

Finance Agenda

Date: Thursday, June 2, 2022

Meeting: Committee of the Whole with Closed Session

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; Mr. Sean Cratty; Mr. Jonathan Dailey.

Agenda

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

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

Call to Order the Committee of the Whole meeting for Thursday, June 2, 2022 at ___ p.m.

A quorum must be met.

Roll Call: Ayes / Absent / Motion _____

Members: Mr. Cratty, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

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

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

FBLA State Leadership Conference Award Winners

The following students will be recognized.

4. Aryaan Khalil -(Accounting II) - First Place

Jon Garcia and Pari Shah (Hospitality and Event Planning) - Third Place

Mark Sobolewski (Computer Applications Competencies) - Third Place

Alex Lauinger, Yehan Subasinghe, Pranav Vangari (Coding and Programming) - Fourth Place

In addition:

Varun Parath - Who's Who in Illinois Award

Huntley High School - Third Place in March of Dimes fundraiser (most money raised per capita)

5. **Public Comment**

The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

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

Motion to adopt the agenda as presented or with changes.

Voice Call: Ayes / Nays / Motion _____

Recommendation: Seeking approval of the agenda.

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

1. **Overnight Field Trips for 2022-23 (R)** (Dr. Schlichter)

Administration will share an update on proposed overnight field trips slated for 2022-23.

Recommendation: This report is for informational purposes

2. **Student Handbooks (A)** (Ms. Lombard)

Administration is recommending approval of the 2022-23 Student Handbooks for all the Elementary schools, both Middle schools, and High school, as presented, including the Athletic Handbook.

Recommendation: Seeking approval as presented.

3. **Bullying Prevention and Intervention Plan (D)** (Ms. Lombard)

4. Administration will share the review and plan that focuses on three key elements of Policy, Programming and Training/Education and Awareness

Recommendation: This report is for informational purposes

5.

4

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8

113

6. **College and Career Readiness System, Including Schoolinks Contract (A)** (Dr. Schlichter) **123**
 Administration will share a framework and multi-year plan for implementation of a college and career readiness system in District 158. As part of the system, Administration proposes to enter into a contract with Schoolinks as a college and career readiness and data tracking platform for the middle and high school level.
Recommendation: Seeking approval as presented at the June 16, 2022 regular Board of Education Meeting.
8. **Finance Committee** (Mr. Quagliano-chair, Mr. Gentry, Mr. Cratty)
1. **Payables (A)** (Mr. Altmayer) **135**
 The Finance Committee is submitting the purchase orders at \$2,585,157.14; imprest checks at \$58,774.37; accounts payable at \$1,906.70; and disbursements issued at \$3,535,169.56; for review and seeking approval to move forward.
 2. **Monthly Fiscal Updates (R)** (Mr. Altmayer) **237**
 Mr. Altmayer will provide the monthly fiscal updates and the Activity Fund Balance Report.
 3. **Revenue & Expenditures Report (R)** (Mr. Altmayer) **248**
 Monthly report for review and comment.
 4. **Revenue Contract (A)** (Mr. Altmayer) **267**
 Mr. Altmayer will seek approval of the fundraising contracts as presented.
 5. **Signatories for Bank / Financial Accounts (A)** (Mr. Altmayer) **270**
 As per Policy 4.72, two signatories, the Treasurer and Superintendent, are required on Bank / Financial Accounts as indicated. Administration is recommending that Mark Altmayer - CFO/Treasurer and Dr. Scott Rowe - Superintendent, be approved as signatories for all bank / financial accounts.
Recommendation: Seeking approval of the Board of Education at their next regular meeting
 6. **Designation of Depositories (A)** (Mr. Altmayer) **271**
 In accordance with Illinois School Code 105ILCS 5/8-7, Administration provides a listing of official depositories for funds of the School District. Seeking approval of the Board.
Recommendation: Seeking approval of the Board of Education at their next regular meeting.
 7. **Extra-Curricular Committee Recommendations (A)** (Mr. Altmayer) **274**
 The Huntley Extra-Curricular Committee reviewed and recommended a change to the activity salary schedule for the 2022-2023 school year.
Recommendation: Seeking approval of the Board at their next regular meeting.
 8. **Notice of Appointment of Treasurer / Treasurer's Bond (A)** (Mr. Altmayer) **276**
 Administration will seek renewal of Mr. Altmayer for appointment of Treasurer / Surety Bond for the 2022-2023 school year.
Recommendation: Seeking approval of the Board of Education at their next regular meeting.
9. **Human Resources (HR) Committee** (Mr. Gentry-chair, Mrs. Melendy, Mr. Quagliano)
1. **Monthly Human Resources Updates (R)** (Dr. Zehr)
 Dr. Zehr will provide the monthly Human Resources updates.
Recommendation: For informational purposes only.
10. **Building and Grounds (B&G) Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)
1. **O&M Updates (R)** (Mr. Renkosik) **278**
 Mr. Renkosik will report on O&M project updates.
Recommendation: For informational purposes only.
 2. **Construction Administration Consulting Services for the Pavement Improvements Bid 2022-19 (A)** (Mr. Renkosik) **280**
 The Administration requests the Board of Education approve as attached the Professional Services Agreement with HR Green dated 2-15-22.
Recommendation: Seeking approval as presented at the June 16, 2022 Regular Board meeting.
 3. **Snow Removal Services RFP # 2022-40 (A)** **295**
 The Administration requests the Building Committee recommend the Board of Education award a three-year service agreement to Arctic Snow and Ice Control, Inc. at the unit prices in their Bid Form included without the Performance Bond at the June 16, 2022 Regular Board Meeting.
Recommendation: Seeking approval as presented at the Reg. Board Mtg.
11. **Policy Committee**
1. **Press Recommended Changes to the Board Policy** (Dr. Rowe) **297**

Recommendation: Seeking approval as presented at the Reg. Board Mtg.

12. **Legislation Committee** (Mr. Cratty-chair, Mrs. Melendy, Mrs. Maiorino)

1. **Legislation Updates (R)** (Mr. Cratty)

Legislative updates will be given.

13. **Board of Education** (Mr. Quagliano)

1. **Minutes (A)**

368

The following meeting minutes have been prepared for review and approval

2. **Membership Renewal for LUDA for 2022-2023 (A)** (Dr. Rowe)

372

The annual membership renewal is due July 1, 2022, for LUDA 5500.00.

Recommendation: Administration is recommending continuing memberships for 2022-2023.

3. **Membership Renewal IASB for 2022-2023 (A)** (Dr. Rowe)

373

The annual IASB membership renew is due July 1. The cost for 2022-2023 School Year is 12,363.00.

Recommendation: Administration is recommending continuing membership for 2022-2023.

14. **Closed Session / Roll Call (A)** (Mr. Quagliano)

Move to enter into Closed Session at __ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: (1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; (2) Collective negotiating matters; (9) Student Disciplinary; (11) Litigation; (21) Discussion of minutes of meetings lawfully closed under this Act.

Roll Call: Ayes / Nays / Absent / Motion __

1. **Exit Closed Session / Voice Call (A)** (Mr. Quagliano)

15. **Resume in Public Session / Roll Call (A)** (Mr. Quagliano)

Resume the Committee of the Whole meeting at __ p.m.

Roll Call: Ayes / Absent / Motion _____

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

Motion to adjourn the meeting at __ p.m.

Voice Call: Ayes / Nays / Motion __



Student Recognition by the Board of Education

Meeting Date: tbd

Student Achievement:

1st-4th place finished in the FBLA state leadership conference

Student(s) Recognized:

Aryaan Khalil -(Accounting II) - First Place

Jon Garcia and Pari Shah (Hospitality and Event Planning) - Third Place

Mark Sobolewski (Computer Applications Competencies) - Third Place

Alex Lauinger, Yehan Subasinghe, Pranav Vangari (Coding and Programming) - Fourth Place

In addition:

Varun Parath - Who's Who in Illinois Award

Huntley High School - Third Place in March of Dimes fundraiser (most money raised per capita)

School(s) Represented:

HHS

Principal(s):

Marcus Belin

Presenter(s):

Page Schaschwary, Matt Banas



Huntley Community School District 158

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

Date: June 2, 2022
To: Curriculum Committee
From: Dr. Erika Schlichter, Assistant Superintendent
Cc: Dr. Scott Rowe, Superintendent
Subject: **Overnight Field Trip Proposals 2022-23**

Executive Summary

Each year the Board receives a list of anticipated overnight trips for the next school year. During the 2021-22 school year overnight trips were very minimal, and decision-making was driven by safety considerations related to public health. For the 2022-23 school year we anticipate a return to the practice of allowing students to attend targeted overnight trips, largely for the purpose of contests and student experiences related to key educational needs. Decision-making and planning of the trips will proceed at the building level, following our established processes, with the caveat that decision-making will be responsive to any changing public health guidance.

The attached list contains the proposed trips for 2022-23. The list remains fairly stable from year to year, but is updated yearly by the buildings. Some trips, such as athletic championships, appear on the list even though actual participation will be determined by contest results during the athletic season.

Recommendation

This report is for information only.

2022-23 Projected Overnight Field Trips (June 2022-May 2023)

School/Level	Trip	Location	Timing	Sponsor/Planner	On 20-21 List
Middle School	State Golf Meet	Bloomington	September 2022	La Porta/Castans	
Middle School	Atwood	Rockford	Varies	HMS/MMS 6th G Team Leaders	X
Middle School	Washington DC	Washington DC	October 2022	Lamb/Pennington	X
Middle School	State Cross Country Meet	Bloomington	October 2022	La Porta/Castans	X
Middle School	State Cheerleading Meet	Peoria	January 2022	La Porta/Castans	X
Middle School	State Boys' Basketball	Bloomington	February 2023	La Porta/Castans	X
Middle School	State Track Meet	Peoria	May 2023	La Porta/Castans	X
High School	Football Camp- Brownsburg, IN	Brownsburg	July 2023	Mike Naymola	X
High School	Cheer Summer Camp			Head coach TBD	X
High School	Poms-Summer Camp			Head coach TBD	X
High School	Boys' and Girls' XC Meet	Peoria	Sept. 28-29, 2022	Matt Kaplan	X
High School	XC- IHSA State	Peoria	November 2022	Matt Kaplan	X
High School	JEA/NSPA National Convention	Chicago, IL	Nov. 2022	Dennis Brown, Lauren Teeter,	X
High School	FBLA - national fall leadership conf.	Chicago IL	Nov. 2022	Matt Banas, Page Schaschwary	X
High School	Wrestling- Dan Gable Challenge	Iowa City, Iowa	Dec 4-5, 2022	BJ Bertelsman	6
High School	Speech team	TBD	December 2022	Max Green	X
High School	Wrestling - William Red Schmitt	Granite City	December 27-28 2022	BJ Bertelsman	X
High School	Student Council -Winter Retreat	Unknown	December 2022	Becca Davison	X
High School	Thespians IL High School Theatre Festival	Champaign	January 2023	Christine DeFrancesco	X
High School	Wrestling - The Clash	Rochester, MN	January 2023	BJ Bertelsman	X
High School	Speech Contest	Downers Grove	January 2023	Max Green	X
High School	Dance- IHSA State	Bloomington	January 2023	Alex Reyes Smith	X
High School	Cheer- IHSA State	Bloomington	February 2023	Payton Cariato	X
High School	Wrestling - IHSA State	Champaign	February 2023	BJ Bertelsman	X
High School	IHSA State Chess Meet	Peoria	February 2023	Nick Glowaty	X
High School	IHSA Sectional Speech	TBD	February 2023	Max Green	X
High School	IHSA State Speech	Peoria	February 2023	Max Green	X
High School	SnowRaiders	Colorado	February 2023	Angela Zaleski	
High School	Baseball-Varsity Prep Showcase	Edwardsville	March 20-21, 2023	Andy Jakubowski	X
High School	HOSA/ Medical Club State Conference	Decatur	March 2023	Sheliagh DeLorenzo	X
High School	Student Council Spring Convention	Unknown	March 2023	Becca Davison	X

2022-23 Projected Overnight Field Trips (June 2022-May 2023)

School/Level	Trip	Location	Timing	Sponsor/Planner	On 20-21 List
High School	High School Mock Trial State Competition	Champaign	March 2023	Fuhrer	X
High School	Columbia Scholastic Press Assn. Convention	New York, NY	March 2023	Dennis Brown	X
High School	FBLA State Conference	Springfield	April 2023	Matt Banas, Page Schaschway	X
High School	State Journalism Meet	EIU - Charleston	April 2023	Dennis Brown, Lauren Teeter	X
High School	Science Olympiad State Competition	Champaign	April 2023	Justin Stroh	X
High School	Math Team State Competition	Champaign	May 2023	Laura Jenkins	X
High School	Student Council IASC State Convention	Lombard/Springfield	May 2023	Becca Davison	X
High School	Bass Fishing State Competition	Carlyle	May 2023	Erik Lachel	X
High School	Great America Grad Night trip	Gurnee	May 19-20, 2023	Gerry Marchand	X
High School	IHSA- B&G State Track Meet	Charleston, IL	May 2023	C.Maxedon & J.Monson	X
High School	National Speech Contest	Ft. Lauderdale, FL	June 2023	Max Green	X
High School	HOSA/Medical Club Nat'l Conf/Competition	Texas	June 2023	Sheliagh DeLorenzo	X
High School	FBLA National Conference	San Antonio TX	June-July 2023	Matt Banas, Page Schaschway	X
High School	Marquette Summer Camp - Journalism	Milwaukee, WI	July 2023	Dennis Brown	X
High School	FBLA - summer leadership workshop	Springfield	July TBD for 2023	Matt Banas, Page Schaschway	X
High School	IHSA State Finals Qualifiers	TBD	TBD	Coach	X

ABSENCES AND ATTENDANCE

If your child is to be absent because of illness, you are required to call the school absentee line by the beginning of the school day and report the absence each day. If your child is absent and we do not receive a call, we will call you at home or your place of employment to verify the absence. The purpose of this procedure is to determine if your child has arrived safely at school. School policy requires a written excuse from a doctor for any student who is absent from school due to illness for three or more consecutive days.

Parents are urged to request homework if their child is absent two or more consecutive days. Contact the school office as soon in the day as possible to request homework. This will allow the teacher time to prepare what is needed.

A student must be in attendance for a minimum of 5 consecutive hours (300 minutes) to be considered a full school day, 2.5 hours (150 minutes) for a half day for grades two through five, and 2 hours (120 minutes) for Kindergarten through first grade. When your child arrives after the official start time, parents are required to sign their children in at the office. Students who leave school early for reasons of illness, appointments, or notes from home will be released only to their parent or legal guardian unless prior arrangements have been made through the school office. Parents are required to sign their child out in the office.

Conscientious school attendance is one of the most important tasks of a student. The attendance maintained while in school will be looked upon by future employers as one of the basic criteria of employment. Students who stay home for trivial illnesses or because they do not feel like attending school are, in effect, hurting no one but themselves. They are missing vital information in their education and, therefore, placing their future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance. The attendance-monitoring program is divided into four (4) levels of absenteeism:

Level 1: 10 Full Days Absent

- At this level, a letter will be sent to the parents notifying them of the dates of the absences and the services our school can offer in relation to missed assignments, etc. We will also ask that if the absence will be prolonged, i.e., hospital, illness, etc., the school should be notified and a program can be set up to help the student make up the work.
- This is not a punitive letter, but one of concern on our part.

Level 2: 15 Full Days Absent

- A second letter will be sent once again advising parents of the days missed and how a continued pattern of absenteeism may affect their child's grades.
- If there is an absenteeism pattern, a conference with the school administration will also be required. During this conference it may be determined that a doctor's note may be required for all sick days to be recorded as excused or medically verified.
- If there is not an absenteeism pattern, the conference will be waived and only the letter sent.
- If absences to date are found to be unexcused, steps for truancy referral may be taken.

Level 3: 20 Full Days Absent

- A registered letter will be sent to the parents notifying them of the days the student has been absent. This letter will advise the parents that they must schedule a meeting with school

administration. Failure to attend this meeting may result in a direct referral to the Regional Superintendent for truancy.

Excused Absence

An excused absence is defined as an absence due to sickness or an emergency in a family in accordance with the State Law. Students who have been excused from school are expected to hand in missed schoolwork. It is the student's responsibility to work with teacher for missed assignments. Please contact the appropriate teacher/s to make these arrangements.

Acceptable absences include:

1. Personal illness
2. Mental or Behavioral Health Days

Students may utilize up to 5 mental/behavioral health days. After the use of the 2nd day, the student may be referred to the appropriate school support personnel.

3. Death in the immediate family
4. Family emergency*
5. Religious holiday observance
6. Quarantine per County Health Department
7. Court appearance
8. School sponsored activity

* "Needed at home" is not a sufficient excuse. The note from the parent must indicate the reason for the emergency requiring the student to miss school.

Unexcused Absence

Examples of absences that cannot be excused include but are not limited to:

1. Errands which could be scheduled when a student is not required to be in school
2. Oversleeping
3. Car trouble or missing bus ride

Prearranged Student Absences

For planned absences, such as family vacations during the school year, parents should notify the teacher and office in writing in advance. While such absences are discouraged, alternative assignments may be provided, when possible, as long as teachers have sufficient notice. It must be realized that not all lessons taught in school can be made up at home or assigned weeks in advance. Alternative assignments/makeup work cannot replace actual attendance at school.

Absence and Participation in After School Activities

A student must be present at school a minimum of four hours to be eligible for participation in after school co-curricular activities such as athletics, concerts, presentations, plays, trips, etc. If a student goes home ill during the day, that student becomes ineligible for participation in any school co-curricular activities that day.

Tardiness - To School

It is very important that children arrive at school on time. The educational process is disrupted for all concerned when this does NOT occur. When tardy to school, a student must report to the office to sign in before attending class. Excused tardies are appointments with orthodontist, dentist, doctor, eye doctor, etc. Unexcused tardies include oversleeping or missing the bus.

BEHAVIOR AND DISCIPLINE

Mission: To teach, develop, and reinforce positive self and social awareness which will empower all students to become valuable members of their community.

Vision: A collaborative community that guides one another to be culturally responsive members who display empathy and innovation through the development of social, emotional, and life skills

One of the core values of the elementary schools in District #158 is the maintenance of a pleasant, orderly, supportive atmosphere. A spirit of cooperation among students, teachers, parents and administrators promotes a positive learning climate that enables and encourages excellence in education. In an effort to support this cooperation, all students and their parents should review the following rights, responsibilities and rules:

Discipline of Students with Disabilities: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. No special education student shall be **suspended or** expelled for conduct that is a manifestation of his or her disability.

Student Rights

1. A meaningful learning experience.
2. A school climate free of violence and disruption.
3. A written code of discipline.

Student Responsibilities

1. Attain the best possible level of academic achievement.
2. Respect the rights of fellow students and school personnel.
3. Obey all school rules as well as city, state and federal laws.

Staff Rights

1. To teach/work in an atmosphere that promotes the educational process.

Staff Responsibilities

1. To maintain an atmosphere conducive to learning.
2. To communicate with students, parents and administrators.
3. To redirect inappropriate behavior.
4. To assign appropriate consequences.

Disciplinary measures: Potential disciplinary measures include, without limitation, any of the following:

1. Verbal warning.
2. Notifying parent(s)/guardian(s).
3. Disciplinary conference.
4. Withholding of privileges.
5. Temporary removal from the classroom.
6. Lunch or teacher detention
7. Return of property or restitution for lost, stolen, or damaged property.
8. In-school suspension.
9. After-school or Saturday detention.
10. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
11. Suspension of bus riding privileges.
12. Out-of-school suspension.
13. Expulsion.
14. Notifying juvenile authorities or other law enforcement.
15. Other disciplinary action as deemed appropriate by the administration.
16. Restorative Practices strategies

Level-Step Disciplinary System

Administrators will at every stage be concerned with finding causes for misconduct for which the actions of the students are symptoms. It will be the goal to seek and find appropriate help for students who are in need. The system identifies three levels of misbehavior and clearly states the consequences for each rule infraction. Consequences are progressively more serious as infractions accumulate and severity increases. It is the hope and intent that this system will deter future misconduct, and engender in students a respect for the rights of others and the need for the rule of law both in school and society.

Level A - SCHOOL RULE INFRACTIONS THAT DISRUPT THE EDUCATIONAL ENVIRONMENT

- Such as, but not limited to, classroom disruption, insubordination, personal dishonesty, academic dishonesty, throwing objects, public display of affection, profanity, failure to report to an assigned disciplinary action, bus violations, dress code violations, electronic device/cell phone violation, being in an unauthorized area, violation of normal school rules, unexcused tardiness to class or school, and unexcused absence from class.

- **Level A infractions may result in warnings, loss of a school privilege, lunch detention, before/after school detentions, parent conference, restorative practice strategies or suspension in/ from school.**

Level B - SERIOUS RULE INFRACTIONS THAT INFRINGE UPON THE RIGHTS/SAFETY OF OTHERS

- Such as, but not limited to, repeated level A infractions, aggressive behavior (includes play fighting), fighting, aiding and abetting the violation of school rules, vandalism, theft, extortion, possession of inappropriate objects or material, technology violations, forgery, harassment of other students, chronic misbehavior, tampering with fire extinguisher or health safety equipment, false fire alarm, and truancy.

- **Level B infractions may result in warnings, loss of a school privilege, lunch detention, before/after school detentions, parent conference, restorative practices strategies suspension in/from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement.**

Level C - ILLEGAL BEHAVIOR

- Such as, but not limited to, repeated level B infractions, an act that endangers oneself or others, felonious acts, threats/physical attacks of a staff member on or off campus, threat(s) towards others, possession or assisting in the possession of a weapon, arson, possession of or use of illegal drugs, marijuana or alcohol, participation in a transaction/transfer of or attempted transaction/transfer of drugs, marijuana or alcohol, use or possession of tobacco, tobacco products or alternative nicotine products, gambling, gang activity, and assault.

- **Level C infractions may result in warnings, loss of a school privilege, lunch detention, before/after school detentions, parent conference, restorative practices strategies suspension from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement. Any student who possesses a weapon, as defined in Section 10-22.6(d) of the School Code or Board Policy 7:190, shall be expelled for not less than one year.**

Explanation of Terms

Conduct motivated in whole or in part by prohibited discrimination may be subject to increased disciplinary measures, where determined to be appropriate by the administration. The Board may also consider whether conduct was motivated in whole or in part by prohibited discrimination when determining whether to expel a student based on such conduct. Prohibited discrimination means conduct based upon actual or perceived 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, or pregnancy.

Detention - Detentions are assigned in cases of serious misconduct and/or frequent misconduct of the same nature. A detention must be processed through the administration. A detention may be up to 30 minutes and may occur before school, during lunch or after the school day. Absence on the day of a detention will cause the detention to be served on the next school day. If the detention is assigned before or after school, students and parents will be notified in writing at least one day in advance of the day assigned. Parents are responsible for providing transportation. Transportation inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in additional detention and/or parent phone conference.

In-School Intervention - Students will be in a supervised location working on classroom assignments. Any disruption will result in additional disciplinary action.

Suspension - A student who has been suspended will not be readmitted to school or to classes without a parent conference. Students may not participate in or attend extra-curricular activities while under suspension. At the time of a suspension the student will remain in the office until a parent/guardian or their designee comes to pick up the student from school.

A suspension may not exceed ten days. Prior to a suspension, a student will be advised of the reason for the proposed suspension and afforded an opportunity to present information on their own behalf. It must be determined that the student is guilty of noncompliance with the school rule of the conduct charged, and that suspension is reasonably justified.

Parents or guardians will be given prompt notice of the suspension and the reason thereof. The parents or guardian have a right to request a review before the school board or an appointed hearing officer.

A suspended student shall have the opportunity to make up any assignments and tests missed during the suspension period. The school will provide work for the student so that his/her future learning is not affected by the suspension. A student will receive credit for these assignments.

Parents have the right to request a hearing from the Board of Education.

Right to Review: The Appeals process must follow these 3 steps:

- A. Appeal to the Building Principal
- B. Appeal to Associate Superintendent or Designee
- C. Appeal to the Board of Education

Expulsion. Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss

their son/daughter's behavior. The request shall include:

- a. details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
- b. The time, date, and place of the hearing;
- c. A brief description of what will happen during the hearing;
- d. A list of the student's previous suspensions;
- e. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years; and
- f. A request that the student or parent/guardian inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and his or her parent/guardian may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why

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removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard. A student may be readmitted to school after expulsion by official action of the Board of Education

Campus Resources Officers

Huntley Community School District 158 (HCSD158) has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create “effective and positive school student discipline that (a) is part of HCSD158’s larger effort to address school safety and climate; (b) includes proactive and restorative methods rather than only punitive; and (c) is clear, consistent and equitable.” Each CRO is equipped with a body worn camera (BWC) as provided by law in accordance with Police Department policies. The CRO’s BWC will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event an CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO’s discretion, the BWC can begin recording.

