorities, this notification will be in the form of email or text and follow ROC processes. If the customer requires phone calls to the call list for any emergency or non-emergency situation, the customer will need to make this request in writing. Customer authorizes and directs JCI, as its agent, to use its full discretion in causing the arrest or detention of any person or persons on or around the premises who are not authorized by Customer. **JCI WILL NOT ARREST OR DETAIN ANY PERSON.**

f. Recordings. Customer consents to the tape recording of all telephonic communications between the Premises and JCI. JCI will have no liability arising from recording (or failure to record) or publication of any two-way voice communications, other video recordings or their quality. JCI shall have no liability in connection with Video System or the Video System Images, including, but not limited to, any failure, omission, negligence or other act by JCI, or any of its officers, employees, representatives, agents, contractors, or any other third party in connection with the receipt (or failure of receipt), transmission, reading, interpreting, or response to any Video Image.

6. Risk of Loss is Customer's. JCI does not represent or warrant that the Services will prevent any loss by burglary, holdup, fire or otherwise, or that the Services will in all cases provide the protection for which it is installed or intended, or that the Services will be uninterrupted or error-free. Customer assumes all risk of loss or damage to the Premises being monitored and to its contents, whether belonging to Customer or others; and

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7. JCI'S RECEIPT OF ALARM SIGNALS, ELECTRONIC DATA, VOICE DATA OR IMAGES (COLLECTIVELY, "ALARM SIGNALS") FROM THE EQUIPMENT OR SYSTEM INSTALLED IN THE PREMISES IS DEPENDENT UPON PROPER TRANSMISSION OF SUCH ALARM SIGNALS. JCI'S ROC CANNOT RECEIVE ALARM SIGNALS WHEN THE CUSTOMER'S TELCO SERVICE OR OTHER TRANSMISSION MODE IS NOT OPERATING OR HAS BEEN CUT, INTERFERED WITH, OR IS OTHERWISE DAMAGED, OR IF THE ALARM SYSTEM IS UNABLE TO ACQUIRE, TRANSMIT OR MAINTAIN AN ALARM SIGNAL OVER CUSTOMER'S TELCO SERVICE OR TRANSMISSION MODE FOR ANY REASON INCLUDING BUT NOT LIMITED TO NETWORK OUTAGE OR OTHER NETWORK PROBLEMS SUCH AS CONGESTION OR DOWNTIME, ROUTING PROBLEMS, OR INSTABILITY OF SIGNAL QUALITY. CUSTOMER UNDERSTANDS THAT SIGNAL TRANSMISSION FAILURE MAY OCCUR OVER CERTAIN TYPES OF TELCO SERVICES SUCH AS SOME TYPES OF DSL, ADSL, VOIP, DIGITAL PHONE, INTERNET PROTOCOL BASED PHONE OR OTHER INTERNET INTERFACE-TYPE SERVICE OR RADIO SERVICE, INCLUDING CELLULAR, WIRELESS OR PRIVATE RADIO, OR CUSTOMER'S PROPRIETARY TELCOMMUNICATION NETWORK, INTRANET OR IP-PBX, OR OTHER THIRD-PARTY EQUIPMENT OR VOICE/DATA TRANSMISSION NETWORKS OR SYSTEMS OWNED, MAINTAINED