BIRTH CERTIFICATE REQUIREMENTS

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student’s county birth certificate to be on file with the district. If the certified copy is not available, then the school must be furnished at a minimum: the student’s identity and age, along with an affidavit explaining the inability to furnish the birth certificate. If the person enrolling the student does not comply, the school district must report this fact in writing to the local law enforcement agency and provide written notice to the person enrolling the student that if they haven’t complied within 10 days, the situation will be reported to local law enforcement for investigation.

CLOTHING AND GROOMING

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress, which is considered disruptive to the educational process, is not permitted. Parents will be contacted in situations where student dress presents a problem. Experience has shown that student conduct, identification with the school purposes and activities, personal pride and self-respect and even the level of learning responses of students are all definitely related to personal appearance and mode of dress. Students should dress neatly but simply for school, rejecting extreme fads concerning hairstyles, make-up or clothing.

We ask parents and students to become involved in supporting a “level of dress” that helps to promote a good atmosphere for learning. Articles of clothing that are considered inappropriate are, but not limited to, headwear, shoes with wheels, overly revealing clothing, dangerous/disruptive accessories, and clothing making reference to drugs, marijuana or alcoholic beverages. Any clothing that tends to disrupt the educational process and/or is demeaning to oneself is also considered

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inappropriate. During the school day students may be asked to remove or turn inside out any inappropriate items of clothing.

ELECTRONIC ITEMS (Non-School Issued)

Below is a list of items that may not be visible or accessed during the school day. Students choosing to bring these items to school must store them in backpacks. Electronic items must be stored in the “off” position. Please be aware that the school cannot accept responsibility for lost, damaged, or stolen items.

- Toys (electronic or other)
- Games (electronic or other)
- Cell phones, MP3 players, Smart Watches

Smartphones, e-readers and other educational electronic devices may be used for instructional purposes when the teacher deems appropriate.

Telecommunication Device Possession and Use by Students

Guidelines governing use of cellular, radio, and/or other telecommunication devices at school, on school property, or at school-sponsored events.

In general, students are allowed to possess cellular, radio, and/or other telecommunication devices at school, on school property, or at school-sponsored activities, but the use of these devices is restricted to areas designated by the building principal before and after school hours only. During the school day and/or while participating in school-sponsored activities, students will be expected to leave these devices in their lockers or cubbies in the off position. Cellular, radio, and/or other telecommunication devices found in a student's possession during the school day, while participating in school-sponsored activities, or outside the principal's designated areas may be confiscated, and the student may be subject to additional discipline. Parents are required to pick up confiscated items.

The School District also restricts parents' and/or visitors' use of cellular, radio, and/or other telecommunication devices to appropriate areas to be used only in such instances in which either an emergency exists or the use of the device is not disruptive to the ongoing activity. Parents or visitors who violate this policy may be asked to leave the school building.

Students will not be allowed to make phone calls during the school day except as permitted by a faculty member. Students generally are not called to the telephone from classes except for emergencies.

EMERGENCY DRILLS

Emergency drill procedures will be discussed with all children by their classroom teachers. Drills will be held several times throughout the school year. Students must quickly and quietly report to the appropriate location. **If a parent would like to opt their student out of participating in the annual lockdown drills they must request this in writing to the school administration annually.**

EXCEPTIONAL TALENT PROGRAM

The Gifted Program starts formal identification at the end of grade two. **Students in grades 3-5 may be screened based on a request from the teacher or parent.** Both objective and subjective measures are

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used for identification. Students are placed in the program based upon Standardized test scores in math, reading and language arts, a teacher input and Student Ability Index (SAI) scores. These measures are placed on a matrix for final selection. The students selected for the Gifted Program are placed with a teacher who has formal gifted training or experience with gifted students whenever possible.

The program is based on the Consultation Model. Consultation is a collaborative problem solving process between the teacher(s) and coordinator(s) through a sharing of expertise with the ultimate goals of better serving students. This model is based upon best practice in the field of Gifted Education.

FIELD TRIPS

We encourage all students to participate in field trips. We believe the whole world is a classroom and many sound educational activities that support the curriculum are best appreciated by actually visiting specific sites. Any admission fee and a prorated cost for transportation are assessed and payable prior to the trip. Occasionally a lunch stop is scheduled at a fast food restaurant and may be part of the fee. Students always have the option to bring a sack lunch if they so desire. Permission slips will be required. Please complete the entire form each time your student is involved in a field trip. You will be given appropriate time to complete the form and pay the fee. Please contact the teacher with questions.

FOOD

Snacks and lunches from home should be nutritious. Candy and pop are discouraged. Gum is not allowed. When bringing treats for classroom celebrations, please remember that District #158 requires that all treats must be commercially prepared and packaged. The distribution of edible birthday treats is not permitted in schools.

GANG AND GANG RELATED ACTIVITY POLICY

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gangs", as used in this policy shall mean three or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district's rules and regulations.

No student:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other insignia which is evidence of membership or affiliation with any gang.
2. shall draw gang graffiti or distribute gang related literature.
3. shall use any speech or act in furtherance of gang activity.
4. shall solicit others for membership in any gang.
5. shall request any person to pay protection or otherwise use extortion on any person.

6. shall commit any other illegal act or other violation of school district policies in furtherance of gang related activities.

7. shall incite other persons to inflict physical violence against any other person.

8. shall participate in any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations: Any student found to have violated this policy shall be guilty of gross misconduct. All gang related paraphernalia or materials will be confiscated. Violation of this policy may result in disciplinary measures up to and including ten (10) days suspension with consideration for expulsion and, in addition, a report to the police if a violation of the law is involved.

NONDISCRIMINATION POLICY AND GRIEVANCE PROCEDURES

Non-Discrimination

No student shall be denied equal educational and extracurricular opportunities on the basis of color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, marital or parental status, or pregnancy.

Concerns or complaints related to potential violations of this policy should be directed to:

Nondiscrimination Coordinator:

Dr. Adam Zehr
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Complaint Managers:

Dr.

Amy MacCrimble	Mr. Mark Altmayer	Ms. Jessica Lombard	Dr. Rocio Del Castillo
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260, a copy of which is available in the District Office, on the District website, or by contacting any of the individuals named above.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Office.

HARASSMENT/HAZING

Hazing

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Students engaging in hazing that endanger the mental or physical health or safety of another may also be subject to:
 - Suspension for up to 10 days
 - Expulsion for the remainder of the school term

Harassment

It is the policy of District 158 to provide an educational environment free from harassment. No person, including a district employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, nationality, 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, marital status, pregnancy, association with a person or group with one or more of the aforementioned characteristics, or any other distinguishing characteristic.

Sexual harassment of students is prohibited. Sexual harassment means sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

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

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or Complaint Manager. Any student who believes he or she is being harassed may file a complaint by using the Uniform Grievance Policy outlined in Board Policy 2:260 and this Handbook.

A student's good faith action in reporting harassment will not result in any adverse actions against the complainant. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline.

The full Board Policy on harassment may be obtained by calling the administrative office at (847)659-6158.

Bullying

Bullying is defined as:

- An act that is repetitive in nature (similar behavior which occurs more than once)
- Creates a power imbalance (by size, age, numbers or emotionally)
- Is intended to hurt or harm the victim (socially, emotionally, or physically)

"Bullying" includes "cyberbullying" and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student(s) or staff member which can reasonably be expected to have one or more of the following effects:

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

Bullying on the basis of actual or perceived race, color, national origin, 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 the following situations:

1. During any school sponsored education program or activity;
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops, 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.

The entire Board Policy on bullying may be obtained by calling the Administrative Office at (847)659-6158.

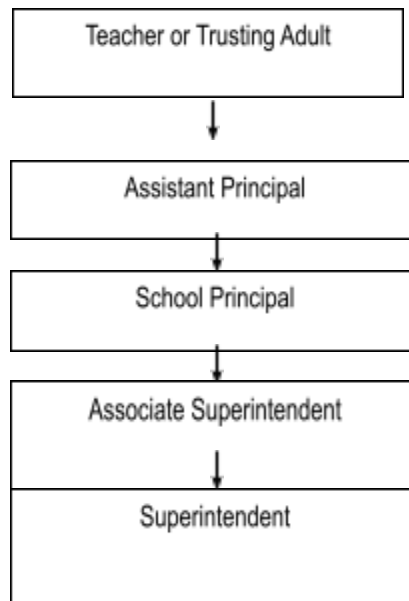
Students who feel they have been bullied should report the incident by:

1. Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
2. Using the District tip line: (847) 659-INFO (4636)

3. Using the District Bullying/Harassment Report form found on the district website.
4. Following the Uniform Grievance Procedure outlined in Board Policy 2:260 and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.

Generally speaking, questions or concerns should be first discussed with the staff member who is closest to the situation. It is always best to follow the chain of command to ensure that all parties involved are properly informed of the situation. Parents should expect a response from the staff member listed or his or her designee, within 24 hours to discuss their concern. If no contact has been made, please proceed to the next step in the chain.



The entire policy may be obtained from the Administrative Office 847-659-6158.

Following the Uniform Grievance Procedure outlined in Board Policy 2:260 and this Handbook, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.

HEALTH AND SAFETY

Health Services

The health program is designed primarily to maintain health and prevent serious disability or illness. A Nurse is employed by the District in each school to be on duty when children are present during the regular school day. Except in emergencies, students need a pass from their teacher to visit the Health Office. If the nurse is not there or the Health Office is closed, the student should report to the main office.

Accident and Illness Procedure

When a student becomes ill at school, he/she may visit the Health Office. The Registered Nurse will assess the seriousness of the illness or injury and administer first aid. If warranted the parents are notified. Possible outcomes, after being assessed by the nurse, may be that the child may return to class, be picked up by the parent or guardian, or sent to the hospital via EMS. If the child has a fever of 100 degrees or greater, the student **MUST** be picked up from school. Other situations where a student must be picked up from school include, but are not limited to: vomiting, diarrhea, open lesions, lethargy, serious head injuries, undiagnosed persistent or disruptive cough, eye drainage or redness, undiagnosed or new rashes and serious limb injuries. These situations will be given a "nurse home" attendance code. Parents will be called to come to school to assist if children are incontinent and need assistance in cleaning themselves. Parents are required to sign their child out in the office before leaving the building.

If a student sustains a concussion, please notify the Health Office. The school will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the School Nurse daily to evaluate symptom severity.

If an accident or illness merits being excused from school and/or physical education/recess, a doctor's note is required that specifies when he/she may return to normal activity. **The school nurse will not be able to write a note to excuse the student from PE/Recess.** A physician's release to return to PE is required whenever a doctor's note for no PE has been given and for concussions.

Administering Medication to Students

Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances a child is required to take prescribed medication during school hours, all medication shall be transported to and from school by a parent or guardian. Students are not to transport or have medications in their possession except for the self-administration of diabetes medication, asthma medication, or epinephrine auto-injectors, as outlined in Sections below.

The R.N., principal and/or their designee will administer the medication in compliance with the following regulations:

1. Prescription Medication:

- An "Administration of Medication Form" (which can be obtained on the website) signed by the parent or guardian.
- An "Administration of Medication Form" (which can be obtained on the website) *signed by the*

medical doctor, renewed annually at the beginning of the school year.

- The original prescription bottle must be brought to school by the parent (children may NOT carry the medication to school).
- The prescription bottle label must contain the child's name, name of medication, time to be administered, dosage, possible side effects and termination date of administering the medication. Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

2. Non-Prescription Medication:

- An "Administration of Medication Form" (which can be obtained on the website) signed by the parent or guardian.
- An "Administration of Medication Form" (which can be obtained on the website) *signed by the medical doctor*, renewed annually at the beginning of the school year. Some non-prescription medications may be supplied by the school – please check your school for specifics. (All medication needs to be labeled with the child's name and brought to school by the parent). Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student non-prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

3. Self-Administration of Medication

Students are permitted by law to carry and self-administer diabetes medication, asthma inhalers, and epinephrine auto-injectors, where appropriate. The parent or guardian must sign a statement acknowledging that the district is to incur no liability as a result of any injury or claim arising from the self-administration of the medication or use of an epinephrine auto-injector regardless of whether authorization was given by the student's parent/guardian or by the appropriate medical official, and that the parent/guardian will indemnify and hold harmless the school district and its employees and agents against any such claims.

A. Diabetes Medication

Students may carry and self-administer their own diabetes medication. However, most parents of elementary aged students usually prefer the R.N. to monitor the student's diabetes.

B. Asthma Medication

Students may carry and self-administer their own asthma inhalers. However, most parents of elementary aged students usually prefer the R.N. to monitor the child's use of the inhaler.

- If the parent would like their child to carry their own inhaler, the parent must provide:
 - Written authorization through the "Request for Self Administration of Asthma Medication" form found on the website.
 - A prescription label with the name of the medication, the prescribed dosage and the time or circumstances under which the medication is to be administered.

- Please provide an Asthma Action Plan (blank form can be obtained from the website) completed by the student's physician and submitted every year at the beginning of the school year.

C. Epinephrine Auto injectors (Epi-Pens). Students may carry and self-administer an Epi-pen.-However, most parents of elementary aged students usually prefer the Epi-Pen to be kept in the Health Office.

- Please submit a Food Allergy Action Plan (blank form can be obtained from the website) completed by the student's physician. A Food Allergy Action Plan needs to be updated by the physician and submitted every year at the beginning of the school year.
- If the parent would like their child to carry and self-administer their Epi-pen, the parent must also provide:
 - 1) signed written authorization for the self-administration of medication, and written authorization from the student's physician, physician's assistant, or advanced practice registered nurse, which includes the following information:
 - i. The name of the student;
 - ii. The name and purpose of the epinephrine auto-injector;
 - iii. The prescribed dosage;
 - iv. The time or times at which or the special circumstances under which the epi-pen is to be administered;
 - v. The necessity for the medication during the school day;
 - vi. The likely side effects;
 - vii. An emergency number where the physician can be reached.
 - viii. A Food Allergy Action Plan is still required to be submitted.

4. Effective July 1, 2020, students who are diagnosed with epilepsy or a seizure disorder must submit a seizure action plan at the beginning of each school year. This form is available on the District 158 website.

5. Epinephrine Auto injectors (Epi-Pens), UNDESIGNATED

The Emergency Epinephrine Act, P.A. 97-0361 (the Act) became law in Illinois in 2011, permitting schools to stock a supply of Epinephrine Auto-Injectors, authorizing physicians to provide school districts and non-public schools with a prescription to obtain the Emergency Auto-Injectors from local pharmacists, and giving School Nurses or other trained personnel the authority to provide/administer the epinephrine to any student or staff member whom the nurse believes is having an anaphylactic reaction. Undesignated epi-pens will be available in all the schools during school hours and kept in the nurses' offices. The School Nurse or other trained personnel may administer an undesignated epinephrine auto-injector to any person the nurse believes in good faith is having an anaphylactic reaction. This includes parents, visitors, and guests. The standing order and emergency supply of Auto-Injectors are kept in the office of the School Nurse.

Students with food allergies should also complete the “Food Allergy Action Plan” form, which is available on the district website.

Communicable Diseases

Please notify the school office as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Communicable diseases such as; chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, **norovirus**, coronaviruses, and Strep throat are contagious before they reach a stage where they can be recognized and diagnosed. Certain communicable diseases will require a doctor’s release for the student to re-enter school or may require documentation from the health department to re-enter school or school related activities.. Please check with the health office for specifics. As always, please keep your child at home during an illness to decrease the number of students who are exposed to the illness. Students who have been running a fever (100 or greater) should be kept home fever-free for 24 hours before they return to school (unless guidelines from the CDC or IDPH increase this timeframe). Students should also remain at home for 24 hours after vomiting has stopped and the student can tolerate a solid diet. Parents shall also keep students home until diarrhea-free for 24 hours.

Emergency Information

There are times when a student’s illness or injury requires transportation to the hospital. The local rescue squad will transport the student requiring emergency medical treatment to the appropriate medical facility. Every attempt will be made to notify the parent or guardian before transport. In order to contact parents quickly in the event of an emergency, it is required that we have complete and current information in PowerSchool on the following items;

- Your home address and telephone number
- Working status of both parents, including the name of the company, the address and the phone number where you can be reached
- The name and phone number of a neighbor or friend who is willing to attend to your child in an emergency.
- It is the parent's responsibility to notify the Registration Office at the District Office of any changes in the aforementioned items.

Physical Examinations and Immunizations

In accordance with the Illinois Department of Public Health and the Illinois School Code, physical examinations are required for all students entering kindergarten, sixth grade and ninth grade. Physicals are also required of all transfer students and students participating in interscholastic sports. The

physical examinations must include a record of all immunizations that the child has received. All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school.

Every child who enters preschool, kindergarten, sixth or ninth grade and every child who enters a school, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required legal immunizations, against measles, tetanus, diphtheria, poliomyelitis, varicella, pertussis (whooping cough), meningitis, rubella, mumps, and Hepatitis B, will be excluded from all District schools. There are two exceptions to this State Law:

- Children whose parents or legal guardians object to immunizations on religious grounds must present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. Upon receipt of the form, the Superintendent or designee shall immediately inform the parent/guardian of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- If the physical condition of the child is such that any one or more of the immunization agents should not be administered on medical grounds, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

A dental examination must be provided to the health office before May 15 of the current year for students in kindergarten, 2nd, 6th and 9th grades. A vision examination must be provided to the health office for students entering kindergarten or transfer students entering Illinois schools for the first time. Dental and vision examination forms can be downloaded from our website. A student may be exempt from the dental or vision examination requirements if the student's parent/guardian show an undue burden or lack of access to a dentist or qualified physician/optometrist. All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school. Physical forms are available in the Health Office or the District 158 website.

Individual Restrictions

At times, individual students may require special restrictions to their activity level due to a medical situation. Any restrictions for activity, or recess involvement, need to be submitted by a medical physician and must specify the amount of time that the student has the activity restrictions. Please note any physician directives for activity restrictions need to be reviewed, and resubmitted, annually.

HOMEWORK

Homework is an extension of learning in the classroom. Homework is assigned to challenge, reinforce and motivate, and is not given for disciplinary reasons. The quantity of homework will increase throughout the grade school years, as students are able to assume greater responsibilities and

independence. Whenever possible, supervised study time will be given in the classroom to help students get off to a good start on their assignments. Homework is a good way of involving parents in the learning process and keeping them informed about their child's progress. It is important, however, that assignments be completed by the student in order for the teacher to make an accurate assessment of the student's learning. Both long and short term homework assignments will help students establish regular study habits, learn to budget time, develop an interest in the work assigned and learn the importance of accomplishing and turning in the work on time.

INTERNET

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

Additionally, if students have been provided with a 1:1 technology device; the following are guidelines for the expectation of using technology responsibly:

- a. Bringing a charged device to school every day
- b. Storing the device in the provided case at all times
- c. Moving safely through the hallway while carrying a device
- d. Respecting the property and privacy of others by not using another student's device or account
- e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works
- f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. The Technology Director will work with the building administrator and the building administrator will deal directly with the violator.

Unacceptable Use - Staff and students are responsible for his or her actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space and bandwidth;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify 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 these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. The Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Keep your accounts and passwords confidential and do not use another individual's account.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

- a. Internet access is limited to only those *acceptable uses* as detailed in these procedures.
- b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.
- c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- d. The Network Administrator and Building Principals shall monitor student and staff Internet

Access to Student Social Networking Passwords and Websites

If a student has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account that violates a school disciplinary rule or policy. The student may be required to share the content that is reported in order to allow school officials to make a factual determination as part of its investigation. School officials may not request or require the student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

LIBRARY RESOURCE CENTER (LRC)

The Learning Resource Center provides materials that support both the mission and the curriculum of the school district. Students receive instruction on the use of the LRC, information on available books and resources, and opportunities to check out materials. Library visits vary depending upon the building and grade level, but generally occur at least once per week.

Books are checked out for one week and may be renewed two to three times (if the book is not on hold). Fines are not charged for late books; however children are not allowed to check out additional materials until late books have been returned. Overdue notices will be sent home with students when a book is two or more weeks overdue. The price of the book is listed on the overdue notice. If the book is lost or damaged, the student will be asked to pay for the book before more materials are checked out. Should the book be found later, a refund will be issued up to one year from payment, assuming the book is in good condition.

LOST AND FOUND

Lost clothing, book bags, etc. will be kept in the lost and found area. Please label all items with your child's name to facilitate return. Small articles and valuables such as wallets, purses, jewelry and watches are kept in the office. Students may claim their possessions by identifying them.

LUNCH AND RECESS

Cafeteria Expectations

Students are expected to cooperate with the following procedures:

1. Deposit all lunch litter in the garbage cans provided.
2. Return all trays and utensils to the dishwashing area.

3. Leave the table and floor around the area in a clean condition for others.
4. Cafeteria lines will move with order and efficiency if all students have their lunch card, are patient and polite in waiting their turn.
5. Be considerate of others.

Purchasing Food

Students are advised that the school district uses an electronic system for purchasing lunch. All students SHOULD have their ID card to make any food purchases in the cafeteria. Money may be added to the lunch account by creating a secure online account at MySchoolbucks.com (these funds may take 24 to 48 hours to be available in the students' account) or by bringing cash or check to their teacher in an envelope with their name and student identification number on it. The cafeteria will place these payments in the student's lunch account

MySchoolbucks.com

By creating a secure online account, parents can manage their student's account easily and conveniently. MySchoolbucks.com provides you with a direct link to your student's school lunch account wherever you have internet access. Now parents can experience the benefits of using MySchoolbucks.com by taking advantage of some of our popular features:

- Spending History- Parents can view a 7 day history of student purchases.
- Low Balance Email Notification – Parents can receive email notification when their student's account balance is low.
- Smart Pay - Set accounts to automatically replenish.
- Expired Credit Card Notification – Parents can receive email notification prior to credit card expiration.
- Spending Limit Settings – Parents can set daily and weekly spending limits for their students by calling the district's food service office.
- Multi Student funding – Parents can fund multiple students at the same time.

Nutritious Food

All students are offered a complete meal that includes; fluid milk, grains, meat/meat alternate, fruits, and vegetables that meet federal guidelines. Additional food items may also be offered at a la carte pricing.

Recess

When weather conditions permit, students will go outside to recess if the wind chill temperature is greater than 15 degrees Fahrenheit. Please see that your child is dressed appropriately. Students recovering from a cold or illness related absence may stay inside during recess for up to three days, provided they bring a note from home. After three consecutive days, a doctor's note is required. If your child is to be excused from Physical Education for an injury or illness, your child's outside recess will be modified.

Peaceful Playground

District 158 Elementary Schools promote positive student interaction through the use of the Peaceful Playground program. Children learn cooperation through Peaceful Playground games and strategies at the start of the year.

Behavior Expectations for Recess:

- play safely
- follow Peaceful Playground guidelines for games and
- conflict resolution
- no chasing, wrestling or play fighting
- only handball games allowed
- respect playground equipment
- respect others

PARENT TEACHER ASSOCIATION (PTA)

The PTA is a partnership. The PTA brings people together to share thoughts and ideas about programs and activities that benefit students and their families. The PTA works with staff to help promote school goals and bring a sense of community to our schools. For further information, please check your school’s web page for the PTA link. Invitations to private parties (birthdays, holidays) should be distributed outside of school. These types of invitations will only be distributed at school if the entire classroom is invited to the private party. Birthday acknowledgements (balloons, flowers, etc.) will not be sent to classrooms and cannot be sent home on the bus.

PHYSICAL EDUCATION

We are asking all students in grades K-5 to purchase gym shoes exclusively for P.E. class. All students will be expected to participate in P.E. except those who have a written doctor’s excuse. Normally a student who provides a note from a parent can be excused from P.E. for up to 3 days. After 3 days, a doctor’s note must be provided. An excuse for P.E. applies to recess as well. **A parent may request that a student be excused from physical activity in PE during a period of religious fasting, by notifying the physical education teacher in writing.**

PROPERTY

Students are to respect the property of others including that of students, staff and school. School issued materials, such as textbooks, tablets, lab materials, etc. are on loan to students. Any damage or replacement costs are the student’s responsibility. Student storage areas are for school property and thus are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

REPORT CARDS

Report cards are completed on a trimester basis. K-5 students will be assessed on end of the year grade-level standards in order to show what a student knows, or is able to do, in relation to the standard. The reports show the student progress towards mastery of specific learning targets. No student shall be denied equal access to programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extracurricular programs and activities on the basis of sex, sexual orientation, or gender identity. Any student may file a sex equity complaint with the district's Complaint Managers or Nondiscrimination Coordinator, in accordance with the district's Uniform Grievance Policy (Board Policy 2:260). A student may appeal the School Board's resolution of a complaint filed to the Regional Superintendent, and, thereafter, to the State Superintendent of Education

Multi-Tiered Systems of Support (MTSS)

Multi-Tiered Systems of Support (MTSS) is a multi-tier approach for early identification and support of students with learning and behavior needs. The MTSS process begins with high-quality instruction and universal screening of all children. Children with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions are based on individual student response to instruction. MTSS is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

The state of Illinois provides districts and schools with a framework for using MTSS to determine a student's eligibility for and entitlement to special education services. Effective, research-based core instruction, interventions, and assessment plays a critical role in this process and data from the core curricula and instruction, as well as interventions, are used in the eligibility determination process. If the intervention plan shows the student demonstrates performance discrepancy as indicated by national, state and local assessments AND does not demonstrate educational progress through those established national, state or local norms, the team will then refer the child to the Individual Problem Solving Team to discuss the process of special education entitlement.

SECTION 504

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Parents seeking

information about Section 504 rights and services should contact the Assistant Principal at their student's school.

SMOKING – Cigarettes and Alternative Nicotine Products

All District 158 buildings and grounds are smoke-free environments. This includes all after school activities and school related events.

SPECIAL EDUCATION

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all children with disabilities enrolled in District 158, as required by the Individuals with Disabilities Act (IDEA). Once a student is determined to have a disability under IDEA an Individualized Education Plan will be developed by a team of educators along with parents.

District 158 provides a continuum of services to children with Individual Education Plans (IEPs). Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Plan (IEP) team, including parents and educators, meets annually to determine the needs of students and the child's least restrictive environment. Students who move into District 158 with an Individual Education Plan will be provided with the services listed on said Individual Education Plan.

All students with Individual Education Plans are afforded the safeguards and rights described in the Educational Rights and Responsibilities: Understanding Special Education in Illinois.

Discipline: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Students eligible for special education services or those students receiving services under a Section 504 service plan may have an individualized behavioral intervention plan as provided in District Policy and as required by Illinois law. **However, all students must conform to the School handbook policy codes.**

Transportation: All Huntley School District 158 students with Individualized Educational Programs are provided with transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. Parents wishing to waive the right to district approved transportation and desiring reimbursement for such services must seek reimbursement through the state of Illinois. District 158 will not provide reimbursement for expenses incurred by parental transport of students, as transportation is provided through avenues determined via the IEP

conference at no expense to the student or guardian. Individuals wishing to apply for state reimbursement must do so within the state appointed guideline and meet deadlines set forth by the state. Applications for reimbursement from the state may be obtained by the Huntley School District 158 Transportation Department at 847-659-3000.

STUDENT RECORDS

The District will maintain two sets of records for each student: a permanent record and a temporary record. All student permanent records are kept upon graduation for 60 years. (i.e., if your child graduated from high school in the class of 2000, records would be kept until the year 2060.) The permanent records may include:

- basic identifying information
- academic transcripts
- attendance record
- accident and health reports
- information pertaining to release of this record
- honors and awards
- school-sponsored activities and athletics
- The temporary record may include:
 - family background
 - intelligence and aptitude tests
 - psychological reports
 - achievement test results
 - participation in extracurricular activities
 - honors and awards
 - teacher anecdotal records
 - disciplinary information
 - special education files
 - verified reports of information from non-educational persons
 - verified information or clear relevance to the student's education
 - information pertaining to release of this record.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 10 business days or 45 school days of the day the District receives a request for access.

Parents and students 18 years of age have the right to inspect and copy their permanent record. Parent/s guardians or students should submit to the school principal (or appropriate school official) a

written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardians or eligible student of the time and place where the records may be inspected.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading irrelevant, or improper.

Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by the State for federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a

court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parents'/guardians' name and address, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written

objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or

benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

STUDENT PLACEMENT

Student placement is a function of building administration. Teachers work together with administration to place students in classrooms. Parents may provide written comments or information pertaining to their child's learning needs by May 1st.

TRANSPORTATION

Bussing: What every parent and student needs to know:

The Transportation Department and its staff are dedicated to the service, safety and well-being of all of School District 158's

students that it transports. Therefore, the following guidelines and rules need to be followed and adhered to.

Bus Transportation

School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked-up and dropped-off at the same location Monday through Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students). Due to the number of students that are transported in the district and the growth in the district, it is no longer feasible to let students ride home on routes other than their designated routes. In the event of an emergency the parent must call the Transportation Department at (847) 659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of regular bus students riding the bus. Parents will have to send a note with the child to be given to the principal or designee of the change approved by Transportation. Any changes school principals authorize need to go through the Transportation office for reasons previously stated.

Bus Danger Zones

Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus. The area within ten (10) feet in the front, sides and rear of the bus are the most dangerous areas of the bus known as the DANGER ZONE. Precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit the bus directly away from the bus, moving directly away from the bus at least 10 feet away from the bus. If a student should drop a personal item directly in front of or alongside of or at the rear of the bus the student should not retrieve that item until first letting the driver know that they have dropped that item. The driver will then decide if it is safe to retrieve the lost item. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

Bus Drivers

School District 158 bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. Students are required to obey the driver at all times. The bus driver is required to report students that violate the bus rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to approve requests to change routes or make unauthorized stops unless approved through the Transportation office.

Bus Stops

Students need to be at their designated bus stops 5 minutes prior to the scheduled arrival time of the bus. The private property of those living near the bus stop is to be respected. Bus drivers are required

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to report any student(s) that are consistently tardy for their bus, as corrective action may be necessary. It is important that the buses maintain a timely schedule. Students need to stand a safe distance on the sidewalk away from the curb and street where sidewalks are provided. In areas where sidewalks are not provided, students need to stay off the road and harms way of motorists using the roadway. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving. Students are to find a seat immediately. When students need to cross a road before boarding or after exiting the bus they must wait to do so until the driver has signaled them, giving permission to cross. Students should cross the road far enough in front of the bus (approximately 10 feet) so that the driver can see the student and the student can see the driver. Students that need to cross the road should notify the driver before getting off the bus that they would need to cross the road. The student should then exit the bus and proceed to the front of the bus remaining at least 10 feet in front of the bus, remaining on the curb or edge of the roadway, until the bus driver signals the student permission to cross the road. Students when unloading need to immediately step at least 10 feet directly away from the bus and proceed immediately to their destination. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

School Bus Conduct Procedures

Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. If a student's behavior is not acceptable, the right of riding the bus may be suspended and the student may face further consequences as described in the Student Handbook. The school discipline system applies to students at the bus stop, on the ride, and throughout the school day. It then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. Students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

School bus riders, while in transit, are the responsibility of school bus personnel. Decisions regarding special education students will take into account related disabilities and I.E.P.'s pertaining to transportation. Students at bus stops, bus loading and unloading zones and in route are also subject to the District's Rules and Policies.

Non-Bused Students

In the interest of safety and security of the students, please follow the pick-up/drop-off procedures specific to your school.

VISITORS

The safety and security of your children is our number one concern. In an effort to maintain a safe, disruption free educational environment for District 158 students, we are asking all visitors to use the same procedures when entering the building. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

- All visits to classrooms must be prearranged with the teacher.
- Conferences will be held outside school hours or during the teacher's conference/preparation period.
- Upon entering the building please report directly to the office.
- A school official will inquire as to the nature of your visit.
- A school official will ask you to sign in.
- You will be issued a visitor pass that should be worn visibly. All staff members have been instructed to stop and question anyone without an office-issued pass.
- At the conclusion of your scheduled visit, please stop in the office, sign-out and turn in your visitor's pass.

VOLUNTEERS

In School District 158, we are fortunate to have extensive community and parental involvement. Throughout the year, there are many opportunities to volunteer in the schools. In an effort to sustain a safe and orderly school environment and because our students need and deserve the full attention of our volunteers, we have established volunteer guidelines whereby no younger siblings will be allowed to accompany a volunteer during school hours. We hope that everyone understands that this is in the best interest of our students as we continue to strive for their academic excellence. If you are interested in volunteering, please contact the school office.

WAIVER OF STUDENT FEES

Waiver of student fees will be granted to those students who qualify. Parents/guardians may apply for waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income. The Board Policy regarding fee waivers and a fee waiver application form will be sent to all parents of enrolled students prior to the start of the school year. These forms are also available by contacting the District Office at 847.659.6158.

DISCLAIMER:

School rules published in this handbook are subject to change to insure continued compliance with federal, state or local regulations. They are subject to review and alteration as necessary for the routine operation of the school



MARLOWE



MUSTANGS

**Middle School
Extra-Curricular
Handbook
2022-2023**

I. Philosophy and Objectives

Extra-curricular activities in School District 158 are considered an important supplement to the district's total educational program. As such, coaches and sponsors in the various activities are considered teachers in their respective areas and will conduct themselves in a professional and ethical manner at all times. Participation in extra-curricular activities are a privilege. Students are representatives of District 158 and will conduct themselves in a positive fashion at all times. Recognizing the importance of extra-curricular participation to the development of the student, District 158 supports as broad a program as possible for its students.

The general objectives of the extra-curricular programs in School District 158 are:

1. Provide a highly competitive experience grounded in sound educational practice.
2. Assist in the healthy development of the body and mind of the student and help promote healthy living and lifelong fitness.
3. Create an enjoyable experience for the players, student body, fans and community by promoting sportsmanship, morale and school spirit.
4. Instill qualities such as teamwork, pride, work ethic, personal responsibility, self-sacrifice and discipline in its participants.

General Practice Schedule

Coaches will make their practice schedules conform to the following regulations:

1. No practice will extend beyond two (2) hours from the designated starting time for that practice. For example, if starting time for basketball practice is set for 2:45 PM, it must end by 4:45 PM.
2. The total number of practices and athletic contests in a given week will not exceed six.
 - a. A practice may be rescheduled if an emergency school closing forces the cancellation of practice.
 - b. Coaches are urged to be reasonable in scheduling practices on holidays and during vacations by respecting a family's right to want their children with them on or near acknowledged family holidays. During vacations, daytime practices should be scheduled while parents are normally at work.
 - c. Coaches will finish practices on time and parents are asked to pick up their child on time or have other arrangements made. On game days, participants are to be picked up immediately after the home contest is over. For away contests, participants will know approximately what time to be picked up.

Conflicts

Occasionally students have conflicts with games and/or practices and confusion can arise if we do not have a consistent policy. Please observe the following practices regarding conflicts:

SCHOOL SPONSORED ACTIVITY AS PART OF THE EDUCATIONAL PROGRAM :

Educational field trips generally do not conflict with practices or games. However, there are rare occasions when conflicts arise. The school will do everything in its power to see that conflicts are not scheduled. However, as a general policy, student athletes will not be penalized for missing or coming late to practice or rehearsals because of a school conflict.

SCHOOL SPONSORED SOCIAL ACTIVITIES :

Students participate in athletics with the understanding that **attendance at all practices and games are required.** Attendance at school sponsored social activities (dances and dance preparation, clubs etc.) does not exempt the athlete from his/her team responsibilities. An athlete must attend all practices except for the following reasons: a) illness; b) emergency; c) a doctor's appointment that cannot be rescheduled at any other time; d) family vacations; e) death in the family; or f) conflicts with other scheduled school activities (arrangements must be made with respective activity sponsor). Athletes who miss games/practices without the coach's permission do so with the understanding that they suffer the penalty that would normally be imposed for anyone who earned an unexcused absence. The second unexcused absence results in the athlete missing one game. A third unexcused absence results in the athlete missing two consecutive games (for a total of three). The fourth unexcused absence results in removal from the team.

EXTRACURRICULAR ACTIVITIES OUTSIDE OF REGULAR SEASON:

It is not stated or implied that students will suffer any penalty for participation in other school related activities during school hours. However, our coaches will use their professional discretion when making decisions in regards to student participation in an event or practice, based on the individual coach/sport/activity attendance and participation policy.

II. Clearance to Participate

All prospective athletes or activity participants who plan to participate in interscholastic athletics or extra-curricular activities must have a current physical on file with the Middle School nurse before they can tryout or practice. Physicals are current for 395 days from the date of the physical. If a student's physical lapses during the course of an activity, the student will be excluded from further participation in that activity. Students must also have a concussion baseline test completed for all athletics PRIOR to trying out. Concussion screening for children 12 and older is valid for 2 years. Concussion screening for children under the age of 12 is valid for 1 year. A student that is currently academically ineligible *may result* in a coach or sponsor to refuse tryouts or participation for a student. A student may also be denied the opportunity to try-out or practice with a team if they did not dress and/or participate in Physical Education for the day.

*****There is no refund of an activity fee for a student being removed from any extra-curricular activity.**

III. Athletic Eligibility

***** The following statement is for any student participating in a school sponsored athletic activity at either Marlowe or Heineman Middle School:** Illinois Elementary School Association and District 158 Middle Schools will allow dual participation in any school-sponsored athletic activity. Any athlete may participate in camps, clinics, or club teams as long as the Middle School team takes first priority. Missed practices or games due to the attendance of an out of school activity will result in disciplinary action per the coaches' discretion.

IV. Academic Eligibility

Students are encouraged to participate in the following extracurricular activities. The following list of activities/athletics will be checked for Academic Eligibility:

Basketball Boys/Girls	School Musical	Poms
Wrestling	Volleyball	School Play
Cheerleading	Scholastic Bowl	Performance Readings
Track Boys/Girls	Cross Country	(additional athletics/activities added by MS Administration)
Robotics	Jr. Buddies Club	

The Athletic/Activity Director and Activity Secretary will run a report for all students participating in an extra-curricular activity on Monday. The athletic/activity director will check eligibility and school staff will have the opportunity to address any necessary changes. The student and parent/guardian will receive written or verbal confirmation on Monday that states the period of ineligibility. It is our expectation that the student will take on the responsibility to let the parents know when they are ineligible. Please do not contact the coach or sponsor regarding ineligibility due to grades or any ineligibility procedures. The teacher(s) or team leader should be contacted regarding grades and the Athletic Director should be contacted regarding procedures.

The period of ineligibility runs from Monday to Sunday. The first eligibility check shall be made following the first full week of attendance in any new quarter. The third week of ineligibility may result in a final written notification

being sent to the student and the parents from the Athletic/Activities Director, indicating removal from the extra-curricular activity.

Students must be passing each subject each week in order to be eligible. Therefore, any student receiving an F in any class will be ineligible for the following week beginning on Monday. Ineligible means the student will not be able to participate in practices, games/events, or any team/club activity for the week. If an athlete chooses to attend a game/event with the team while ineligible (home or away), the athlete may not dress in uniform. Attendance at games/events during an ineligibility period is at the coach/sponsors' discretion. At the discretion of the coach/sponsor, the student may be required to attend team functions in street clothes. It is also highly recommended that any student who is ineligible attend Homework Club after school during the period of ineligibility. In addition, students will be required to go to the content area teacher(s) of the class (es) involved, during all available study hall periods or before or after school during the week of ineligibility. If a teachers strike occurs during the school year and a student was ineligible before the strike occurred, the student/athlete will be given the opportunity to regain their eligibility on a daily basis upon returning to school if the strike lasts longer than the scheduled ineligible week. **Any extra-curricular participant who is ineligible for a total of three weekly periods due to unsatisfactory school work may be removed from the team/activity.**

Athletes and activity participants are expected to follow school, classroom, and team rules. They are expected to project an image of positive leadership in the school and to show respect to students and teachers alike. If an athlete or extra-curricular participant must serve a detention because of a discipline consequence, the coach or sponsor will be notified by the Athletic/Activities director. In-school or out of school suspension will result in any extra-curricular participant missing any games or activities during the consequence.

Each athlete is issued a uniform and it is his/her responsibility to return it in good condition at the end of the season to their coach or athletic director if their coach is not a staff member. If it is not returned within two weeks after the season ends, it is the parent's responsibility to pay for the missing uniform.

As stated in the student handbook, a student must be in attendance for a minimum of 5 clock hours to be able to participate in after school

V. Organization of Teams

Organization of teams will be composed of 7th and 8th graders in volleyball, basketball, cheerleading, and poms. 6th grade students may participate in track, cross country and wrestling. Coaches will stress the importance of good sportsmanship while installing a competitive and winning attitude. Playing time of participants is up to the coaches. All students grades 6-8 are able to participate in the activities (non-athletic) provided within District 158.

VI. A Guide for Parent and Coach Communication

Parent/Coach Relationship

Both parenting and coaching are very difficult vocations. Each role offers unique perspectives of a child's involvement in athletics. While there are times when perceptions of parents and coaches are aligned, it is unrealistic to expect that this will always be the case. We believe it is important to clearly define what you can expect of our coaches. It is also important for you to have an understanding of the procedures for communication between you and your child's coach. Finally, providing support for all students participating in interscholastic competition is an important role played by both parents and coaches.

Coach's Communication to the Parent

You may expect to receive the following information in writing from the coach no later than the first practice:

- Brief statement of the coach's philosophy
- Expectations the coach has for all team members
- Location and times of scheduled practices and games

- Procedure to be followed if your child is injured
- Discipline procedures the coach may implement
- Anticipated costs associated with participation and possible fundraising activities

Parents' Communication to the Coach

- Communicate directly with the coach about any concerns in an appropriate time and manner that is suited for both parent and coach.
- Provide written notification of schedule conflicts well in advance

As your child becomes involved in athletic activities at School District 158, the inevitable highs and lows that are a part of athletic competition are bound to occur. These experiences will provide your child with an opportunity to grow and learn skills and lessons that he/she may apply in aspects of his/her life beyond the gym or playing field. If the lows, however, begin to get your child down, we encourage you to speak with the coach.

Appropriate Concerns to Discuss with Coaches

- The treatment of your child, mentally, emotionally, and physically
- Ways to help your child improve
- Concerns about your child's behavior, attitude, and performance

One of the most potentially problematic issues between coaches, players, and parents is playing time. **Decisions regarding playing time are at the sole discretion of the coach.** As professionals, coaches make decisions based on what they believe to be best for the team and for all students involved. Obviously, there may be times when you do not agree with a coach's decisions, but it is important to recognize that decisions about playing time and a player's role on the team are decisions which are not negotiable between a parent and a coach.

Inappropriate Concerns to Discuss with Coaches

- Playing time
- Team strategy
- Play calling
- Other student-athletes

Setting up a Conference

There are situations that may require a conference between the parent(s), student-athlete, and coach. Such a meeting can lead to increased understanding between the parent(s), student-athlete, and coach. When a conference is needed, please follow these steps:

- Call or email the coach to schedule an appointment
- If the coach cannot be reached, contact the activities director and he/she will arrange a time for you, your child, and the coach to meet

Communication between the coach and parent(s) can play a vital role in resolving concerns; however, before, during, or immediately following a game or practice is not the appropriate time for addressing concerns. Please do not attempt to discuss a concern with a coach at these times, as they are not conducive to the successful resolution of a problem.

While, ideally, it is hoped that a conference with the coach will alleviate concerns, it should be recognized there may be times when the coach and the parent do not achieve a shared understanding as a result of their conference.

The Next Step

- Call the Athletic/Activities Director at your respective middle school. A meeting will be scheduled for the parent(s), student-athlete, coach and activities director.

Support

Your child's participation in athletics can be extremely rewarding. We invite you to support all of our students by becoming involved by attending games and cheering in a positive and encouraging manner. A positive comment from any adult following a great victory or a tough loss means a great deal to a child. We would also encourage you to support all of our students through displaying good sportsmanship at all games. Each student-athlete, regardless of his/her individual skill and talent, normally tries to do his/her best. No one intentionally makes mistakes, but mistakes happen. By treating our opponents and the officials respectfully, we acknowledge their efforts and can express our appreciation of those efforts through our applause and positive comments. By supporting everyone involved in the competition and displaying good sportsmanship, you provide an important and wonderful example for our students. It is hoped this information will serve as the foundation of a rewarding experience in athletics for your child.

VII. Activities Code

As stated in Part I, participation in extracurricular activities in District 158 is a privilege. Students who choose to take part in extracurricular activities are considered representatives of Heineman/ Marlowe Middle School. It is the hope of the board of education, administration, and staff that those students who represent their Middle School do so in such a manner as to not abuse the privilege of participation. In addition, the Activities Code places an emphasis on the values and commitments necessary to create a safe and healthy environment for participation.

- The Activities Code will take effect the first time a student becomes a member of an activity
- The Activities Code is in effect year round, in and out of season, on and off school grounds, until promotion from 8th grade
- A verifiable code violation is deemed to have occurred when a District 158 employee or a law enforcement agency, or representative thereof, personally confirms the student's:
 - possession or consumption of illegal substances
 - activity which violates the rights or property of others
 - association with or attendance at activities involving violation of the activity code or involvement in criminal or immoral activities as determined by state statute or certified school personnel.

Activities Code Violations

- Acts of unsportsmanlike conduct in which the student is involved, such as cheating, fighting, or verbal abuse of students, school personnel, officials, contestants, coaches, sponsors, or spectators. This includes being ejected from a game, meet, or activity.
- Association with or attendance at activities involving a violation of the code in which the student does not leave upon learning of said activities.
- Any behavior that warrants an in-school/out-of-school suspension (this includes Level A & B offenses).
- Any Level C offense as outlined in the Middle School Student Handbook will result in immediate removal from an extracurricular activity.

Activities Code Violation Consequences

***** The following are a list of steps that may be used for disciplinary action. These steps may be subject to change depending on the severity of the action.**

1. First Offense: Suspension from 20% of the total scheduled contests.
2. Second Offense: Suspension from 50% of the total scheduled contests.
3. Third Offense: Suspension from all athletics or extra curricular activities for one academic year
4. Fourth Offense: Athlete forgoes the opportunity to participate in any activity or athletic team for the remainder of their middle school career

All violations will carry over to the next activity in which the student is involved if not completed in the current activity.

Clarifications/Definitions

- For suspensions that carry over to the next activity, the student must complete the “next” season in good standing.
- A violation will be considered a second or third offense if it is committed within the current academic year of the previous violation. After the current academic school year is completed, a violation will be dropped.
- A first violation in a season will not automatically result in forfeiting eligibility for school awards. A second violation in a season will result in forfeiture of all school awards.

VIII. Ultimate Authority

If any cases arise that are not covered by these policies or which in some way require special interpretation, the building Principal will provide this decision. Appeals concerning the Activity Code may be made in accordance with provisions of the code. Appeals relating to other matters may be made to the Associate Superintendent and Board of Education within three (3) school days of the Principal’s decision.

Appeal Process

1. If the student and parent(s) wish to appeal a decision, they may do so by contacting the activities director within three school days of being notified of the suspension.
 - a. The activities director will organize an appeal committee consisting of the activities director, principal, and two coaches/sponsors not involved in the activity.
 - b. The committee will hear the suspension evidence and testimony of the parents, suspended student, and coaches/sponsors.
 - c. After reviewing the information, the committee will decide to uphold or reverse the original suspension.
2. If the suspension is upheld by the committee, the student and parent(s) may appeal the decision by contacting the district office within three days of the committee’s decision.
3. If the district office upholds the committee’s decision, the player and parent(s) may appeal to the Board of Education.
4. If, during any step of the appeal process, the original suspension is reversed, the suspension will be declared void and all records of the suspension will be purged. The student shall return to the activity in good standing and without further consequence.

HUNTLEY HIGH SCHOOL

Student Academic, Activities, and Athletic Handbook 2022-2023

**HUNTLEY COMMUNITY SCHOOL DISTRICT 158
MISSION STATEMENT**

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



WELCOME

Welcome to Huntley High School. This handbook is designed to acquaint you with the rules, regulations and procedures used at Huntley High School. It will be your guide to available services, your key to responsibility and your outline of acceptable conduct. All information, rules and guidelines in this handbook extend to all students during school, on District property and at all District Sponsored and related activities, as well as fieldtrips and extra-curricular, whether held before or after school, on evenings or weekends. Rules, expectations and guidelines are also enforceable from portal to portal, meaning at the bus stop and on the bus. Read this handbook, familiarize yourself with it and use it to make your time at HHS both rewarding and enjoyable.