OR SERVICED BY CUSTOMER OR THIRD PARTIES, IF: (1) THERE IS A LOSS OF NORMAL ELECTRIC POWER TO THE MONITORED PREMISES OCCURS (THE BATTERY BACK-UP FOR JCI'S ALARM PANEL DOES NOT POWER CUSTOMER'S COMMUNICATION FACILITIES OR TELCO SERVICE); OR (2) ELECTRONIC COMPONENTS SUCH AS MODEMS MALFUNCTION OR FAIL. CUSTOMER UNDERSTANDS THAT JCI WILL ONLY REVIEW THE INITIAL COMPATIBILITY OF THE ALARM SYSTEM WITH CUSTOMER'S TELCO SERVICE AT THE TIME OF INITIAL INSTALLATION OF THE ALARM SYSTEM AND THAT CHANGES IN THE TELCO SERVICE'S DATA FORMAT AFTER JCI'S INITIAL REVIEW OF COMPATIBILITY COULD MAKE THE TELCO SERVICE UNABLE TO TRANSMIT ALARM SIGNALS TO JCI'S ROC. IF JCI DETERMINES IN ITS SOLE DISCRETION THAT CUSTOMER'S TELCO SERVICE IS COMPATIBLE, JCI WILL PERMIT CUSTOMER TO USE ITS TELCO SERVICE AS THE PRIMARY METHOD OF TRANSMITTING ALARM SIGNALS, ALTHOUGH CUSTOMER UNDERSTANDS THAT JCI RECOMMENDS THAT CUSTOMER ALSO USE AN ADDITIONAL BACK-UP METHOD OF COMMUNICATION TO CONNECT CUSTOMER'S ALARM SYSTEM TO JCI'S ROC REGARDLESS OF THE TYPE OF TELCO SERVICE USED. CUSTOMER ALSO UNDERSTANDS THAT IF JCI DETERMINES IN ITS SOLE DISCRETION THAT CUSTOMER'S TELCO SERVICE IS, OR LATER BECOMES, NON-COMPATIBLE, OR IF CUSTOMER CHANGES TO ANOTHER TELCO SERVICE THAT IS NOT COMPATIBLE, THEN JCI WILL REQUIRE THAT CUSTOMER USE AN ALTERNATE METHOD OF COMMUNICATION ACCEPTABLE TO JCI AS THE PRIMARY METHOD TO CONNECT CUSTOMER'S ALARM SYSTEM TO JCI'S ROC. JCI WILL NOT PROVIDE FIRE OR SMOKE ALARM MONITORING FOR CUSTOMER BY MEANS OTHER THAN AN APPROVED TELCO SERVICE AND CUSTOMER UNDERSTANDS THAT IT IS SOLELY RESPONSIBLE FOR ASSURING THAT IT USES APPROVED TELCO SERVICE FOR ANY SUCH MONITORING AND THAT IT COMPLIES WITH NATIONAL FIRE ALARM STANDARDS AND LOCAL FIRE CODES. CUSTOMER ALSO UNDERSTANDS THAT IF CUSTOMER'S ALARM SYSTEM HAS A LINE CUT FEATURE, IT MAY NOT BE ABLE TO DETECT ALARM SIGNALS IF THE TELCO SERVICE IS INTERRUPTED, AND THAT JCI MAY NOT BE ABLE TO DOWNLOAD SYSTEM CHANGES REMOTELY OR PROVIDE CERTAIN AUXILIARY MONITORING SERVICES THROUGH A NON-APPROVED TELCO SERVICE. CUSTOMER ACKNOWLEDGES THAT ANY DECISION TO USE A NON-APPROVED TELCO SERVICE AS THE METHOD FOR TRANSMITTING ALARM SIGNALS IS BASED ON CUSTOMER'S OWN INDEPENDENT BUSINESS JUDGMENT AND THAT ANY SUCH DECISION IS MADE WITHOUT ANY ASSISTANCE, INVOLVEMENT, INPUT, RECOMMENDATION, OR ENDORSEMENT ON THE PART OF JCI. CUSTOMER ASSUMES SOLE AND COMPLETE RESPONSIBILITY FOR ESTABLISHING AND MAINTAINING ACCESS TO AND USE OF THE NON-APPROVED TELCO SERVICE FOR CONNECTION TO THE ALARM MONITORING EQUIPMENT. CUSTOMER FURTHER UNDERSTANDS THAT THE ALARM SYSTEM MAY BE UNABLE TO SEIZE THE TELCO SERVICE TO TRANSMIT AN ALARM SIGNAL IF ANOTHER CONNECTION HAS DISABLED, IS INTERFERING WITH, OR BLOCKING THE CONNECTION.

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