HUNTLEY HIGH SCHOOL ADMINISTRATORS

Principal Marcus Belin
 Associate Principal Shelly Kish
 Associate Principal Danyce Letkewicz
 Associate Principal Tom Kempf
 Dean of Students (Freshman) Chris Duncan
 Dean of Students (A-G 10th-12th) Alice Ohlinger
 Dean of Students (H-O 10th-12th) Jim Stotz
 Dean of Students (P-Z 10th-12th) Justin Stroh
 Athletic Director Glen Wilson
 Assistant Athletic Director
 CTE Department Chair Nick Wedoff

English Department Chair Shaina Poczowski
 World Language/Fine Arts Department Chair Leah Novak
 Math Department Chair Danielle Parker
 PE Department Chair Jennifer Heuck
 Science Department Chair Cindy Fuhrer
 Social Studies Department Chair Brian Truax
 Special Services Department Chair Kari Breese

Important Telephone Numbers

6601 Attendance Line (24 hour automated) 847-659-6611
 6602 District Office 847-659-6158
 6605 Student Services Office – Freshman 847-659-6632
 6696 Student Services Office (A-G 10th-12th) 847-659-6540
 6668 Student Services Office (H-O 10th-12th) 847-659-6630
 6762 Student Services Office (P-Z 10th-12th) 847-659-6606
 6506 Transportation 847-659-3000
 6683 District Tip Line 847-659-4636
 6518 McHenry County Crisis Line 800-892-8900
 6517 National Suicide Prevention LifeLine 800-273-8255
 6655 National Crisis Text Line Text "HOME" to 741741

6536
 6562
 6767
 6748
 6663
 6693
 6537

Schedules

<u>Daily Schedule</u>		<u>Late Start Schedule</u>		<u>Pep Assembly Schedule</u>		<u>Raider Way Schedule</u>	
Period	Time	Period	Time	Period	Time	Period	Time
1	7:30 - 8:17	1	8:00 - 8:43	1	7:30 - 8:06	1	7:30 - 8:12
2	8:22 - 9:09	2	8:48 - 9:31	2	8:11 - 8:47	2	8:17 - 8:59
3	9:14 - 10:06	3	9:36 - 10:24	3	8:52 - 9:32	3	9:04 - 10:16 (RW Lesson 9:04 - 9:34)
4	10:11 - 10:58	4	10:29 - 11:12	7	9:37 - 10:13	4	10:21 - 11:08
5	11:03 - 11:50	5	11:17 - 12:00	8	10:18 - 10:54	5	11:13 - 12:00
6	11:55 - 12:42	6	12:05 - 12:48	4	10:59 - 11:36	6	12:05 - 12:52
7	12:47 - 1:34	7	12:53 - 1:36	5	11:41 - 12:18	7	12:57 - 1:39
8	1:39 - 2:26	8	1:41 - 2:26	6	12:23 - 1:00	8	1:44 - 2:26

	Pep	1:00 - 2:26	
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Huntley Community School District 158 Schedule of Events 2022-2023

Institute Days

Monday, August 15, 2022
Tuesday, August 16, 2022
Tuesday, October 11, 2022
Tuesday, February 21, 2023

Non Attendance Days – No School

Wednesday, November 23, 2022 (Offices Closed)
Friday, February 17, 2023
Friday, April 7, 2023 (Offices Closed)

Holidays – No School / Offices Closed

Independence Day Observance – July 4, 2022
Labor Day – September 5, 2022
Columbus Day – October 10, 2022
Thanksgiving Holiday – November 24 and 25, 2022
Christmas Holiday – December 23 and 26, 2022
New Year’s Holiday – Dec 30 2022 and Jan 2, 2023
Dr. Martin Luther King’s Birthday – January 16, 2023
President’s Day – February 20, 2023
Memorial Day – May 29, 2023

Waived Holidays - School is in Session

Veterans Day - Thursday, November 11, 2022
Casimir Pulaski Day - Monday, March 6, 2023

Miscellaneous

Friday, December 16, 2022 – Last day before winter break
Monday, January 4, 2023 – First day after winter break
Friday, March 24, 2023 – Last day before spring break
Monday, April 3, 2023 – First day after spring break

School Begins

Wednesday, August 17, 2022

Open House

TBD

High School Grading Periods

End of Semester 1 - December 21, 2022 (82 days)
End of Semester 2 - May 25, 2023 (92 days)

Day of Remembrance

Patriot Day – Sunday, September 11, 2022

Parent Teacher Conferences

Monday, November 21, 2022 – 9:00 a.m. to 8:00 p.m.
Tuesday, November 22, 2022 – 7:00 a.m. to 12:00 p.m.

Winter Holiday Break

December 22, 2022 – January 3, 2023

Spring Break

March 27, 2022 – March 31, 2023

Huntley High School Graduation Date

May 20, 2023

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

Academic Misconduct

I. Definitions of Academic Misconduct

A. Scholastic Dishonesty

A breach of the standards of academic integrity including all forms of academic cheating (e.g., plagiarism, collusion, falsifying academic records, intentionally providing work to another student) and any other act designed to give unfair academic advantage to a student.

B. Cheating

Any attempt to defraud, deceive, or mislead the teacher and/or school administration in arriving at an honest evaluation of learning. Cheating includes aiding other students in cheating, as well as the inappropriate use of technology that transmits data. Cheating includes the theft, damage, sale, and/or distribution of course materials.

C. Plagiarism

A form of cheating that involves presenting as one's own, the ideas or work of another. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism.

D. Furnishing False Information

Writing an exam or term paper for another student; soliciting another person to take an exam or write a paper for one's own class; submitting the same work in more than one course; or representing oneself as another person.

II. Academic Misconduct Procedure

When an incident of academic misconduct is suspected, the teacher will take reasonable action to establish whether it actually occurred and then contact the student and parent. After giving the student notice of the allegation(s) and an opportunity to explain their actions, the teacher will send a discipline referral to the dean who will investigate the incident with the Department head. If it is determined that academic misconduct has occurred, the dean will assign disciplinary actions, including, but not limited to referral to the student's Problem Solving Team, restorative practices, and academic consequences.

III. Consequences

First Occurrence

The student is given the following credit for work that is submitted and assessed accordingly:

- 50% credit for formative work
- 70% credit for summative work
- Dean's consequence (detention through in-school intervention)
- The dean will refer the student to the Problem Solving Team and add restorative practices, as appropriate

Subsequent Occurrences

1. The student is given 0% credit for formative or summative work.
2. If there are no further incidents of academic misconduct by the end of the grading term, the student can appeal to the teacher to resubmit/retake the assessment. The student will receive a 60% passing grade on the assessment. If they score below a 60%, they will receive a replacement grade.
3. Dean's consequence (detention through in-school intervention)

The dean will refer the student to the Problem Solving Team and add restorative practices, as appropriate.

Consequences for academic misconduct may be cumulative throughout the student's educational career at the school. The consequences for violating this policy are separate from, and in addition to, those assigned for violating school rules, other

School District policies, and the law. Furthermore, this policy in no way limits the authority of the administration or Board of Education to impose other or additional consequences in accordance with school rules and District Policies

Address & Telephone Changes

If you and/or your parents move or change phone numbers, you are required to notify the Main Office of those changes immediately.

After School Hours

Students should only be on school grounds after school is dismissed for approved academic or co-curricular reasons. Loitering can result in disciplinary action by the administration or possible arrest for trespassing.

Attendance & Absences

Regular attendance at school is a prerequisite for academic success. Accordingly, all students at Huntley High School are expected to be present in all scheduled classes every school day unless absent for the following valid reasons:

- Illness of the student
- Death in the immediate family
- Court summons
- Work or school activity approved by school
- Observance of a religious holiday
- Family Emergency
- Mental Health Day
- Voting in a local, state, or federal election (may be excused for up to two hours to vote provided they present their voter registration to their Dean and discuss with their Dean prior to the absence.)

Students who will be late to school or absent from school should have their parent/guardian notify the school on the morning of their absence by calling the attendance office at (847) 659-6611. The attendance phone number is a 24-hour line. **If a phone call or note is not obtained by the Attendance Office within 24 hours of the absence, the student will be marked unexcused absence.** Students and parents/guardians are reminded that class participation grades may be adversely affected by a student's absence. Participation grades may weigh heavily in the determination of final grades.

Once a student arrives at school, they may not leave before the end of the school day without prior parent approval. All absences without prior parent approval will be unexcused.

Students who are excessively absent from school or who skip classes may face the loss of their privilege to participate in athletics and extracurricular functions. In addition, students who are excessively absent, skip classes and/or arrive late to school will also be subject to the loss of parking privileges and other disciplinary consequences. The school seeks the cooperation of parent/guardian in the matter of school attendance and punctuality.

A student should not be on campus for any reason on a day that they have been reported as ill unless they have made arrangements with the administration to do so. If there is a medical reason for missing school (and Physical Education) due to an extended illness/condition, a doctor's note stating so will be required based on the nurse's recommendation (typically every six weeks.). All notes should be turned into the school nurse.

Excused by Parent Absences: A parent may excuse up to 7 absences per class period per semester. This includes pre-arranged vacation absences. Upon the 8th and subsequent absence, medical verification must be provided to the attendance office or the absence will be recorded as unexcused and **no credit for work will be given**. The following are not included in this policy: religious holidays, family emergencies, doctor verified illness or appointment, and pre-arranged absences.

Excused Tardies: A parent may excuse up to 2 tardies to school per semester. Upon the 3rd incident, the unexcused tardy policy will be implemented.

College Visitation Days: must be taken before May 1. A signed verification from the college or institution must be provided to excuse the absence as a college visit. Failure to follow the correct procedure will result in the absence being included as an excused day of absence by the parent/guardian. Only the day of the college visit can be excused under the "College Visit" excusal code. Days required to travel for a college visit do not count, but may be excused by a parent or guardian.

Mental Health Days: Students are allowed up to 5 Mental Health days per year, not semester. "Students may utilize up to 5 mental/behavioral health days. After the use of the 2nd day, the student may be referred to the appropriate school support personnel."

Single Period Class Callouts: In order to have an absence to be excused, students leaving the building /campus during the day (other than seniors leaving during their lunch period) must have permission from administration and parents prior to their leaving. When students do leave, they must sign out in the attendance office and leave the campus. Failure to follow these procedures will result in the absence recorded as unexcused. Students returning to school before the end of the day must sign in with the Attendance Office secretary. Parent excusals for single class periods while still remaining on campus are not allowed.

Blended Periods: Juniors and seniors will be permitted to leave campus during blended classes when not required to be in the classroom. Students who are permitted to leave must leave and return to the building through door 1. Students are required to show their student ID cards upon re-entry. Students choosing to leave during this time must completely leave campus. Sitting in cars in the parking lot is prohibited. Any abuse of this privilege, related truancies or tardies, community disruptions, overdue detentions etc., may result in having these privileges revoked.

Physical Education: A parent may request that a student be excused from physical activity in PE during a period of religious fasting, by notifying the physical education teacher in writing.

Freshmen and Sophomores are not permitted to leave for lunch or blended classes and must remain on campus during the lunch hour and blended classes when not required to be in the classroom. Any Freshman or Sophomore who leaves the campus during a lunch period will be considered absent without authorization and will receive disciplinary consequences.

Make-up Work Following Excused Absences:

- An excused absence allows for makeup privileges. After such an absence, a student is expected to see their teachers at once and take the necessary steps to make up the work missed. In some cases, make-up work is planned cooperatively prior to the absence. Students have 1 class period more than the number of days missed to turn in makeup work for full credit. This procedure does not apply to longstanding assignments. **Longstanding assignments are defined as projects or essays on which students are given at least two weekends to complete.** For example, if a student was assigned a research paper and was absent on the date it was due; the makeup policy does not apply and the assignment is due upon return. Long term teacher instruction and planning takes precedence in this matter.
- Class work may/should be made up when a student is suspended from school. It is the student's responsibility to contact their teachers for their assignments during either an in-school intervention or out- of-school suspension. Full credit will be given for work done during in-school intervention. **In order to receive credit for work missed during an in-school intervention or an out-of-school suspension, all completed homework must be handed in on the first day that a student returns to his/her classes. Also, all tests and quizzes must be made up immediately upon the student's return.** The purpose of the make-up work is to keep a continuity of learning for the student. The teacher is not obligated to set up labs, special classroom presentations, or any other classroom activities that require advanced preparation by the teacher.

Unexcused Absences: Students who are unexcused from any class are expected to make arrangements with the teacher to make up any missed work within 48 hours of the absence. Failure to make these arrangements may result in the student receiving NO CREDIT for all homework, tests, quizzes or projects that were completed or collected that day. The decision whether an absence is excused or unexcused is at the discretion of the principal or designee.

- Students who are marked unexcused forfeit the opportunity for remediation of any kind following completion of the assignment missed.

Some examples of absences that cannot be excused include, but are not limited to, the following offenses:

1. Student not attending a scheduled class.
2. Student absence without a phone call or note within 24 hours
3. Oversleeping
4. Car trouble
5. Leaving school without receiving proper authorization

Consequences for Unexcused Absences (per semester)

- 1st:** Warning
- 2nd:** Lunch Detention
- 3rd:** Lunch Detention
- 4th:** After School Detention
- 5th:** After School Detention
- 6th:** Dean Meeting (privileges revoked)
- 7th:** Saturday Detention
- 8th:** Counselor Meeting
- 9th:** Parent and Dean Meeting (online or in-person)
- 10th:** 5 Social Action Hours or 1 ISI (choice)
- 11th:** 5 Social Action Hours or 1 ISI (choice)
- 12+:** ISI with Restorative Circle

Students may also lose privileges, such as parking privileges, blended privileges, study hall exemption, late arrival or early release privileges, and participation in Homecoming activities, other dances, and Prom/Post Prom. No Parent callouts will be accepted for students that have lost off campus privileges (either temporarily or permanently) without administrative approval.

Withdraw Fail: If a student has received consequences for unauthorized absences from the same class on five occasions, any subsequent absence may result in being dropped from that class with the grade of WF-Withdraw Fail and placed in a study hall. Removal from multiple classes may result in a recommendation for an alternative placement.

Early Dismissal: The high school has a closed campus for freshman and sophomores. Students must remain in the building including lunch and assemblies unless special permission is given by a school administrator and with parent consent. Permission to leave the school building must be obtained **in advance** by a note or phone call from the student's parent/guardian. All students must sign in or out in the Attendance Office if arriving late or leaving early during the school day. **Leaving campus without prior authorization will result in unexcused absences for those periods missed and may result in consequence according to the attendance policy.**

Tardiness: A student is tardy when they are not in their classroom when the tardy bell stops ringing. If a student is tardy to a class, they must immediately report to the closest HERO location for a pass to class. Excessive tardiness may result in additional consequences.

Consequences for being tardy to each class per semester:

- 1st:** Warning
- 2nd:** Lunch Detention
- 3rd:** Lunch Detention
- 4th:** Lunch Detention
- 5th:** After School Detention
- 6th:** After School Detention
- 7th:** Dean Meeting (privileges revoked)
- 8th:** Saturday Detention
- 9th:** Parent and Dean Meeting (online or in-person) with a Saturday Detention

Severe Weather Conditions: In the event of a tornado or other disaster warning, when children are at home, parents should not send children to school. If the warning comes when children are at school, school personnel will initiate appropriate protective measures.

Emergency School Closing: School closings because of unforeseen circumstances, may be announced on radio and television stations. An Alert Solutions automated call out system may also be used to alert District 158 families of school closings. Please make sure current phone numbers are on file with the district.

Student Behavior

Effective discipline is necessary if a school is to function in the most constructive manner for students. Through good discipline and self-control, the student can work with the school to form a productive partnership. Good discipline requires teamwork and is the combined responsibility of students, parents and staff. **Students are responsible for following all school rules and regulations while attending any school-sponsored activity.**

CODE OF CONDUCT

Huntley High School Expectations for Behavior:

- Attend school each day, be conscientious in classroom work and take full advantage of the educational opportunities available
- Respect yourself and the rights of others
- Respect other people's property and exercise proper care when using public facilities and equipment
- Establish personal and educational goals with teachers, counselors, and family and work consistently toward the achievement of your goals
- Be aware of the expectations for student behavior and accept personal responsibility for functioning successfully within these guidelines

Problem-Solving Suggestions for Students:

- Talk with your parent/guardian about possible solutions
- Calmly discuss any issues with the teacher when other students are not present. This removes the pressure on both of you to be right
- If the matter is not resolved, talk with a trusted faculty member, counselor, dean of students, assistant principal, or the principal

Problem-Solving Suggestions for Parent/Guardian:

- Be sure of your facts. Although it may be difficult for you not to take sides, try to see the whole picture
- Contact the person with whom your son/daughter is having the problem
- If possible, include your son/daughter in conferences with teachers, Dean of Students, Associate Principal, Principal, counselors and other school personnel to help find solutions together
- Before you leave a conference, **be sure you understand** what is expected of you and your son/daughter and what the school staff will try to do
- Set a specific time when communication by phone or letter will be made on your son/daughter's progress

Huntley High School will not allow students access to any facility, activity or function when that student is suspended, expelled or withdrawn while facing a suspension or expulsion.

All violations of the school disciplinary policy by a student will be maintained in that student's record file.

Disciplinary measures: Potential disciplinary measures include, without limitation, any of the following:

1. Verbal warning
2. Notifying parent(s)/guardian(s)
3. Disciplinary conference
4. Withholding of privileges
5. Temporary removal from the classroom
6. Lunch or teacher detention
7. Return of property or restitution for lost, stolen, or damaged property
8. Restorative Practices
9. After-school or Saturday detention
10. In-school intervention
11. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules
12. Suspension of bus riding privileges

13. Suspension/Removal of the Parking Pass
14. Out-of-school suspension
15. Expulsion
16. Notifying juvenile authorities or other law enforcement
17. Other disciplinary action as deemed appropriate by the administration

LEVEL I BEHAVIOR:

Level I offenses involve minor misbehavior by the student which interferes with orderly classroom, school, school related or bus procedures. Such misbehavior can usually be handled by any individual staff member but sometimes requires the intervention of an administrator. Examples include but are not limited to:

- Dress code violation
- Lying
- Disturbing a Class
- Failing to Clean Up Lunch Litter
- Non-defiant Failure to Carry Out Directions
- Using Abusive Language/Profanity
- Failure to comply with the “Good Neighbor Rule”: Students must enter/exit the Harmony Road Campus via the authorized Harmony Road entrances/access points.

LEVEL I CONSEQUENCES:

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a referral to a Dean of Students. A proper and accurate record of the offense and disciplinary action will be maintained by the staff member. Possible consequences include but are not limited to:

- Verbal warning.
- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Temporary removal from the classroom.
- Lunch or teacher detention
- Return of property or restitution for lost, stolen, or damaged property.
- After-school or Saturday detention.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges.
- Other disciplinary action as deemed appropriate by the administration.
- Restorative Practices: If a student engages in inappropriate behavior, they may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student’s dean.

LEVEL II BEHAVIOR:

Level II offenses involve misbehavior, which because of its frequency or seriousness disrupts the learning climate of the school or the safety of the bus. These infractions, which usually result from repeated instances of LEVEL I misbehaviors, require the intervention of the Dean of Students because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but which cause educational consequences serious enough to require corrective action on the part of the Dean of Students, Assistant Principal, or Principal. Examples include, but are not limited to:

- Repeated instances of Unmodified Level I Misbehavior
- Being absent from detention
- Cell phones in Unacceptable Areas
- Leaving campus without permission
- Being outside of the building without permission
- Disrespectful/Insubordinate/Uncooperative behaviors
- Driving and/or parking violation
- Forging notes or misrepresenting phone calls

- Harassing/disrupting another student's educational progress
- Loitering in washrooms, hallways, parking lots or unauthorized areas
- Possessing, Using or Sharing an ID or pass in a fraudulent manner
- Refusing to identify self when asked to do so by a staff member or administrator
- Public Displays of Affection
- Inappropriate behavior on the bus
- Engaging in academic misconduct.

LEVEL II CONSEQUENCES:

The student will be referred to a Dean of Students for appropriate disciplinary action. The Dean will meet with the student and/or teacher and decide on appropriate action. The teacher will be informed of the Dean's action. A proper and accurate record of the offense and the disciplinary action will be maintained by the Dean.

Possible consequences include, but are not limited to:

- Verbal warning.
- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Temporary removal from the classroom.
- Lunch or teacher detention
- Return of property or restitution for lost, stolen, or damaged property.
- Loss of parking privileges
- Loss of credit on assignments
- After-school or Saturday detention.
- In-school intervention.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges.
- Notifying juvenile authorities, law enforcement, or other outside agencies.
- Other disciplinary action as deemed appropriate by the administration.
- Attendance Plan-a signed agreement between student and school designed to improve attendance
- Behavior Plan-a signed agreement between student and school designed to improve behavior
- Restorative Practices: If a student engages in inappropriate behavior, they may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student's dean.

LEVEL III BEHAVIOR:

LEVEL III offenses involve acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school or on the bus. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.

Examples include but are not limited to:

- Continuation of Unmodified Level II Misbehavior
- Aggressive behavior, which includes behavior without physical contact
- Fighting (also see Individual Accountability)
- Harassment
- Bullying
- Hazing
- Making threats, directly and indirectly, including: 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 on 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 their duties or employment status or status as a student inside the school.
- Profanity directed to staff
- Gross insubordination/disobedience/misconduct: Gross insubordination, disobedience or misconduct includes any behavior which is flagrant or excessive in nature. It is also any conduct, behavior or activity, as defined by the Board of Education in its

policies, which causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school activities or the rights of other students or school personnel.

- Theft of property (less than \$500 total value): Theft of property in a school may result in criminal charges, in addition to any punishment imposed by the District.
- Possession of Stolen Property: Obtaining control over stolen property knowing the property to have been stolen or under circumstances as would reasonably induce a person to believe that the property was stolen is considered theft (720 ILCS 5/16-1)
- Consuming, having consumed, or exhibiting intent to consume an illegal substance including marijuana/marijuana derivative.
- Gambling: Any wagering where money or material belongings are exchanged.
- Trespassing
- Vandalism
- Use /Discharge of mace
- Involvement in fraternities, sororities or other secret societies
- Possessing/using tobacco products including, but not limited to, look alike tobacco products, electronic cigarettes, chewing tobacco, herbal cigarettes, and/or alternative nicotine products on school property or at a school sponsored event
- Inappropriate use of electronic resources Unauthorized access to virtual classrooms, district-used software programs, and other miscellaneous electronic disruptions.
- Safety Breach-(i.e. letting others into the building through unauthorized entrances
- **Individual Accountability:** Students who provoke, or encourage any activity that is in violation of the student handbook, which may include, but not limited to,
 - fighting, theft, etc.
 - recording or distributing footage, but not limited to, photographs, video, audio clips, etc.

Students will be held accountable for their actions. Consequences may include, but are not limited to, an out-of-school suspension.

LEVEL III CONSEQUENCES:

The Dean of Students initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The Dean of Students meets with the student about the student's misconduct and the resulting disciplinary action. Parents and appropriate law enforcement agencies may be contacted. A proper and accurate record of offenses and disciplinary actions will be maintained by the Dean. **In the event that any type of contraband (vapor devices, cigarettes, drugs, etc.) is discovered as part of an investigation, it will be retained by the school and may be turned over to the police for destruction.**

Possible consequences include but are not limited to:

- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Temporary removal from the classroom
- Lunch or teacher detention
- Return of property or restitution for lost, stolen, or damaged property.
- After-school or Saturday detention.
- In-school intervention.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges.
- Out-of-school suspension.
- Notifying juvenile authorities or other law enforcement.
- Other disciplinary action as deemed appropriate by the administration.
- Restorative Practices: If a student engages in inappropriate behavior, they may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student's dean.

LEVEL IV BEHAVIOR:

Level IV offenses involve actions which may or do result in violence to another's person or property or violation of students rights which may pose a direct threat to the safety or security of others in school or on the bus. These acts may be criminal and are so serious that they always require administrative actions which may result in the immediate removal of the student from school, the possible intervention of law enforcement authorities, and possible action by the Board of Education.

Examples include but are not limited to:

- Continuation of Unmodified Level III Misbehavior
- Arson
- Assault/Battery
- Bomb Threat
- Extortion
- False Fire or Disaster Alarms
- Theft of property (\$500 or more total value): Theft of property in a school may result in felony criminal charges, in addition to any punishment imposed by the District.
- Attempt to breach secured electronic information or resources
- Using, Possessing or participating in a plan to possess, sell or distribute illegal substance(s) as described in District 158 School Board Policy (Drugs, Marijuana/Marijuana Derivatives, Look-Alike Drugs, Alcohol, drug or marijuana paraphernalia, or other intoxicating substances)
- Possessing/Using pyrotechnics/flammable materials
- Possessing/Using/Transferring dangerous or look alike weapons
- Hazing that endangers the mental or physical health or safety of another person.
- Gang Activity
- Inappropriate communication through electronic devices including, but not limited to (i.e. "sexting", threats (implied, direct or indirect)

LEVEL IV CONSEQUENCES:

The Dean of Students will verify the offense, confer with the staff involved, and meet with the student and parents. The student may be immediately removed from the school environment. School officials may contact a law enforcement agency and assist in prosecuting the offender. A complete and accurate report will be submitted to the Superintendent for his consideration and possible recommendation to the Board of Education for expulsion. Any of the infractions that are highlighted above, in Level IV behavior, may result in suspension from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement. **In the event that any type of contraband (vapor devices, cigarettes, drugs, marijuana etc.) is discovered as part of an investigation, it will be retained by the school and may be turned over to the police for destruction.**

Other possible consequences for Level IV behaviors include but are not limited to:

- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Return of property or restitution for lost, stolen, or damaged property.
- In-school intervention.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges.
- Out-of-school suspension.
- Expulsion.
- Notifying juvenile authorities or other law enforcement.
- Other disciplinary action as deemed appropriate by the administration.
- Restorative Practices: If a student engages in inappropriate behavior, they may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student's dean.

Student Behavior Conduct motivated in whole or in part by prohibited discrimination may be subject to increased disciplinary measures, when determined to be appropriate by the administration. The Board may also consider whether conduct was motivated in whole or in part by prohibited discrimination when determining whether to expel a student based on such conduct. Prohibited discrimination means conduct based upon actual or perceived 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, or pregnancy.

EXPLANATION OF CONSEQUENCES

Explanation of consequences from least severe to most severe is explained below.

Teacher Detention: Detentions are given for minor infractions. Detentions issued by classroom teachers must be served with that classroom teacher. Failure to serve a classroom detention will result in a discipline referral for missed teacher assigned detention. Detentions issued by a staff member supervising a study hall, extracurricular activity, lunchroom, and other school related activity will be an after school detention. Failure to serve a detention will result in a discipline referral for missed Dean assigned detention.

Lunch Detention: This is an option which the Dean of Students may select for Level I, II, or III offenses, or when an individual behavior otherwise indicates such consequence is appropriate. Students are expected to serve all assigned detentions. Students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Prom/Homecoming or other school events.

After-School Detention: This is an option which the Dean of Students may select for Level I, II, or III offenses, or when an individual behavior otherwise indicates such consequence is appropriate. In rare instances, a student who fails to attend an assigned after-school detention may have it reassigned as a suspension. Students are expected to serve all assigned detentions. Students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Prom/Homecoming or other school events.

Bus Suspension: Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. The right of riding the bus may be suspended for acts of gross disobedience or misconduct committed on the bus, and the student may face further consequences as described in the Student Handbook. It then becomes the responsibility of the parent to transport the student. School bus riders, while in transit, are the responsibility of school bus personnel. Students at bus stops, bus loading and unloading zones and in-route may also be subject to the District's Rules and Policies. Students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Saturday Detention: A Saturday Detention can be given for a variety of infractions of the school rules. The detention will be from 8:00 AM-Noon. The detentions will be held in the detention room and students should enter through Door 27. Students should come prepared with the proper materials and class work for the four hours. All school rules apply and no sleeping or eating will be permitted. If a student does not attend their assigned Saturday Detention, an In-School intervention may be assigned. Saturday Detentions will no longer be an option if the assigned detention is not served. Students are expected to serve all assigned detentions. Students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Prom/Homecoming or other school events.

Social Action Hours: Social Action Hours are volunteer hours that are utilized primarily by the Deans in order to provide students with not only an opportunity to repair a wrongdoing through volunteer work and reflection, but to encourage students to be positive contributors to their communities. Assignment of these hours may be used as an alternative for some infractions rather than serving a detention or suspension. Privileges may be revoked until social action hours are completed. Assigned Social Action Hours cannot count towards Silver Cord or NHS.

Restorative Circles: Students at odds meet with each other and two trained Student Support Team members to, at a minimum, work to learn how to coexist peacefully in a shared environment. Both parties need to agree to it for it to be utilized.

In-School Intervention (ISI): Huntley High School operates an In-School intervention program. Students assigned a day of ISI must report by 7:30 am and will be released at 2:30 pm. While serving an ISI, students remain in a quiet supervised study area for the entire school day. They are not allowed to attend their classes or to socialize with other students. Prior to the first lunch period, they will be allowed into the cafeteria but it is recommended that they bring a sack lunch. During their ISI assignment, they are required to complete assignments for all of their classes and turn the assignments into the ISI Supervisor prior to leaving the ISI room. It is the student's responsibility to contact their teachers prior to arriving in ISI for the assignments. Students will receive full credit for all work completed during the In-School intervention. A student's absence on the date of an ISI must be verified by a parent or a student will be considered unexcused and receive additional consequences. A student failing to serve an ISI on the scheduled day will serve an ISI on the day of return. If a student is removed from ISI due to inappropriate behavior, the student will only receive credit for work completed prior to removal and will have to be picked up by a guardian. ISI will also not be available as

a discipline consequence for the remainder of the year.

***If your student has a 504 or IEP, they will have access to all of their accommodations and supports while they are in ISI.**

***NOTE: You are not allowed to participate in any athletic practice session or contest or any co-curricular practice, rehearsal or performance on the day of ISI.**

Out-Of-School Suspension (OSS): Out-of-School Suspensions occur when a student is temporarily suspended from HHS for a period of one to ten days. A suspended student shall have the opportunity to make up any assignments and tests missed during the suspension period. It is the student's responsibility to contact their teachers for their assignments. The teachers will provide all homework assignments. In order to receive credit, all completed homework must be handed in immediately on the first day that a student returns to their classes. Also, all tests and quizzes must be made up immediately upon their return. When a student accumulates 20 days of out-of-school suspension, per year, the administration may recommend an alternative educational setting to the Board of Education.

When a student is given an out-of-school suspension, that student will be suspended from the entire school program and its environment. The student will not be permitted to attend class, to be in the building, on school grounds, in the area of the school, or to participate in any co-curricular or interscholastic school sponsored function.

Expulsion: The law gives the community, through its school board, the right to exclude certain students from school. Students may be expelled for up to two calendar years for gross disobedience or misconduct. Additionally, students may be recommended to the Board of Education by the administration when it is determined that every avenue to solving the student's problem has been exhausted without positive results or potential success.

Student Rights in Disciplinary Actions: To ensure that the student receives fair treatment consistent with the fundamental requirement of due process, all student suspensions or recommendations for expulsion must be made in accordance with the following procedures:

A. Suspension

1. Students will be given the opportunity to present information on their own behalf prior to suspension. The suspension shall be reported by telephone immediately to the parent/guardian of each suspended student. The Board of Education and the parent/guardian, through the Superintendent of Schools, the Principal, Associate Principal, or Dean of Students, shall be notified of the suspension through the US Mail or by personal delivery.
2. The letter shall give a full statement of the reasons for the suspension and notice to the parent/guardian of their right to a review of the suspension. The parent or guardian may request a review of any action of the Principal or Associate Superintendent by the Board of Education, or a hearing officer appointed by the Board. Such a request must be made to the Superintendent in writing. At such a hearing the parents may appear and discuss the suspension with the Board or the hearing officer, and may be represented by counsel.
3. A student shall be reinstated after suspension only by the Principal, Associate Principal, or Dean of Students. Further continuance in school is contingent upon conduct of the student being consistent with what is expected of good school citizens.
4. A parental conference with the Dean of Students may be required before a student's reinstatement. If a parental conference does not occur, the student shall remain in the in-school intervention room until the conference occurs.

DUE PROCESS FOR SUSPENSIONS: Parents have the right to request a hearing from the Board of Education.

Right to Review: The Appeals process must follow these 4 steps:

- A. Appeal to the Building Associate Principal
- B. Appeal to the Building Principal
- C. Appeal to Associate Superintendent or Designee
- D. Appeal to the Board of Education

B. Expulsion

Expulsion shall take place only after the parents have been notified and requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss their son/daughter's behavior.

The request shall include:

1. details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
2. The time, date, and place of the hearing;
3. A brief description of what will happen during the hearing;
4. A list of the student's previous suspensions;
5. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years; and
6. A statement regarding the interventions offered to the student;
7. A statement as to whether the student poses a continued risk of harm to other students, staff, or the school community; and
8. A request that the student or parent/guardian inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and his or her parent/guardian may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard. A student may be readmitted to school after expulsion by official action of the Board of Education. Such reinstatement should occur only after the Board of Education, the Principal, and the Superintendent of Schools are satisfied that the student intends to correct the situation which led to expulsion.

Student Search and Seizure: In order to maintain order and security in the schools, school authorities (including school liaison police officers) are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students
- In the presence of a school administrator or adult witness
- By a certificated employee or liaison police officer of the same sex as the student

Seizure of Property

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

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

If a student has an account on a social networking website, e.g., Facebook, Instagram, Twitter, ask.fm, etc., school officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's social networking website account that violates school disciplinary rules or policy. In the course of an investigation, a student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or their parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

A social networking website means in internet-based service that allows students to (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

Blended Learning Classes

Huntley High School offers blended courses in which students participate in education that provides a combination of online and classroom face to face activities resulting in less time spent in class during the school day. Blended courses emphasize student centric learning, independent learning skills, time management skills, flexible scheduling based upon content/student needs, enhanced communication skills and differentiated learning. Students are strongly encouraged to have access to technology when not at school, either at home or the ability to attend the public library and utilize their technology resource. An agreement outlining expectations regarding attendance and other blended learning issues will need to be signed by a blended student and also his/her parents/guardians prior to enrollment in the class. For more detailed information about blended courses, please refer to the Huntley High School website and click on Blended Learning. [Here is the link.](#)

Cafeteria

Students are advised that the school district uses an electronic system for purchasing lunch. All students **MUST have their ID** card to make any food purchases in the cafeteria. Money may be added to the lunch account by creating a secure online account at MySchoolbucks.com* (these funds may take 24 to 48 hours to be available in the students' account) or by bringing cash or check to the cafeteria. The cafeteria will place these payments in the student's lunch account. If a purchase is made with cash the remaining amount will be placed in the student's account. No change will be given.

All students are offered a complete meal (breakfast & lunch) that includes; fluid milk, grains, meat/meat alternates, fruits, and vegetables that meet federal guidelines.

Additional items are also offered at a la carte pricing.

* By creating a secure online account, parents can manage their student's account easily and conveniently. MySchoolbucks.com provides you with a direct link to your student's school lunch account wherever you have internet access. Now parents can experience the benefits of using [MySchoolbucks.com](#) by taking advantage of some of our popular features:

- Spending History- Parents can view a 7 day history of student purchases.
- Low Balance Email Notification – Parents can receive email notification when their student's account balance is low.
- Smart Pay - Set accounts to automatically replenish
- Expired Credit Card Notification – Parents can receive email notification prior to credit card expiration.
- Spending Limit Settings – Parents can set daily and weekly spending limits for their students by calling the district's food service.
- Multi Student funding – Parents can fund multiple students at the same time.

Students are expected to be courteous and mannerly. Parents will be advised of inappropriate behavior, which, if not corrected, will be followed up with appropriate school consequences such as but not limited to, the loss of the privilege of eating in the school lunchroom.

Lunches/food not provided by the school should be limited to just your child. Large quantities of lunches/food brought in during the school day cause an unnecessary disturbance in the building. No deliveries of outside food will be allowed unless approved by a school administrator.

Students are expected to cooperate with the following procedures:

1. Deposit all lunch litter in the garbage cans provided. Failure to do so will result in detention.

2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around the area in a clean condition for others.
4. Cafeteria lines will move with order and efficiency if all are patient and polite in waiting their turn.
5. Be considerate of others.

Clothing & Grooming

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes or may cause a substantial disruption in the school environment. **The school administrator reserves the right to determine whether or not clothing is appropriate for the educational environment.**

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, marijuana drug/marijuana paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the woodshop, laboratories, or during physical education.
- Clothing which is considered to be revealing will not be allowed on any student. Examples of unacceptable clothing include, but are not limited to, clothing which allows undergarments to be exposed or exposed skin that would otherwise be covered.
- The length of shorts or skirts must be appropriate for the school environment. The inseam of shorts must be at least the width of a school-issued ID card. When standing with arms straight down at the sides, the hem of a skirt may reach no higher than the student’s fingertips.
- Midriff may not be exposed more than the width of a school-issued ID.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal or designee will make the final decision.
- A Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be asked to remove/change any inappropriate items of clothing or be subject to discipline.

Consequences for inappropriate clothing:

First incident – warning and removal/change of garment when appropriate. Students may pick up clothing item at the end of the school day in the High School office.

Second incident – removal/change of garment when appropriate, parent notified and item will be returned to parent/guardian.

Third incident – same consequences as second incident and one day In-School Intervention (ISI).

Fourth incident or more – same consequences as second incident, and possible Out-of-School Suspension (OSS).

Dangerous Weapons Policy

It shall be the policy of the District 158 School Board to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, or on school transportation or any designated school transportation waiting area. The full District 158 policy on possession of weapons is found in Board Policy 7:190. A student who is determined to have brought one of the following objects to school, any school-sponsored event or activity, any event or activity that bears a reasonable relationship to school, or onto school transportation or a designated school transportation waiting area 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 USC § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/1.1), or firearm as defined in section 24-1 of the Illinois 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 1 or 2 may be modified by the Superintendent and the Board on a case-by-case basis. Nothing in this section shall prevent the administration or the deans from determining that an object not listed in paragraphs 1 or 2 is or is not intended to be used as a weapon, and assigning an appropriate penalty in accordance with the Behavior & Discipline section of this Handbook or Board Policy 7:190.

Any item determined by the administration or the deans to have been possessed, used, transferred, or controlled in violation of

this section will be retained by school officials, and turned over either to a parent or legal guardian at the end of the school year, or to the police.

Driving/Parking Privileges

The Board of Education recognizes that students may wish to drive to school. Students must meet the following criteria to obtain a permanent parking permit:

1. Must have achieved junior level standing (3rd year student with junior level credits)
2. Hold a valid driver's license with address matching registration address
3. Provide Proof of Insurance

Students who earn parking privileges agree to abide by all rules and expectations as outlined below and understand that their privileges may be revoked at any time, without refund, at the Deans'/Administration's discretion.

It is also understood that the school retains authority to conduct routine inspection of student parking lots and the exteriors of student vehicles on school property. As well, interiors of student vehicles may be searched by a school official without notice, without student consent, and without a search warrant, where there is suspicion that such vehicle contains contraband or other evidence of a violation of school policy. (105ILCS/5/10-22.6)

Application Process

In late May/early June (after grades are stored), students, seniors first, are notified when the online sign up period is to apply for parking permits. Juniors will receive notification for online sign up about two weeks later. Payment is made online at that time (price revealed in the notification). If the student is not granted a parking permit, there will be a full refund. *Students will be put on a list in the order in which the application was submitted.* After the open application period is closed, students may still make a request, but they will be placed on a waiting list in the order their request was made.

Students who will meet the credit requirement, but who will not get their license until after the school year starts should still apply prior to obtaining their license along with everyone else.

Parking Regulations

Students will need to abide by ALL of the following parking regulations or they may be assigned consequences and/or revocation of parking privileges:

- Parking tag must be clearly displayed via the rearview mirror
- Only school issued parking tags are valid--copying and/or distributing parking passes is not permitted and may result in immediate revocation of parking privileges
- Park ONLY in designated student parking areas located in the East and North Lots. Students are not permitted to park in visitor or staff parking areas.
-
- Adhere to 15 mph speed limit or slower as traffic dictates
- No passing of any vehicle and no driving across parking spaces
- No sitting/loitering in car before, during or after regular school hours or School District 158 activities
- Exit via student exits (East Lot via east driveway, North Lot via west driveway via the exit on the west side of the lot)
- Parking is on school days for school or school activities—if your vehicle might be at school overnight for something other than a school activity/trip, please contact your dean.

- Students are not allowed passes to cars. If one is given by a dean, then student must sign out/in at the Attendance Office
- Students are responsible for proper driving and behaviors from the time they leave their house in the vehicle. These same expectations are included en route to or from their home. Improper driving or throwing things (etc) at other cars will be cause for suspension of driving privileges.
- It is recommended that vehicles be kept locked at all times. School Board policies and school insurance do not cover damage or harm to private vehicles. The owner of the vehicle must assume all losses. The school does not assume responsibility for vehicles, bicycles, and personal articles that are damaged or stolen while on school property
- **Students must report any accidents or damage to vehicles to an administrator and the Campus Resource Officer immediately**

Noncompliance with the aforementioned regulations may result in:

- First offense: warning sticker
- Second offense: warning sticker, wheel lock, \$25 fine
- Third offense: warning sticker, wheel lock, \$35 fine
- Fourth offense: vehicle may be towed at owner's expense AND revocation of all parking privileges for the rest of the year.

Huntley High School Administration reserves the right to revoke and/or modify any parking pass/privilege at any time for any reason without a refund, regardless of a first, second, third, or fourth offense of the driving/parking regulations or other school infractions. Parking privileges may also be modified or suspended due to other school misbehaviors/violations of the school disciplinary code. Students are permitted to park on school premises as a matter of privilege, not of right.

If a student does not meet the criteria, the student may re-apply for a parking permit at the beginning of the next semester. Prior to being issued a permanent parking tag, driving to school and parking on campus, students must complete the Huntley High School Vehicle Registration Permit and pay the parking fee. The price of the permanent parking permit will be determined by the Board of Education each year. Vehicles properly displaying a permanent parking permit on the rearview mirror are authorized to park on the Huntley High School campus in **designated student parking areas only**. Any student who parks a vehicle in noncompliance of the school regulations will receive a consequence. The first time a vehicle is found illegally parked, it will have a sticker placed on the window stating that the infraction has been documented. If a second or third infraction occurs, it will be documented and will result in the owner/driver of the vehicle being fined. Any other time a vehicle is found to be illegally parked the vehicle will be towed away at the owner's expense without notification.

On some occasions, it may be necessary for a student to drive a different vehicle to school than their normal vehicle on record. Prior to doing so, the student must e-mail or call the Dean's Office to communicate that vehicle change. If no such identifying hanger is found in the different vehicle, the vehicle will have a violation sticker placed on the window designating that the infraction has been documented. The second and third time the vehicle is found to be illegally parked, the owner/driver of the vehicle will be stickered and fined. If any further infractions occur, the vehicle may be towed away at the owner's expense without notification.

In addition:

- The school retains authority to conduct routine inspection of student parking lots and the exteriors of student automobiles on school property. As well, interiors of student vehicles may be searched by a school official without notice, without student consent and without a search warrant, where there is suspicion that such vehicle contains contraband or other evidence of a violation of school policy. (105ILCS/ 5/10-22.6)
- Students illegally parked or parked on high school property without a valid parking permit visible are subject to towing and/or ticketing at all times at the expense of the owner, suspension or revocation of parking privileges, and/or suspension from school. Vehicles must be properly parked in the parking spot.
- Student parking is only permitted in the designated student parking lot located on the east and northeast sides of the high school. Permit parking is from 7:00 – 2:30 p.m. Monday thru Friday during school attendance days only.
- Parking permits may be revoked temporarily or permanently if a student accumulates excessive absences, leaves campus

without permission, acquires multiple tardies to school, and/or violates other school and parking permit rules.

- Students are prohibited from driving through or parking in the Huntley High School faculty, staff, or visitors' parking lots at all times.
- Students must exit the parking lots through the student exits east or north of the building. Students are not to pass any vehicle or drive across parking spaces and must follow the designated routes while exiting.
- Students will not be issued passes to their vehicles for any reason without permission from an administrator. If permission is granted, students must sign-out/in through the attendance office.
- Sitting in vehicles or loitering around vehicles before, during or after school is not permitted.
- It is recommended that vehicles be kept locked at all times. School Board policies and school insurance do not cover damage or harm to private vehicles. The owner of the vehicle must assume all losses. The school does not assume responsibility for vehicles, bicycles, and personal articles that are damaged or stolen while on school property.
- Students must report any accidents or damage to vehicles to an administrator and the School Resource Officer immediately.

Students will not park in Visitor Parking anywhere on Campus. Students should park ONLY in student marked parking areas. Failure to follow these policies may result in school consequences and/or towing of the vehicle at owner's expense.

Noncompliance with the aforementioned regulations (with the exception of copying and distributing a valid parking pass) will result with one of the following:

- First offense against the parking policy will result in a warning sticker being issued.
- Second offense will result in a warning sticker, wheel lock applied, and a \$25 fine being issued.
- Third offense will result in a warning sticker, wheel lock applied, and a \$35 fine being issued.
- Any further offense may result in the vehicle being towed at the owner's expense plus all parking privileges will be revoked for the rest of the school year. Students are permitted to park on school premises as a matter of privilege, not of right.

Consequences and Removal of Parking Privileges: Any infraction of the school disciplinary code and/or the driving/parking regulations (not limited to but including copying and distributing a valid parking pass) may result in the immediate revocation of a student's parking pass without refund. In addition, further disciplinary consequences may also be applied to driving or parking infractions. Parking privileges may also be modified or suspended due to other school misbehaviors.

Huntley High School Administration reserves the right to revoke and/or modify any parking pass/privilege at any time for any reason without a refund, regardless of a first, second, third, or fourth offense of the driving/parking regulations or other school infractions. Students are permitted to park on school premises as a matter of privilege, not of right.

Electronics

Electronic Listening/Entertainment Devices: (MP3s, Handheld Game Systems, iPods, PDAs, etc) Students are allowed to use these devices only in the cafeteria, hallways or in classrooms at the teacher's discretion. Electronic listening devices used inappropriately must be surrendered upon request of faculty or staff. Students shall be personally responsible for the security of their electronic communication devices. The district assumes no responsibility for theft, loss, or damage of such devices.

Electronic Communication Devices: Students may have cell phones at school. They are to be **off and out of sight** during class periods, which includes classrooms (except Advisory/Lunch Study Hall classrooms during non- instructional /non-presenting days), locker rooms, restrooms, and study halls, from 7:30 AM –2:30 PM. Cell phones may be used during passing periods in hallways and during the student's scheduled lunch in the cafeteria. **Any use of phones during the school day in the inappropriate areas will result in a detention being assigned.**

Because of the sophisticated nature of electronic devices, any student with an electronic device, not specifically authorized by the instructor, being used or visible during a test or quiz may be considered academic misconduct.

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, etc. 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. Violation of this policy may result in confiscation of the

property in question, detention, suspension, expulsion or other school-imposed penalty.

Emergency Drills

Emergency drill procedures will be discussed with all children by their classroom teachers. Drills will be held several times throughout the school year. Students must quickly and quietly report to the appropriate location. If a parent would like to opt their student out of participating in the annual lockdown drills they must request this in writing to the school administrator.

Extracurricular Activities

Clubs and Activities: The following is a list of clubs and activities. Please note they are subject to change. During the school year, check our website to obtain a current list of current activities. [Here is the link](#)

Extracurricular Weekly Eligibility: The IHSA policy for weekly eligibility is as follows:

- A. Students must pass 25 credit hours of high school work per week. Generally, 25 credit hours is the equivalent of 5 - .5 credit courses.
- B. Students must have passed and received credit toward graduation for 25 credit hours of high school work for the entire previous semester to be eligible during the ensuing semester.

This is the IHSA policy that took effect at the beginning of the 2012-2013 school year. Please refer to the HHS Athletic Handbook for specific information regarding eligibility at Huntley High School.

Extracurricular Semester Eligibility: By IHSA regulation, a student must pass 25 credit hours of high school work per week. Generally, 25 credit hours is the equivalent of 5 - .5 credit courses.

The criteria for weekly and semester eligibility is detailed in the IHSA eligibility rules

Extracurricular Attendance: Attendance is a factor in a student's eligibility to participate in an activity. A student must be in school at least the second-half of the school day. A student who goes home sick is not eligible to participate in that day's extra-curricular activities.

A student who has an appointment that may cause absence from school for more than one-half of the school day may still be eligible to participate in extracurricular activities that day. To assure eligibility, arrangements should be made ahead of time with the high school activities office.

Absence due to Participation in School Sponsored Activities: Student's absence from school due to participation in school-sponsored activities will be recorded as **SA** which means the student is present attending a school activity. Students will be allowed to make up all work if they have contacted their teacher prior to the activity. Discretion should be exercised in the number of activities in which students participate.

Suspended Students: or students isolated from school are ineligible to participate in any school related activities on the days of the suspension or isolation.

Sports Physical Requirements: All students are REQUIRED to have a CURRENT sports physical on file at school BEFORE they can try out or participate in any interscholastic sports. The physical must remain "current" during the entire sports season, meaning that it has been completed within the past 12 months of the participation date. Those who need sports physicals need to present an "IHSA Pre-participation Examination" form completed by the physician and the parents. An "Illinois Certificate of Child Health" form may also be used. If your child is in 8th grade, it is advisable to have the Illinois form filled out by the physician, as it will "count" for your physical that is required to enter the 9th grade.

IHSA Banned Substance Policy: Any student-athlete who ingests or otherwise uses substance from the association's banned drug classes, without written permission by a licensed physician, to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected

individuals and teams that participate in state series competitions for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, their parents, and their school. No student athlete may participate in IHSA state series competition unless the student and the student's parent/guardian consent to random testing. A complete list of the current IHSA Banned Drug Classes can be accessed [from this link](#)

Huntley High School students participating in IHSA athletic programs or in certain extracurricular clubs and activities will be subject to random drug testing per the D158 drug testing policy. Further information regarding this policy can be found in the HHS athletic and extra-curricular handbooks and on the school's website.

Dances: Only enrolled Huntley High School students and their guests are welcome at school dances.

1. All students must present their high school ID to enter a HHS dance.
2. Allowed guests must have attended high school and be under the age of 21. Students bringing guests shall ensure that their guests are informed of all rules applicable to the event, and are responsible for their guest's behavior.
3. All alumni interested in attending a dance must be a registered guest with a valid ID.
4. Guests must be signed up by 3:00 PM on the day of the dance.
5. All requests are subject to the approval of the Administration and the Advisor of the sponsoring club.
6. Any organization or group desiring to have a dance **MUST** have prior approval of the principal before any solicitation is made. All band contracts **MUST** be signed by the Principal.

Fundraising

During the school year, including the summer months, any organization or group desiring to raise funds **must** have prior approval of at least 60 days by the activity director before any campaign is begun, orders are written, or solicitation is made. Solicitation in classrooms is not allowed.

Gang & Gang Related Activity Problems

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gangs", as used in this policy shall mean three or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district's rules and regulations.

No student:

- shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other insignia which is evidence of membership or affiliation with any gang.
- shall draw gang graffiti or distribute gang related literature.
- shall use any speech or act in furtherance of gang activity.
- shall solicit others for membership in any gang.
- shall request any person to pay protection or otherwise use extortion on any person.
- shall commit any other illegal act or other violation of school district policies in furtherance of gang-related activities.
- shall incite other persons to inflict physical violence against any other person.
- shall participate in any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations: Violation of this policy will be deemed gross disobedience or misconduct. Any student who violates this policy is subject to the rules and regulations of the Board of Education of District 158 policies 715.04, 715.05, 715.07, 715.08, 715.09, et. Seq., Discipline of Pupils as it applies to gross misconduct. All gang related paraphernalia or materials will be confiscated. Violation of this policy may result in disciplinary measures up to and including ten (10) days suspension with consideration for expulsion and, in addition, a report to the police if a violation of the law is involved.

Grievance Procedures/District Policy of Non-Discrimination

Non-Discrimination

No student shall be denied equal educational and extracurricular opportunities on the basis of color, race, national origin, religion,

sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, marital or parental status, or pregnancy.

Concerns or complaints related to potential violations of this policy should be directed to:

Nondiscrimination Coordinator:

- Dr. Adam Zehr
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Complaint Managers:

Ms. Jessica Lombard	Mr. Mark Altmayer	Dr. Amy MacCrimdle	Dr. Rocio Del Castillo
650 Dr. John Burkey Dr	650 Dr. John Burkey Dr	650 Dr. John Burkey Dr	650 Dr. John Burkey Dr
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260, a copy of which is available in the District Office, on the District website, or by contacting any of the individuals named above.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Office.

Harassment/Hazing

It is the policy of District 158 to provide an educational environment free from harassment. No person, including a district employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, national origin, 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, marital status, pregnancy, association with a person or group with one or more of the aforementioned characteristics, or any other distinguishing characteristic.

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

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

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

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or complaint manager. Any student who believes they are being harassed may file a complaint by using the Uniform Grievance Policy outlined in Board Policy 2:260 and this Handbook.

School District 158 will ensure protection from retaliation or threats of retaliation or intimidation against any person who brings a complaint of sexual assault or sexual misconduct, or against any person involved in an investigation or who assists or supports a victim. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline. The full Board Policy on harassment may be obtained by calling the administrative office at (847) 659-6158.

Students can report harassment anonymously by either texting the safe text number or by calling the tip line below.

Text Line - (847) 659-6599

Voicemail Line - (847) 659-INFO (4636)

Hazing: Soliciting, encouraging, aiding or engaging in hazing is prohibited. “Hazing” means any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in any organization, club or athletic team whose members are or include other students.

Bullying

“Bullying” includes “cyberbullying” and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student(s) or staff member which can reasonably be expected to have one or more of the following effects:

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

Bullying is defined as:

- An act that is repetitive in nature (similar behavior which occurs more than once)
- Creates a power imbalance (by size, age, numbers or emotionally)
- Is intended to hurt or harm the victim (socially, emotionally, or physically)

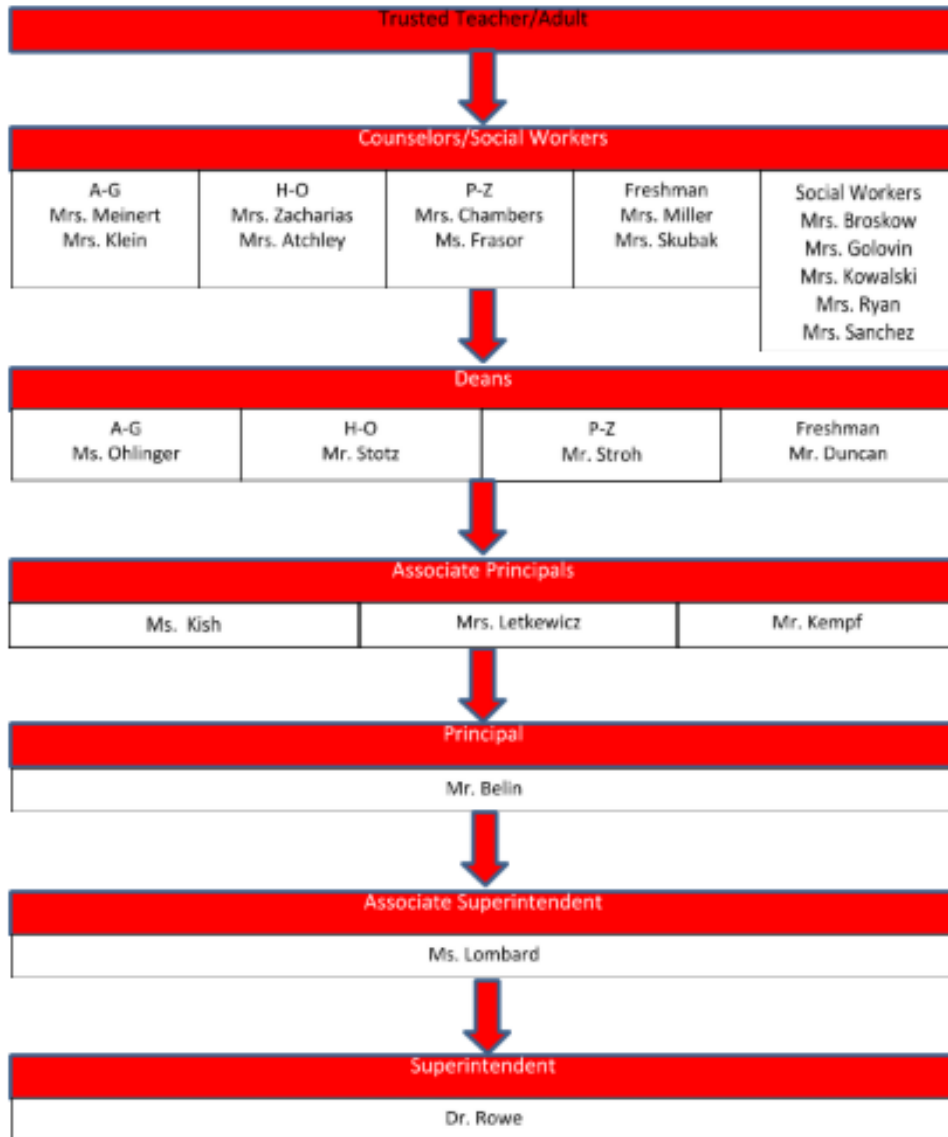
Bullying on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status or actual or potential 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 the following situations:

1. During any school sponsored education program or activity;
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops, 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.

The entire Board Policy on bullying may be obtained by calling the Administrative Office at (847) 659-6158. Students who feel they have been bullied should report the incident by:

1. Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
2. Using the District voicemail line: (847) 659-INFO (4636)
3. Using the District Bullying/Harassment Report form found on the district website.
4. Following the Uniform Grievance Procedure outlined in Board Policy and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.



Health and Safety

The District 158 health services program is designed primarily to maintain health and prevent serious disability or illness. A registered nurse is employed by the high school to be on duty when the students are present during the regular school day. **The health office is to be used for acute illness, emergencies or medication administration.** It is NOT to be used by students to sleep, congregate with others or eat due to missed meals at home. The goal is to ensure the best possible education for our students by keeping the students in class.

Accident and Illness Procedure: When a student becomes ill or is injured during the school day, they **MUST** visit the health office with a pass. The nurse will assess the severity of the illness or injury and will administer first aid as needed. **Students are required to call their parents from the health office if they desire to leave the building due to illness.**

In accordance with the decision reached by the parent and the nurse, the student may return to class, be picked up by the parent, or be transported to the hospital. Certain situations require that the student leave school. Those situations include but are not limited to a fever greater than 100.4 degrees, undiagnosed persistent cough, repeated vomiting, diarrhea, severe lethargy, COVID-like symptoms: new onset of a moderate-severe headache, sore throat, new loss of taste or smell, a positive test for COVID-19, a probable case of COVID-19, while awaiting results of a pending COVID-19 test and acute injuries. 911 will be called by the nurse if the health situation is determined to be an emergency.

High school students may be allowed to drive themselves home **after** an assessment by the nurse and with parental consent. If the student reports symptoms such as dizziness, lightheadedness, weakness, exhaustion or shakiness, they may NOT drive and must be picked up by the parent or parent designee. Students are required to sign out in the attendance office before leaving the building. A student who does not sign out in the attendance office may face school consequences, including receiving an unexcused absence and/or other consequences according to the attendance policy.

Unless it is deemed to be an emergency, the nurse will not interrupt classes to check on the health status of a student at the request of a parent. Students can be notified to report to the health office during the next passing period.

If a student sustains a concussion, please notify the Health Office. HHS will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the School Nurse daily to evaluate symptom severity. Athletes with concussions will also complete a Return-to-Play protocol under the supervision of the Athletic Trainer.

If an accident or illness merits being excused from school and/or physical education, it is the student's responsibility to present a doctor's note that specifies when they may return to normal activity. The school nurse/parent will not be able to write a note to excuse the student from PE. If the student has not seen the doctor yet, the student must discuss the injury with the PE teacher. If the accident or illness is for an extended period, a doctor's note is required for each semester. A release to return to PE is required for all surgeries, injuries and concussions. ALL notes excusing students for medical or dental reasons should be sent to the School Nurse.

Medical and Dental Appointment: Whenever possible, medical and dental appointments should be scheduled after regular school hours. Upon the student's return to school, a medical/dental verification note should be turned in to the High School Attendance Office. It is the student's responsibility to request make-up work and complete it within a timely manner.

Administering Medication to Students: Every attempt should be made to schedule the administration of medication outside of school hours. If the child is required to take medication during school hours, the nurse, principal and/or their designee will administer the medication in compliance with all of the following regulations:

- A. Prescription Medication:** In order for a prescription medication to be administered at school, all of the following procedures must be followed:
1. A "Permission for Medical Administration" form (available on the district website) must be signed by the doctor and parent/guardian and be renewed annually at the beginning of the school year.
 2. Medication must be in the original prescription bottle. The parents must bring the medication to the health office. Students MAY NOT carry the medication to school.
 3. The prescription bottle's label must contain the student's name, name of the medication, purpose of medication, time to be administered, dosage, possible side effects, and termination date for administering the medication. All student medication must be stored in an appropriate locked cabinet in the Health office, accessible to authorized personnel only. Exceptions to this rule include medication for diabetes, asthma and severe allergies.
- B. Non-Prescription Medication:** In order for a non-prescription or over-the-counter medication to be administered at school, all of the following procedures must be followed:
1. A "Permission for Medical Administration" form (available on the district website) must be signed by the doctor and parent/guardian and be renewed annually at the beginning of the school year.
 2. The school will supply Tylenol or Ibuprofen. Any other non-prescription medication will need to be supplied by the family. All medication must be in the original bottle and labeled with the student's name. Medication will be brought to school by the parent. Students may not carry medication: prescription or over-the-counter medication in the school setting with the exception of the medications listed below.
- C. Asthma Medication/ Epi-pens/Insulin:**
1. Students may carry and administer their own asthma inhalers, epi-pens, and insulin.
 2. **Students who have asthma must have a completed "Asthma Action Plan". This form is available on the district website. This form must be on file at the beginning of the school year in order for your child to carry their inhaler and/or to self-administer asthma medication.

3. Students who have diabetes must complete the “Administration of insulin form” and a “Diabetic Health Care Plan” form in order to carry and/or to self-administer insulin. These forms must be signed by the parent/guardian and physician, and needs to be renewed at the beginning of each school year. . In addition, a HIPAA Compliant Authorization for Release of Health Information must be included in order for the school nurse to communicate directly with the health care provider whose instructions are included in the Diabetic Health Care Plan. These forms are available on the district website. It is the parent’s responsibility to notify the nurse of any changes throughout the year regarding the health care of their child.
4. Students may carry and self-administer an epinephrine auto-injector (Epi-pen) provided that:
 - a. The student’s parents have a signed written authorization for the self-administration of the medication, and
 - b. There is a written authorization from the student’s physician, physician assistant, or advanced practice registered nurse, which includes the following information:
 - i. The name and purpose of the epinephrine auto-injector;
 - ii. The prescribed dosage, and
 - iii. The time or times at which or the special circumstances under which the epipen is to be administered.

If a student requires assistance with their EpiPen during a severe allergic reaction, a nurse or other trained personnel may administer the EpiPen. Students with food allergies should also complete the “Food Allergy Action Plan” form, at the beginning of each school year, which is available on the district website.

Effective July 1, 2020, students who are diagnosed with epilepsy or a seizure disorder must submit a seizure action plan at the beginning of each school year. This form is available on the District 158 website.

Undesignated Epinephrine and Narcan Administration: The Emergency Epinephrine Act permits schools to stock a supply of EpiPens, authorizes physicians to provide school districts with a prescription to obtain the EpiPens from local pharmacists, and gives School Nurses and other trained personnel the authority to provide/administer the epinephrine to any person whom they believe in good faith is having an anaphylactic reaction, including students, staff, and visitors. The standing order and emergency supply of EpiPens are kept in the Health Office.

The Illinois School Code permits schools to maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State Law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including but not limited to, naloxone hydrochloride (Narcan) or any other similarly acting drug approved by the U.S. Food and Drug Administration. A Huntley Community School District School Nurse may administer an undesignated opioid antagonist when they, in good faith, believe a person is experiencing an opioid overdose including students, staff, and visitors. The standing order and emergency supply of naloxone are kept in the Health Office or carried by the School Nurse.

The district and its employees and agents, including the physician, physician assistant, or advance practice nurse providing the standing protocol or prescription for school EpiPens and or opioid antagonist, shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an undesignated EpiPen and/or opioid antagonist, regardless of whether authorization was given by a student’s parents or guardians, or by a student’s physician, physician assistant, or advance practice nurse.

Administration of Medical Cannabis: The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

- A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student’s parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of their school or on their school bus if:
 - i. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - ii. Copies of the registry identification cards are provided to the District;
 - iii. That student’s parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and

iv. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

- A properly trained school nurse or administrator may be allowed to administer the *medical cannabis infused product* to the student on the premises of the child’s school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.

- The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator¹ pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because they require administration of the product during school hours.

Communicable Diseases: Please notify the attendance office as soon as possible if your child contracts any contagious disease. Communicable diseases such as chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, coronavirus, norovirus, and strep throat are contagious before they reach a stage where they can be diagnosed. Certain communicable diseases will require a doctor’s release for the student to re-enter school. Please check with the health office for specifics. As always, please keep your child at home during an illness to decrease the number of students who are exposed to the disease. Students who have been running a fever (100.4 degrees or greater) should be kept home until they are fever-free without the use of fever reducing medications for 24 hours before returning to school per the CDC and IDPH guidelines

Emergency Information: There are times when a student’s illness or injury requires transportation to the hospital. The Huntley Rescue Squad will transport students requiring emergency medical treatment to the appropriate medical facility. Every attempt will be made to notify the parent/guardian before transport. In order to contact parents quickly in the event of an emergency, it is imperative that we have complete and current information on PowerSchool for the following items:

- Your home address and telephone number.
- Working status of both parents, including the name of the company, the address and the phone number where you can be reached.
- The name, address and phone number of a neighbor or friend who is willing to attend to your child in an emergency.
- **It is the parents’ responsibility to notify the school office of any changes in the aforementioned items.**

Physical Examinations and Immunizations: In accordance with the Illinois Department of Public Health and the Illinois School Code, physical examinations are required for all students entering kindergarten, sixth grade and ninth grade. The physical examinations must be completed on an “Illinois Certificate of Child Health” Examination form and must include a record of all immunizations that the child has received. All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school.

Physicals are also required of all transfer students and must be submitted on an “Illinois Certificate of Child Health” Examination form. The physical examination must include a record of all immunizations that the student has received. Students transferring from an IL school to HHS must submit a physical exam and immunization record at registration. Transfer students from out of state must submit the physical exam and immunizations forms within 30 days of attendance. A vision examination is required for any student transferring to an IL school for the first time. These forms are available on the district website

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Every child who enters preschool, kindergarten, sixth or ninth grade and every child who enters a school, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required legal immunizations will be excluded from all District school.

There are two exceptions to these regulations:

- Children whose parents or legal guardians object to immunizations on religious grounds must present the IDPH's Certificate of Religious Exemption form to the Health Office, citing the grounds for such objections. The religious objection form is available on the district website and must be signed by the parents and the student's physician. Upon receipt of the form the nurse shall immediately inform the parent/guardian of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- If the physical condition of the child is such that any of the immunization agents should not be administered, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

A dental examination must be provided to the health office before May 15 of the current year for students in kindergarten, second, sixth and ninth grades. A vision examination must be provided to the health office for students entering kindergarten or transfer students entering Illinois schools for the first time. Dental and vision examination forms can be downloaded from our website. A student may be exempt from the dental or vision examination requirements if the student's parent/guardian show an undue burden or lack of access to a dentist or qualified physician/optometrist.

Campus Resource Officer (CRO): Huntley Community School District 158 (HCSD158) has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley and Lake in the Hills Police Departments. The Campus Resource Officer strives to improve police relations with young people, thereby giving them a better understanding of the law and its enforcement. Pursuant to Sections 1-7(A) (8) and 5-905 (1) (h) of the Juvenile Court Act (705 ILCS 405/1-1 et seq.) and Section 10-20.14 of the Illinois School Code (105 ILCS 5/10-20.14), a reciprocal reporting protocol is set forth for the police department and the school district to follow for the sharing of information relating to a student who has allegedly engaged in criminal activity. Huntley Community School District 158 (HCSD158) has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create "effective and positive school student discipline that (a) is part of HCSD158's larger effort to address school safety and climate; (b) includes proactive and restorative methods rather than only punitive; and (c) is clear, consistent and equitable." Each CRO is equipped with a body worn camera (BWC) as provided by law in accordance with Police Department policies. The CRO's BWC will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event an CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO's discretion, the BWC can begin recording.

School Safety Dog: The campus is routinely visited by school safety dogs, certified in the detection of narcotics, alcohol, gunpowder, commonly abused prescriptions, and over the counter medications. These visits are random and do not interfere with instruction. While safety dogs are on campus, the school will be placed on a Hold and Teach protocol and students will not be allowed to leave/enter campus.

Surveillance: For the safety of our students and staff, surveillance cameras are located throughout our school buildings and anyone on school property may be videotaped.

Homelessness

Students who are homeless have a right to education under Federal law. The McKinney-Vento Homeless Education Act defines homeless to include children and youth:

1. who lack a fixed, regular, and adequate nighttime residence; and
2. includes:
 - a. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate

- accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; those awaiting foster care placement or children displaced by a natural disaster (case-by-case basis);
- b. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - d. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Students meeting the above criteria have the right to:

- Stay in the school of origin or choose the attendance area school where they are moving
- Receive transportation to and from their school of origin
- Immediately enroll in school, with or without records normally required for enrollment
- Get free lunch and school fee waivers

For more information, contact:

School District 158 Chief Technology Officer, Dr. Chris Budzynski @847-659-6158

School District 158 Homeless Liaison, Sara Brugioni @847-659-4906

The Hub – HHS Library and Technology Learning Space

The Hub provides materials and services that support the mission of the district as well as the mission philosophy and goals of the high school.

Reading Materials circulate for a period of three weeks. A student ID is required for library check out. All materials will be due two weeks before the end of the school year for inventory. Periodicals, reference materials and media materials are available for students to use in the Hub but do not leave the Hub. Students needing articles from reference materials or periodicals may request the use of the black and white photocopier for 10 cents per copy.

There is a color copier available for student use for 25 cents per copy with 24 hours' notice.

Students are charged fines for overdue books. The fine is 10 cents per day, and late fines can be paid with Raider Way tickets; each ticket is worth \$1. Fines are cut in half if paid when overdue books are returned. Students having overdue materials OR fines will not be allowed to check out any more items until their account is clear. Students will be required to pay for books that are lost or damaged before any more materials can be checked out.

The Hub is an academic school space. Student conduct as mentioned in other sections of this handbook will apply to the Hub. The Hub staff work with both students and faculty to provide reference/research assistance and bibliographic instruction to meet the needs of the curriculum. While the Hub serves as a reference and resource center for students, it serves faculty as a teaching station. Students will need to respect this dual function and act in an appropriate and responsible manner. Above all, the Hub is a shared academic space with the priority of facilitating student learning.

Any computers provided are for students to access the library catalog, the Internet and any online resources. Passwords for home access to these resources are available in the Library section of the handbook. Computer use should be in support of education and research. Any student using computers in an inappropriate manner will lose their privileges.

Internet/Electronic Networks Access

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate district business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

Additionally, if students have been provided with a 1:1 technology device; the following are guidelines for the expectation of using technology responsibly:

- a. Bringing a charged device to school every day
- b. Storing the device properly at all times
- c. Moving safely through the hallway while carrying a device
- d. Respecting the property and privacy of others by not using another student's device or account
- e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works
- f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. Their decision is final. The Technology Director will work with the building administrator and the building administrator will deal directly with the violator.

Unacceptable Use - Staff and students are responsible for their actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space and bandwidth;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video;
- h. Using another user's account or password;
- i. Posting material authored or created by another without their consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify 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 these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. The Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Keep your accounts and passwords confidential and do not use another individual's account.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of the message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

- a. Internet access is limited to only those *acceptable uses* as detailed in these procedures.
- b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.
- c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- d. The Network Administrator and Building Principals shall monitor student and staff Internet.

Access to Student Social Networking Passwords and Websites

If a student has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., school officials may conduct an investigation or require a student to cooperate in an investigation if there is a specific information about activity on the student's account that violates a school disciplinary rule or policy. The student may be required to share content that is reported in order to allow school officials to make a factual determination as part of its investigation. School officials may not request or require the students or their parents/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. *Social networking website* means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

Identification Cards

Students will be given an identification card at the beginning of the year. Students are required to wear and properly display a current school identification card. The ID card must be worn around the neck and visible at all times during the school day except when specifically exempted on a temporary basis by a faculty member. Any ID lanyard other than the school-issued lanyard must be approved at the discretion of school staff. Students may not embellish their ID card with any drawing or writing. Students must have their ID card in their possession when participating in, or attending, any school-related extra-curricular activity. ID cards must be surrendered upon request of any staff member, including bus drivers and student supervisors. The card must be shown to a staff member when requested when entering buses, checking out media materials, making up tests, gaining entrance to school activities and athletic events, and when entering and leaving the school for any purpose (including non-attendance days of blended learning classes). Students without an ID card on a school-issued lanyard must obtain a replacement card or lanyard immediately upon entering the school building. Lost identification cards must be replaced at the student's expense. Below are the procedures for obtaining a new ID and a temporary ID.

New ID Procedures: The student or parent will purchase a new ID through the District Webstore. After purchasing, a new ID will be printed out and delivered to them at one of their classes within 24 hours of the ID purchase. A student may need to obtain a temporary ID in the morning until a new ID is delivered.

Temporary ID Procedures: The student must report to their Pod to receive a temporary ID upon entering the building.
PLEASE NOTE: STUDENTS WITH TEMPORARY IDS WILL NOT BE ALLOWED TO LEAVE CAMPUS DURING THE SCHOOL DAY.

Further disciplinary consequences will apply for failure to properly wear and display the current ID card.

Locker Assignments

The ownership of the locker is maintained by the school district and the student is granted use of the locker solely in accordance with these regulations.

1. If a student's locker is not working properly, it is the student's responsibility to report the problem to the high school secretary immediately.
2. The only items that may be placed in lockers are articles of clothing, school books or supplies relating to school use, lunches and personal items which the student is legally entitled to have in his possession.
3. The school is not responsible for lost or stolen property.
4. A student's locker is for personal use and not to be shared with friends.
5. No lock other than a school-supplied lock may be used. Any other locking device is subject without notice to destruction.
6. Students should make sure gym lockers are locked at all times.
7. Lockers are subject to random search at any time and individual lockers may be searched for any suspicious circumstance. The school does not recognize any right of privacy which a student may wish to claim with regard to the locker.

Lost & Found

Students who find lost articles are asked to take them to the Lost and Found area, in the UNV Office, where the owner can claim them. Cell phones or other valuables should be turned into the Main Office.

Messages to Students

Delivering messages during class time is especially disturbing since lesson plans and continuity of thought are often disrupted. Parents are urged to reserve such requests only for emergency situations. Arranging for medical appointments, transportation requests, or family activities is best done before school. If an urgent and necessary message must be sent to a student, call 847-659-6600.

Off Campus Privileges

The high school has a closed campus for freshman and sophomores. In order to leave campus, juniors and seniors must have an [Off Campus Authorization](#) form signed and submitted by a parent or guardian. Even so, students may only leave with a current student ID; *temporary IDs will not be accepted for off campus privileges*. Additionally, off campus privileges may be restricted due to any infractions. Students who choose to leave must completely leave campus. Sitting in vehicles is not allowed.

Pass System

Students may not leave a classroom area without permission of the teacher, and then only with a pass from the teacher in charge. **The Huntley High School Handbook will be used by all teachers for hall passes.** Upon receiving permission, students should proceed directly to their destination without delay. If a student is found outside the classroom without a pass or somewhere other than the pass destination, they will be referred immediately to the Dean of Students. If a student loses their agenda, a new one may be purchased in the high school office for \$5.00.

Public Display of Affection

Students should demonstrate respect for themselves and others by governing themselves in a manner appropriate for a public place. A public display of affection is defined as displays of affection that are embarrassing or offensive to a reasonable student and/or adult. Excessive public displays of affection may be considered harassment or aggressive behavior and refusal to comply with staff enforcement of the policy is considered insubordination.

Remediation

Remediation is available to students at Huntley High School who would like to improve their skills, knowledge, and mastery of a content area. The school-wide remediation process consists of the following minimum criteria:

- Students must initiate the remediation process after the assessment has been taken by contacting their teacher in a timely manner, as defined by the teacher.
- Students must meet with the teacher to develop a remediation plan. Components of this plan may include test corrections, tutoring, review packets, online work, and reflection on learning strategies.
- Students must complete at least 80% of assignments (or higher as determined by each department). Students can complete the work after the original summative assessment is given but before the remediation assessment is given.
- Students should demonstrate accountability by agreeing to and abiding by remediation deadlines determined by the teacher.
- The score on the remediation assessment will replace the score of the original summative assessment.
- Teachers may impose limits on the number of times an individual student is permitted to remediate.
- Remediation may not be offered for some assessments.
- AP and Dual Credit courses are not expected to offer remediation.

Multi-Tiered Systems of Support

Multi-Tiered System of Support (MTSS) is a multi-tier approach for early identification and support of students with learning and behavior needs. The MTSS process begins with high-quality instruction and universal screening of all children. Children with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions are based on individual student response to instruction. MTSS is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

The state of Illinois provides districts and schools with a framework for using MTSS to determine a student's eligibility for and

entitlement to special education services. Effective, research-based core instruction, interventions, and assessment plays a critical role in this process and data from the core curricula and instruction, as well as interventions, are used in the eligibility determination process. If the intervention plan shows the student demonstrates performance discrepancy as indicated by national, state and local assessments AND does not demonstrate educational progress through those established national, state or local norms, the team will then refer the child to the Individual Problem Solving Team to discuss the process of special education entitlement.

Section 504

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Parents seeking information about Section 504 rights and services should contact Danyce Letkewicz, Associate Principal at 847-659-6505.

Sex Equity

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

Any student may file a sex equity complaint with the district's Complaint Manager or Nondiscrimination Coordinators, in accordance with the District's Uniform Grievance Policy (Board Policy 2:260). A student may appeal the School Board's resolution of a complaint filed to the Regional Superintendent, and, thereafter, to the State Superintendent of Education.

Signs and Posters

Posting signs and posters or distributing handbills, leaflets and publications is prohibited without the approval of the administration. This may be completed in the Dean's office. All publications and posters should be school appropriate. Appeals and questions regarding denial of the distribution of the printed material may be first heard by the Principal or designee and then by the District Administration.

Smoking

All District 158 buildings and grounds are smoke-free environments, which includes, but not limited to, e cigarettes, vapes, or any other smoking devices. This includes all after school activities and school related events. Students found in possession of or in the act of using tobacco/smoking products are subject to school discipline and police action.

Special Education

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all children with disabilities enrolled in District 158, as required by the Individuals with Disabilities Act (IDEA). Once a student is determined to have a disability under IDEA an Individualized Education Plan will be developed by a team of educators along with parents.

District 158 provides a continuum of services to children with Individual Education Plans (IEPs). Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Plan (IEP) team, including parents and educators, meets annually to determine the needs of students and the child's least restrictive environment.

Students who move into District 158 with an Individual Education Plan will be provided with the services listed on said Individual Education Plan.

All students with Individual Education Plans are afforded the safeguards and rights described in the Educational Rights and Responsibilities: Understanding Special Education in Illinois.

Discipline: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Students eligible for special education services or

those students receiving services under a Section 504 service plan may have an individualized behavioral intervention plan as provided in District Policy and as required by Illinois law. **However, all students must conform to the Huntley High School handbook policy codes.**

Transportation: All Huntley School District 158 students with Individualized Educational Programs are provided with transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. Parents wishing to waive the right to district approved transportation and desiring reimbursement for such services must seek reimbursement through the state of Illinois. District 158 will not provide reimbursement for expenses incurred by parental transport of students, as transportation is provided through avenues determined via the IEP conference at no expense to the student or guardian. Individuals wishing to apply for state reimbursement must do so within the state appointed guideline and meet deadlines set forth by the state. Applications for reimbursement from the state may be obtained by the Huntley School District 158 Transportation Department at 847-659-3000.

Student Records

The District will maintain two sets of records for each student: a permanent record and a temporary record. All student records are permanent upon graduation for 60 years. (i.e., if your child graduated from high school in the class of 2000, records would be kept until the year 2060.)

The permanent records may include:

- basic identifying information
- academic transcripts
- attendance record
- accident and health reports
- information pertaining to release of this record
- honors and awards
- school-sponsored activities and athletics

The temporary record may include:

- family background
- intelligence and aptitude tests
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- disciplinary information
- special education files
- verified reports of information from non-educational persons
- verified information or clear relevance to the student's education
- information pertaining to release of this record.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

- 1. The right to inspect and copy the student's education records within 10 business days or 45 school days of the day the District receives a request for access.**
 - a. Parents and eligible Students have the right to inspect and copy a student's permanent record. Parent(s)/ guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardians or eligible student of the time and place where the records may be inspected.
 - b. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).
- 2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student**

believes are inaccurate, misleading, irrelevant, or improper.

- a. Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.
 - b. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment.
 - c. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
- 3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
- a. Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.
 - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
 - c. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by the State for federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
 - d. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- 4. The right to a copy of any school student record proposed to be destroyed or deleted.** Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
- 5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**
- a. Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parents'/guardians' name and address, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.
 - b. Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent(s)/guardian(s) or eligible students are specifically informed otherwise.
- 6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
- 7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202-4605

Student Services

Student Services: Student services are available through the Student Services department for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school or social concerns, or any question a student may feel they would like to discuss with a counselor. Counselors and social workers are available to students, parents, and teachers for special conferences about students,

problems and programs.

Waiver of Student Fees. Waiver of student fees will be granted to those students who qualify. Parents/guardians may apply for waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income. The Board Policy regarding fee waivers and a fee waiver application form will be sent to all parents of enrolled students prior to the start of the school year. These forms are also available by contacting the District Office.

Academic Advisement: Graduating on time with all the credits you need and having the courses required for college admission is no accident. Each spring you (with your parent/guardian) will need to choose classes for the next year, but throughout the year students and parents need to work together with the counselor to develop and/or revise a four year plan that meets your goals. Graduation Status Reports will be reviewed with students to keep you informed of your progress toward graduation requirements.

Students are encouraged to complete the college application process by mid-October in order to meet early consideration deadlines. Some public universities may also reach their enrollment quotas for incoming freshmen in late fall.

Naviance: Naviance is an Internet-based career and college exploration and planning tool to explore career and college options and develop a post-secondary plan. It can be accessed from anywhere there is access to the internet. To login go to the Huntley High School web page and click "Students" on the main page and select "Counseling Department" from the dropdown options. Click the "Naviance" banner and you will be brought to the "Family Connection" page for Naviance login. (Email = Student district email, Password = Student ID number (No S).) [Naviance Link](#)

College Representatives: The best source of information, of course, is the first-hand visitation to the area of interest. This however is not always possible; therefore, we try to bring the area of interest to you by having a representative come here to visit. Login to Naviance and view college visits by clicking on the "colleges" tab.

A college/career fair is also offered at McHenry County College in mid-October. Over 100 schools, universities and other educational opportunities are represented at the fair. These are our best sources of information on specific schools and occupations. Other information can be obtained from a counselor or by reading our resource materials in the Student Services Office. Please listen for announcements of representative visitations and participate in them. If there is some school or occupational area of interest you wish to have visit us, please make us aware of your desire.

Graduation Requirements: To earn a diploma from Huntley High School, a student must earn 23 credits. Students who transfer to Huntley from school districts with less than 23 credits required for graduation may have their credit minimums adjusted to an appropriate level, but not less than the number of credits required at the previous school.

Course Guide: Credit codes are listed after each course in the Course Guide, available online, and indicate which requirements can be met by that course. Credit for each course taken may be applied to one subject area only.

Subject Area	Credits Needed	Credit Code
English	4.00	ENG
Math	3.00	MTH
Science	3.00	SCI
Global Studies/AP Human Geo/AP World History	1.00	SST
Personal Finance	0.50	CED
US Government	0.50	SST
US History	1.00	USH
Health	0.50	HLT
Physical Education	1.50	PED
Driver's Education	0.25	DEH
Electives	7.75	ELC
Total Credits	23.00	

* In order to advance to the next grade level, students must earn a specific number of credits. A student needs five credits to achieve sophomore status, eleven credits to achieve junior status and seventeen credits to achieve senior status. In order to participate in all graduation activities including the ceremony, a student must have the twenty three credits required in the specific

areas outlined above.

*Students cannot fail more than one class in the semester preceding their Driver's Education course. In order to take Driver's Education, a student must pass eight classes in the preceding two semesters.

**Students must pass the Illinois and US Constitution tests in order to graduate.

Transfer Credits Accepted by Huntley High School: Huntley High School will accept credits from:

1. An accredited High School.
2. An accredited correspondence school for credit recovery, enrichment, or a course not offered at Huntley High School that has been approved by your school counselor. **

***Any student wishing to exceed these guidelines must submit a written request to the building administration. Credits can only be approved by the building administration.

Credit from Other Institutions: Students shall be permitted to attend classes at an approved institution for credit toward graduation from high school. Advance approval shall be secured through the guidance counselor and Principal with the appropriate paperwork completed and on file. The Principal must approve an official transcript in order to receive credit.

Withdrawal/Transfer from School: If a student is going to transfer or withdraw from school, the following procedure should be followed:

1. The student must present to the Student Services office a written notice of withdrawal and request a student withdrawal form.
2. Turn in all textbooks to the HS office.
3. Pay all library fines and meet all other obligations.
4. Have the principal sign the withdrawal form.
5. Return the original copy of the withdrawal form to the Student Services office.

Physical Education Exemption Policy: Students in **grades 11 and 12** may request exemption from physical education for the following reasons:

1. The student is participating in interscholastic, varsity-level athletics as certified by the athletic director. The participant can replace the physical education class with an additional class during the semester of their sport.
2. The student is participating in Cheerleading or Dance Team.
3. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course, because the student is already at the maximum course load.
4. The student lacks sufficient course credit in one or more courses required by the state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption, if they are carrying the maximum course load.
5. Students in **grades 9 through 12** may request exemption from physical education if they are a part of marching band. Students must first participate in band camp to receive the exemption.

Forms are available in the Student Services Office for those students wanting to participate in this program. The physical education requirement is waived for the student participating in this program.

Student Course Load: All Huntley High School students are required to carry seven (7) classes each semester enrolled. Students taking dual enrollment courses will be accommodated based upon their dual enrollment courses.

Early Graduation: The School Board highly recommends that students attend high school for a minimum of eight (8) semesters before graduation. In cases where the student and the family believe that there are extenuating circumstances that would override this recommendation, the student may leave school early and earn a diploma after graduation requirements are met. Students must fill out an early graduation request form, available in the Student Services Office.

Schedule Changes: Every effort is made on the part of the administration, counselors, teachers, parents and students to determine the most appropriate courses for students. Courses are selected to best fulfill the student's needs, interests and capabilities. Once the final schedule has been printed, schedule changes are strongly discouraged unless a particular course does not match a

student's ability level or the student does not qualify for the course due to failing a prerequisite. **Teacher preference and/or preferred time of day are not accepted reasons for schedule changes.** Schedule changes should take place prior to the beginning of the school year.

Illinois State Seal of Biliteracy: The Illinois State Seal of Biliteracy recognizes high school graduates who have attained a high level of proficiency in one or more languages in addition to English. All District 158 students who choose to take an AP world language exam or ELL students who take the ACCESS exam and meet qualifying scores are eligible for the Seal of Biliteracy. Students may also earn Commendation toward Biliteracy for making great strides toward language proficiency. The seal is designated on both the high school transcript and diploma.

What are the qualifying scores for the Seal of Biliteracy?

To qualify for the Seal of Biliteracy in Community School District 158, a student must achieve one of the following in addition to reaching a score of 480 or higher on the ELA portion of the SAT:

- Advanced Placement Exam (Spanish, Chinese, French) - Score of 4 or 5
- ACCESS for ELLs - 5 overall composite score and 4.2 in both reading and writing
- A score of Intermediate High or above on the STAMP Test.

To qualify for Commendation toward Biliteracy, a student must achieve one of the following:

- Advanced Placement Exam (Spanish, Chinese, French) - Score of 3; ACCESS for ELLs - 3.5 literacy score; score of Intermediate Low on the STAMP Test.

How do I apply for the Seal of Biliteracy? There is no application process. Students need only take the ACCESS (for ELL students) or AP exam and have the scores reported to Huntley High School. The district coordinator will use the scores to determine whether students meet the Seal or Commendation requirements, and the appropriate designation will be made on the transcript and diploma in the students' graduation year.

If scores are not available at the time of graduation, the district will still award the Seal of Biliteracy or Commendation toward Biliteracy to eligible students after graduation.

How much does it cost?

The only cost incurred by the student is for Advanced Placement testing or STAMP Testing. Please see the counseling department's [AP Testing page](#) for more information about costs and testing dates.

Who do I contact with questions?

Please contact one of the following HHS staff members with questions regarding the program:

Ms. Shelly Kish, D158 Seal of Biliteracy Coordinator: skish@district158.org

Ms. Kinsey Wright, ELL Instructor: kwright@district158.org

Silver Cord: Every student at Huntley High School has the opportunity to earn a Silver Cord. A Silver Cord signifies that the wearer has earned 50 hours of community service throughout high school. A Silver Cord represents the dedication and commitment a student has for their community. For specific requirements and opportunities, go to the Community Service Club Haiku website at <https://district158.haikulearning.com/asharp/hhs-csc> and click on the Silver Cord tab or click on this [link](#).

Grade Procedures: Huntley High School's grading scale is:

98 and above = A+	93-97 = A	90-92 = A-
87-89 = B+	83-86 = B	80-82 = B-
77-79 = C+	73-76 = C	70-72 = C-
67-69 = D+	63-66 = D	60-62 = D-
		Below 60 = F

Semester grades will include a semester exam. The weight assigned to the semester exam is determined by the teacher. If a semester exam is waived, then the semester grade will be the Term 2 grade.

In figuring a grade point average, points earned from each semester grade are multiplied by the number of credits each class is worth. Those points are totaled and divided by the number of credits attempted. The grade point average is calculated from semester grades only and is cumulative from the freshman year to the end of high school attendance. Class rank is determined by

the grade point average. They are as follows:

A+ = 4.3	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = .7
			F = 0

Honors Scale: Classes that have been determined to be more rigorous than a typical high school course are given extra consideration in determining the grade point average. Honors weighted courses will use the following point system.

A+ = 4.8	B+ = 3.8	C+ = 2.8	D+ = 1.3
A = 4.5	B = 3.5	C = 2.5	D = 1.0
A- = 4.2	B- = 3.2	C- = 2.2	D- = .7
			F = 0

AP Scale: Classes that have been determined to be as rigorous as a college level course are also given extra consideration in determining the grade point average. AP weighted courses will use the following point system.

A+ = 5.3	B+ = 4.3	C+ = 3.3	D+ = 1.3	
A = 5.0	B = 4.0	C = 3.0	D = 1.0	
A- = 4.7	B- = 3.7	C- = 2.7	D- = .7	F = 0

Final Exams: All semester/final exams must be taken on the designated day for each class. **Under no circumstances will semester/final exams be administered prior to the designated final/semester exam week.** Students failing to take semester/final exams during the assigned time will be issued a grade of F, and will have two weeks after the end of the semester to complete the exams, or grades of F will be entered for their semester exam.

Latin Honor System: Starting with the Class of 2020, class rank will no longer be calculated. The Latin Honor System will be implemented, with students having the respective label designated on their transcript for acquiring a cumulative weighted grade point average as noted below:

Cum Laude:	(3.75-3.99)
Magna Cum Laude:	(4.00-4.249)
Summa Cum Laude	(above 4.25)

Pass/Fail Option: One course per semester may be taken by juniors or seniors as PASS/FAIL. A PASS grade in a course earns credit towards graduation, but does not affect a student's grade point average. A grade of FAIL earns no credit and does not lower a student's grade point average. The course selected cannot be a course required for graduation. A decision to follow this option must be made during the first week of the semester and requires the permission of the parent, teacher and counselor. Passing grades cannot be changed back to letter grades at a future time. If a student chooses the PASS/FAIL option, PASS will be awarded only for 60% or better. Any grade lower than 60% will receive a failing grade. Forms and details are available from the Student Services office.

Retaking a Course: Students with a low, but passing grade; may apply with the Administration to retake a course to achieve a higher grade. The class must be retaken at HHS. Once the course is completed, the improved grade will be recorded and included in the student's GPA. Students must see a counselor in order to begin this application process.

Course Changes and Adds

Students may add or change a course the week before the first day of school during registration, providing that space for additional students in that course is available.

Adding a Course

Students may add a course to their schedule to replace a dropped course or study hall during the two summer "schedule change" days the week after schedule pick-up during August. This will be the only time that schedules changes will be honored.

Dropping a Course

Students enrolled in seven credit producing courses may withdraw from a course without academic penalty through the 20th day of

the semester. After the 20th day of the semester, a drop from class will be denoted by a WF on the student's transcript. The grade of F will be used to calculate the student's grade point average. The approval of the counselor and parent/guardian are necessary in order to drop a course with a designation of WF.

Changing Levels

We expect students to be successful in the courses they have selected because they are assisted in making appropriate course selections and are provided with academic support. If there is a significant discrepancy between the student's performance and the expectations for that level of course work, considering the student's best efforts, a level change may be considered. A level change form with teacher, parent, student, and department chair/team leader signature will be required and can be found on the Counseling Department web page under "documents & links". [Here is the link](#). If parent and teacher are not in agreement, a conference should be held among parent, teacher, counselor, student and department chair/team leader to determine appropriate placement. No changes will be made to accommodate personal preference.

Audit Option: Students who wish to participate in a course for no grade or credit may elect to AUDIT a course, with the teacher's approval. This option requires the teacher to establish guidelines and conditions for acceptance into the class. See the counselor for forms and information. All attendance policies apply for classes that are being audited.

Progress Reports: Updated grades can be accessed weekly by parents by logging into Powerschool.. Paper copies are no longer sent home.

Midterm Reports: Updated grades can be accessed weekly by parents by logging into Powerschool. Paper copies are no longer sent home.

Report Cards and Grades: Report cards are issued to all students at the end of each semester. Letter grades - A, B, C, D, P, F. Updated grades can be accessed weekly by parents on Powerschool. Paper copies are no longer sent home.

MTSS—Multi-Tiered Systems of Support (PBIS and MTSS)

Academic and Social/Emotional Supports are provided through the MTSS model and Positive Behavior Interventions and Supports (PBIS). MTSS and PBIS are designed as proactive school based systems to provide students with the best opportunity to succeed academically, socially, emotionally, and behaviorally. At HHS, PBIS involves the concept of "The Raider Way" which includes the expectations of Be Respectful, Be Responsible, and Be Involved (see inside front cover of the student planner). These expectations are defined throughout the school, and interventions are put in place in order to help students who struggle with various aspects of social-emotional health and/or behavior at the high school level.

The Student Support Programming Map (see inside back cover of the student planner) graphically represents all academic and behavioral interventions available and in the process of being developed at Huntley High School.

The map shows the ranges of programs from Academic to Social/Emotional/Behavioral, as well as, the intensity of these programs. This map has helped with the blending of PBIS and MTSS to create a seamless program at HHS. The development of this map has also allowed our SSP team to identify the gaps in programming leading to the development of additional interventions.

Some of the current interventions are listed below. For additional information please see the PBIS link on the HHS website.

Tier 1 Programs and Interventions

Core Curriculum: The Core Curriculum for classes at HHS is currently being modified to reflect the Common Core Standards with a greater emphasis on Skill Development and Higher Level thinking.

Raider Aid: Raider Aid is a free after school and during the school day tutoring program staffed by teachers from a variety of disciplines. Students can use this space to ask questions specifically on homework or assignments, to use the space to quietly work, or to work with individual teachers who are working on specific days. After School Raider Aid is available most days until 4 pm with the opportunity to ride the Activity Bus for free if the student stays at Raider Aid for the entire period.

Freshman Advisory/Link Crew: Link Crew is a program where students are nominated and apply to be a Link Crew leader in a freshman advisory. Advisory is run for half of the lunch period giving 22 minutes daily for students and teacher interaction. Link Crew students can apply each year and there is great competition to be chosen by the Link Crew leaders and administration. Link

Crew train on Mondays and Tuesdays and are in the classroom with a group of freshmen every Wednesday, Thursday and Friday interacting with the students and presenting lessons on bullying, school information, study skills, specified Raider Way Lessons as well as group activities and to have fun.

Safe School Ambassadors: At its core, the Safe School Ambassadors program is an "inside-out" approach to improving school climate, one that relies on social norms change and the power of students to help stop bullying and violence. Student bystanders see, hear, and know things adults don't, can intervene in ways adults can't and are often on the scene of an incident before an adult. They are a critical and under-utilized resource for positively impacting the crisis of bullying in our schools.

Raider Way Lessons (All School): All school lessons are conducted on a monthly basis in order to focus on a specific behavior within the school. See All-School Monthly Focus Lessons for more details and lesson plans.

HHS Tier 2 Interventions

Plato: Will be used as skill building based on MAP scores of incoming students; also possibility of use for remediation for different subjects based on Classroom Benchmark Test Skill standards.

Academic Seminar: This program is currently offered to repeating freshmen who did not have enough credits to move to sophomore status. It is a course similar to the freshman advisory, but only with students who are in a similar situation. Students work with a teacher, counselor, and various other support staff to complete credit recovery as well as gain support to pass courses their 2nd year at HHS.

Check-In/Check-Out: The Check-In/Check-Out (CICO) Program is a school-wide prevention program for students struggling with academics or behavior. A student is selected to participate in CICO when a student receives 2 or more Level II (or greater) referrals from the Deans' Office for behavior OR based on attendance or visits to their Student Services offices. Students may also be referred to CICO by a teacher. CICO provides students with frequent, direct positive feedback on their behavior and monitors their success in displaying the Raider Way behavior expectations.

Social/Academic Instructional Groups: Social Academic Instructional Groups are run weekly by a group of teachers and clinicians at HHS to support students who need additional direct instruction and discussion on various behavior related topics. Currently groups are run weekly during alternating class periods to limit disruption to student schedules. Students can qualify after going through an earlier intervention for Re-Engagement, Positive Communication, or Academic Study Skills. Students are measured for success using a Google Doc card that is created to measure specific goals for each group but is modeled off of the Check-In/Check-Out card for consistency.

Making Connections: A Tier 2 positive behavior intervention connects students to dedicated Huntley High School staff. Making Connections provides students the opportunity to experience positive interaction daily with an adult who recognizes and encourages their academic and behavioral successes, as well as their commitment to The Raider Way. This newly established mentoring program has proven to be a beneficial and rewarding experience for students and mentors.

HHS Tier 3 Interventions

Intensive S/AIGs: These are instructional groups just as created at the Tier 2 level, but more intensive in meeting and in the content presented. This content is more focused on issues that students have that are affected grades and behavior in a more specific manner. These groups are conducted by school clinicians rather than general education teachers.

Clinical Case Management: Clinical Case Management is Huntley's response to the need for short term case work management with a social worker or school counselor, that is tracked and within a certain time limit while services are needed. By adding this to the PBIS system, HHS has monitored data and created entry/exit criteria for the students individually allowing students access to resources without creating permanent behavior plans.

FBA/BIP: Functional Behavioral Assessment and Behavior Intervention Plan: An individualized functional behavior assessment (FBA) is conducted to explore the function of problematic behavior impacting academic success. The functional behavior assessment is used to create an individualized behavior intervention plan (BIP) to replace the problematic behavior with more

appropriate behaviors.

RENEW: Rehabilitation for Empowerment, Natural Supports, Education & Work: RENEW is a student centered intervention based upon the strengths of the individual and designed to assist transition age youth in becoming empowered, healthy, confident, and capable adults. A supportive, hand-picked adult team helps the young person create a meaningful, personalized, individualized plan for the transition from high school to adult life. After one year, most youth have obtained the skills and developed the social connections they need to pursue their goals.

Student Visitors

Students will **not** be allowed to bring guests to school during the school day.

Teacher Availability

Teachers are available before and after school for student or parent consultation and assistance. In addition, teachers have daily preparation periods which may be used for this purpose. Students or parents who wish to speak with a faculty member should contact the teacher by phone or email, available on the school website.

Transportation

What every parent and student needs to know: The Transportation Department and its staff are dedicated to the service, safety and wellbeing of all of School District 158's students that it transports. Therefore, the following guidelines and rules need to be followed and adhered to.

Bus Transportation: School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked-up and dropped-off at the same location Monday through Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students). Due to the number of students that are transported in the district and the growth in the district, it is no longer feasible to let students ride home on routes other than their designated routes. In the event of an emergency the parent must call the Transportation Department at (847) 659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of regular bus students riding the bus. Parents will have to send a note with the child to be given to the principal or designee of the change approved by Transportation. Any changes school principals authorize need to go through the Transportation office for reasons previously stated.

Bus Danger Zones: Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus. The area within ten (10) feet in the front, sides and rear of the bus are the most dangerous areas of the bus known as the DANGER ZONE. Precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit the bus directly away from the bus, moving directly away from the bus at least 10 feet away from the bus. If a student should drop a personal item directly in front of or alongside of or at the rear of the bus the student should not retrieve that item until first letting the driver know that they have dropped that item. The driver will then decide if it is safe to retrieve the lost item. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

Bus Drivers: School District 158 bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. Students are required to obey the driver at all times. The bus driver is required to report students that violate the bus rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to approve requests to change routes or make unauthorized stops unless approved through the Transportation office.

Bus Stops: Students need to be at their designated bus stops 5 minutes prior to the scheduled arrival time of the bus. The private property of those living near the bus stop is to be respected. Bus drivers are required to report any student(s) that are consistently

tardy for their bus, as corrective action may be necessary. It is important that the buses maintain a timely schedule. Students need to stand a safe distance on the sidewalk away from the curb and street where sidewalks are provided. In areas where sidewalks are not provided, students need to stay off the road and harm's way of motorists using the roadway. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving. Students are to find a seat immediately. When students need to cross a road before boarding or after exiting the bus they must wait to do so until the driver has signaled them, giving permission to cross. Students should cross the road far enough in front of the bus (approximately 10 feet) so that the driver can see the student and the student can see the driver. Students that need to cross the road should notify the driver before getting off the bus that they would need to cross the road. The student should then exit the bus and proceed to the front of the bus remaining at least 10 feet in front of the bus, remaining on the curb or edge of the roadway, until the bus driver signals the student permission to cross the road. Students when unloading need to immediately step at least 10 feet directly away from the bus and proceed immediately to their destination. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

School Bus Conduct Procedures: Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. If a student's behavior is not acceptable, the right of riding the bus may be withdrawn and the student may face further consequences as described in the Student Handbook. The school discipline system applies to students at the bus stop, on the ride, and throughout the school day. It then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. School bus riders, while in transit, are the responsibility of school bus personnel. Decisions regarding special education students will take into account related disabilities and IEPs pertaining to transportation. Students at bus stops, bus loading and unloading zones and on route are also subject to the District's Rules and Policies.

Bus Expectations

- Maintain Appropriate Noise Level
- Use Appropriate Language
- Keep Hands, Feet, And Objects To Yourself
- Help Keep A Clean Area And Bus
- Stay Seated In Your Seat
- Keep Your Arms And Hands Inside The Bus
- Be On Time
- Follow Directions From Adults/Bus Drivers
- Walk To And From The Bus
- Report Unsafe Behavior To Driver
- Use only approved items on the bus.

Cameras: Cameras are installed on all the school district buses to monitor student behavior and will be reviewed to verify complaints of misbehavior.

Non-Bused Students: In the interest of safety and security of the students, please follow the pick-up/drop-off procedures specific to your school.

Trespassing

Suspended students are not to be on campus without specific permission from the administrative office. Failure to obtain this permission can result in arrest for trespassing.

HHS Athletic and Activities Handbook Table of Contents

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The following information can be found on the HHS Website

- [District 158 Random Testing Policy and Forms](#)
- [Complete Listing of Clubs and Activities](#)

I. Philosophy, Objectives, and Expectations of Extracurricular Participation

Huntley High School extracurricular programs are provided as a privilege to those students having the desire to engage in and/or compete in and to enhance their overall abilities. Students who choose to participate are considered “representatives” of Huntley High School and are expected to demonstrate good character, high morals, and an attitude of giving their best. In addition, “representatives” of Huntley High School are expected to demonstrate good sportsmanship and self-discipline. Because the Board of Education, administration, and staff expect these attributes, the Huntley High School Extracurricular Code of Conduct is used to ensure that these qualities are demonstrated by all participants.

The objectives of the extracurricular programs at Huntley High School are to:

1. Provide a highly engaging/competitive experience grounded in sound educational practice.
2. Assist in the safe and healthy development of the participant.
3. Create an enjoyable experience for the participants, student body, fans, and community by promoting sportsmanship, morale, and school spirit.
4. Instill qualities such as teamwork, pride, work ethic, personal responsibility, and self-discipline in its participants.
5. Promote the education and development of students through high school extracurricular participation.

II. Personnel

Activities Director: Tom Kempf
Athletic Director: Glen Wilson

III. Sportsmanship

Huntley High School will emphasize and enforce all Illinois High School Association (IHSA), District 158, and Fox Valley Conference policies on sportsmanship. “Representatives” of Huntley High School are expected to adhere to the highest standards for behavior at all school-sponsored activities.

IV. Transportation

The sponsors will make transportation arrangements, for all extracurricular events, through the District Transportation Department. Participants are required to ride district-provided transportation to and from away events.

Parents may transport their child home from away events by signing the transportation sign-out sheet provided at the event.

Parents may only sign-out their own child. A parent may grant permission for their child to ride home with another parent by providing advanced written notification to the principal, activity/athletic director, or coach/sponsor. The parent that is being granted permission will, in turn, need to sign-out the participant after the event. Under no circumstances will District 158 take the responsibility of releasing a participant to be transported by anyone other than a parent.

If a participant misses the bus, they may only be transported to the event by their parent(s). Upon arriving, at the site of the event, the participant's parent needs to present the participant to the coach. Under any other conditions, the student will not be permitted to participate. Any student missing the bus due to a detention will not be allowed to participate.

Unforeseen or extenuating circumstances will require permission of the activity/athletic director.

V. Practice Schedules

The start of practice for each extracurricular activity will be announced well in advance of the date of the first practice. Practice schedules will be distributed to participants no later than the first day of practice. District 158 does not allow mandatory practice on Sundays except under special circumstances and only with the permission of the activity/athletic director.

Because of the necessity to share facilities, practice times may need to be staggered. Efforts will be made to equally distribute practice times among the various levels of programs sharing the facilities. Likewise, unforeseen circumstances may force a change in practice schedules. Participants will be notified, as soon as possible, of any practice schedule changes.

Conflicts in regard to practices will be handled in the following manner:

1. Educational field trips

Should a conflict arise with an educational field trip, the coach and teacher should be in communication with each other and attempt to minimize the impact of the conflict. Participants should not be penalized for missing a practice, or arriving late to a practice, because of attending an educational field trip.

2. School sponsored social activities

Attendance at school sponsored social activities does not exempt participants from team responsibilities. Participants who miss events or practices to attend school-sponsored social activities, without the coach/sponsor's permission, will be considered unexcused and be subject to established team policy regarding unexcused absences.

3. Non-school activities

Each coach/sponsor will establish policy, with approval from the activity/athletic director, and inform participants of said policy in regard to excused and unexcused absences.

4. Skiing and similar activities

Coaches should inform participants of the dangers of participating in skiing/similar activities but may not make policy prohibiting participation in these activities during non-school hours. A participant injured during skiing/similar activities holds no right to their position upon returning to their team.

VI. Clearance to Participate

In order to participate in many HHS activities, a student must complete the forms listed below. A listing of the activities requiring students to complete the forms is found in the District Drug Testing information. A student may participate in as many clubs/activities as interest and schedule allows. Noted below are designated timelines that the activities that require the following items be on file in the Athletic Office (Mr. Glen Wilson's Office) and the Activities Office (Mr. Kempf's Office). The sponsor will inform participants if the forms are required to be on file.

Item

[Random Testing Form -D158 - Online](#)

Due before first

Practice/Tryout

Participation fees may be required for specific clubs based on expenses incurred by that club. Participation fees should be paid directly to the sponsor of the club and will be credited to the club activity account. Any student who quits or is dismissed from a club will not have a fee refunded.

VII. Weekly and Semester Eligibility (for IHSA competitions)

Weekly Eligibility

A student participating in a sport is subject to the weekly eligibility check during the season for that activity.

A student must pass twenty-five (25) credit hours of high school work per week (Monday through Sunday). Twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).

Weekly eligibility is based on a student's grades as they accumulate from the first week to the last week of the semester. The criterion used by the IHSA is what the student's grade would be if they transferred to another school during the course of the semester.

Semester Eligibility

By IHSA regulations, a student must pass 2.5 credits a semester to be eligible for the next semester. This is the equivalent of five .5-credit classes. The criterion for weekly and semester eligibility is detailed in the IHSA eligibility rules which can be found on the HHS Athletic webpage at www.district158.org/hhsathletics/index.html.

VIII. Attendance

Attendance is a factor in a student's eligibility to participate. A student must be in school at least the second-half of the school day. A student who goes home sick is not eligible to participate in that day's activity event or practice.

A student, who has a medical appointment that may cause absence from school for more than one-half of the school day, may still be eligible to participate in that day's practice or event. To assure eligibility, arrangements should be made ahead of time with the activity/athletic director.

A student suspended from school is ineligible to participate in meetings, performances, or contests on the day(s) of the suspension. This includes ISI and OSS suspensions.

VIII. Awards

Awards acknowledge the achievement, participation, and membership of the participants in interscholastic competition. To be eligible for these awards, participants must be in good standing in school and the activity. Students who drop out of the activity or are dismissed by the coach/sponsor before the end of the season will not be eligible to receive any awards. A coach may deny a participant, who meets minimum letter requirements, their letter if that participant's conduct is deemed detrimental to the school and the program. A participant who becomes injured or ill during the season, but remains a member of the team, may be issued an award at the discretion of the coach.

Award Distribution

1. First year participants will receive Numerals if not already received by participation in another sport / activity.
2. A student who has not received a Letter in the activity prior will receive a Letter and Bar.
3. If a student has received a Letter prior, the student will be issued a Bar representing another year's participation.
4. Senior Plaques are presented to any senior who has participated all season all 4 years of high school.

Special Awards

The sponsor may distribute awards to individuals as they so choose.

X. Fine Arts Boosters (FABulous)

The Fine Arts Booster Club is an approved organization of District 158 and has been established to support Huntley High School fine arts activities. The organization works as an independent organization helping fund various aspects of the fine arts programs. Parents are strongly encouraged to become involved. To inquire about the HHS Fine Arts Booster Club, please go to [Fine Arts Booster Link](#)

XI. Code of Conduct

As stated in Part I, participation in activities at Huntley High School is a privilege. Students who choose to take part are considered representatives of Huntley High School. It is the hope of the Board of Education, administration, and staff that those students who represent Huntley High School do so in such a manner as to not abuse the privilege of participation. In addition, the Code of Conduct places an emphasis on the values and commitments necessary to create a safe and healthy environment for participation.

- The Code of Conduct takes effect the first time a student becomes a member of a(n) club/activity.
- The Code of Conduct is in effect year round, in and out of season, on and off school grounds, until graduation.
- A verifiable code violation is deemed to have occurred when a District 158 employee or a law enforcement agency (or representative thereof) confirms the student's involvement; an internet posting depicts inappropriate behavior; or a student admits guilt.

Code of Conduct Violations

1. Use, possession, or distribution of illegal substances. This includes, but is not limited to, alcohol, marijuana, anabolic steroids, non-prescription drugs, and the abuse of prescription drugs.
2. Use or possession of tobacco, electronic smoking devices, similar look-a-like devices, or nicotine based products.
3. Theft or vandalism of any school, personal, or public property.
4. Inappropriate conduct in which the student is directly or indirectly involved, such as fighting, harassment, or verbal/physical abuse of others.
5. Academic dishonesty or misconduct in which the student is involved, such as obtaining or attempting to obtain credit by dishonest, deceptive, fraudulent, or unauthorized means.
6. An internet posting on a social network that disrupts the educational or athletic/activity environment and may be threatening to or abusive of others.
7. Association with or attendance at activities involving a violation of the code in which the student does not leave immediately upon learning of said activities.
8. A verified positive test result, in the IHSA or D158 random drug testing programs. This will include a refusal to participate or complete the IHSA or D158 random drug testing programs.

Code of Conduct Violation Consequences

First Offense: Suspension from 20% (or closest percentage to 20%) of the regular scheduled contests. The suspension will include continued participation in practice, attending any events/meets/matches, and supporting the team during the length of your suspension. The suspension carries over to the next activity if it is not completed during the current activity.

Second Offense: Suspension of 50% from the regularly scheduled contests. The suspension will include continued participation in practice, attending any events/meets/matches, and supporting the team during the length of your suspension. The suspension will carry over to the next activity in which the student is involved if not completed in the current activity.

Third Offense: Suspension from all activities for a calendar year (365 days).

Fourth Offense: Dropped from all activities for the remainder of the student's high school career.

Self-Reporting: If a student self-reports a first offense to a District 158 administrator, they will be suspended from 10% of the regular scheduled contests. The student must make their report immediately. The student will not be eligible for the terms of self-reporting after school authorities have been notified of the violation.

Clarifications/Definitions

- For suspensions that carry over from a previous activity or that occur before the next activity, the student must complete the “next” season in good standing to fulfill the terms of the suspension.
- A violation will be considered a second, third, or fourth offense if it is committed within 365 days of the previous violation. After a calendar year (365 days), a violation will be dropped.
- One calendar year is defined as 365 days from the date on the letter notifying the student and parents of the suspension.
- A first violation, in a season, will not automatically result in forfeiting eligibility for school awards. A second violation, in a season, will result in forfeiture of all school awards.
- A suspended student is expected to attend practice.
- A suspended student is expected to sit with the team, out of uniform, during contests.

In circumstances when a student is participating in a combination of more than 1 Athletic, Activity, or Club the Athletic Directors, Administration or their designees will work together to discuss the current disciplinary action and determine the appropriate consequence.

Appeal Process

1. If the student and parent(s) wish to appeal a decision, they may do so by contacting the activity/athletic director within three school days of being notified of the suspension.
2. The appeal process must follow:
 - a. Appeal to the High School Associate Principal
 - b. Appeal to the High School Principal
 - c. Appeal to the Associate Superintendent or Designee
 - d. Appeal to the Board of Education
3. If, during any step of the appeal process, the original suspension is reversed, the suspension will be declared void and all records of the suspension will be purged. The student shall return to the activity in good standing and without further consequence.

XII. Consent To Random Testing

Illinois High School Association

In accordance with the work of its Sports Medicine Advisory Committee and Public Act 096-0132, the Illinois High School Association has implemented a performance-enhancing substance testing program for student-athletes at IHSA member schools.

The IHSA will test randomly selected individuals throughout the school year. No student-athlete may participate in an IHSA competition unless the student and the student’s parent/guardian consent to random testing. The consent is part of the HHS Sports Participation Information sheet. Go to www.ihsa.org for more information.

A complete list of the current IHSA Banned Drug Classes can be accessed at:

http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_substance_classes.pdf

District 158

The District 158 Board of Education instituted its own random testing program in the spring of 2010. An information packet, including consent forms (one for D158 and one for Centegra), can be found on the HHS Activities webpage.

XIII. Hazing

Purpose

The purpose of the policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definition

For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of students for the purpose of initiation or membership in or affiliation with any organization recognized by the district.

Endanger the physical health shall include, but not be limited to, any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or other forced physical activities that could adversely affect the physical safety of the individual.

Endanger the mental health shall include, but not be limited to, an activity that would subject an individual to extreme mental stress such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity even if a student willingly participates.

Authority

The district does not condone any form of initiation, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The district directs that no administrator, coach, sponsor, volunteer, or district employee shall permit, condone, or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individuals who violate this policy.

The district encourages students who have been subjected to hazing to promptly report such incidents to their coach, activity/athletic director, or building principal.

Delegation of Responsibility

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the activity/athletic director and school principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers, and district staff that hazing of district students is prohibited by means of:

- Publication in this handbook
- Verbal instruction from the coach

Complaint Procedure:

1. When a student believes that they have been subject to hazing, the student shall promptly report the incident orally or in writing to their coach and the activity/athletic director.
2. The activity/athletic director shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

3. The activity/athletic director shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the activity/athletic director shall recommend appropriate disciplinary action, as circumstances warrant. Additionally, the student may be subject to disciplinary action resulting in possible suspension or expulsion.

XVIII. A Guide for Parent and Coach Communication

Philosophy

Participation in extracurricular activities provides the possibility to extend and enhance student learning and personal growth beyond the classroom setting. Participation often includes important lessons about working together toward shared goals, communicating effectively, overcoming challenges, maintaining a positive attitude, practicing sportsmanship, and winning or losing with dignity. Regardless of the amount of level of participation / playing time or whether the team has a winning season, these lessons remain embedded within the experience.

While acknowledging that “winning isn’t everything,” coaches are committed to providing our teams with the best opportunity to win within the rules of the game, and representing the school and communities of District 158 in a manner which inspires and exemplifies pride.

Parent/Coach Relationship

Both parenting and coaching are very difficult vocations. Each role offers unique perspectives of a child’s involvement in activities. While there are times when perceptions of parents and coaches are aligned, it is unrealistic to expect that this will always be the case. We believe it is important to clearly define what you can expect of our coaches. It is also important for you to have an understanding of the procedures for communication between you and your child’s coach. Finally, providing support for all students participating in extracurricular activities is an important role played by both parents and coaches.

Coach’s Communication to the Parent

You may expect to receive the following information in writing from the coach no later than the first practice:

- Brief statement of the coach’s philosophy
 - Expectations the coach has for all team members
 - Location and times of scheduled practices and games
 - Procedure to be followed if your child is injured
 - Discipline procedures the coach may implement
- Anticipated costs associated with participation and possible fundraising activities

Parents’ Communication to the Coach

- Communicate directly with the coach about any concerns
- Provide written notification of schedule conflicts well in advance

As your child becomes involved in activities at HHS, the inevitable highs and lows that are a part of extracurricular competition are bound to occur. These experiences will provide your child with an opportunity to grow and learn skills and lessons that they may apply in aspects of their life beyond the competitive/performing arena. *If the lows, however, begin to get your child down, we encourage you to speak with the coach.*

Appropriate Concerns to Discuss with Coaches

- The treatment of your child; mentally, emotionally, and physically
- Ways to help your child improve
- Concerns about your child’s behavior, attitude, and performance

One of the most potentially problematic issues between coaches, students, and parents is competitive level/performance time. Decisions regarding these are at the sole discretion of the coach. As professionals, coaches make decisions based on what they believe to be best for the team and for all students involved. Obviously, there may be times when you do not agree with a coach's decisions, but it is important to recognize that decisions about the student's role and the student's role on the team are decisions which are not negotiable between a parent and a coach.

Inappropriate Concerns to Discuss with Coaches

- Level of Participation / Playing time
- Team strategy
- Play calling
- Other student-athletes (unless verbal / physical harassment occurs)

Setting up a Conference

There are situations that may require a conference between the parent(s), student, and coach. **It is necessary that all three entities (parent(s), student, and coach) be involved in the meeting.** Such a meeting can lead to increased understanding. When a conference is needed, please follow these steps:

- Call the coach to schedule an appointment
- If the coach cannot be reached, contact the activity/athletic director and they will arrange a time for you, your child, and the coach to meet.

Communication between the coach and parent(s) can play a vital role in resolving concerns; however, before, during, or immediately following a competition or practice is not the appropriate time for addressing concerns. Please do not attempt to discuss a concern with a coach at these times, as they are not conducive to the successful resolution of a problem.

While, ideally, it is hoped that a conference with the coach will alleviate concerns, it should be recognized there may be times when the coach and the parent do not achieve a shared understanding as a result of their conference.

The Next Step

Contact the activity/athletic director. A meeting will be scheduled for the parent(s), student, coach and activity/athletic director.

Support

Your child's participation in extracurricular activities should be extremely rewarding. You are invited to support students by becoming involved in the Huntley High School Fine Arts Booster Club or as a support for a non-fine arts activity parent group. You are also invited to attend events, and cheer in a positive and encouraging manner. By supporting everyone involved in competition and displaying good sportsmanship, you provide an important and wonderful example for HHS students. It is hoped this information will serve as the foundation of a rewarding experience in activities for your child.

XV. Ultimate Authority

Circumstances that arise, which are not covered in this handbook or become a matter of interpretation, will be decided by a meeting of the activity/athletic director and principal. The appeal process for any decision is described in Section XIII.



Huntley Community School District 158

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

Date: June 2, 2022
To: Curriculum and Instruction Committee
Cc: Dr. Scott Rowe, Superintendent
From: Jessica Lombard, Associate Superintendent
Subject: Student Handbooks: Elementary, Middle School, High School, Middle School Activities, HS Athletics and Activities

Executive Summary

Huntley Community School District 158’s policy 7:190 states that disciplinary rules shall be presented annually to the Board of Education for its review and approval.

Per school code, “Discipline Rules” is a topic that each local site is required annually to have as an agenda item during a Parent Advisory Meeting. The following are the respective dates that each of our schools had this topic presented during the 2021-22 school year.

Chesak Elementary	April 13, 2022
Martin Elementary	April 13, 2022
Early Childhood Center	April 13, 2022
Mackeben Elementary	April 21, 2022
Conley Elementary	April 21, 2022
Legge Elementary	April 18, 2022
Heineman Middle School	May 12, 2022
Marlowe Middle School	April 5, 2022
Huntley High School	May 11, 2022

This year there are some minor modifications that are being recommended as additions/updates to our existing Handbooks, as well as a few new requirements per school code. Links or references to the district website will be updated in all handbooks as the district website was updated. For these changes to take effect the District will need Board of Education approval

Attached you will find a copy of our recommended Handbooks for the 2022-23 school year for your review.

Elementary Handbook

Topic	Page	Recommendation	Rationale
Mental Health Days	2	Add Mental Health Days to the list of acceptable excused absences. “Students may utilize up to 5 mental/behavioral health days. After the use of the 2 nd day, the student may be referred to the appropriate school support personnel.”	Reflect updates in School Code. Mental health days began January 1, 2022
Behavior and Discipline	3	Add suspended to the sentence “No special education student shall be suspended or expelled for conduct that is a manifestation of his or her disability.”	This is law
	4-5	Add restorative practice strategies to the Level A, B and C infractions	This addition aligns with both our current practices, but also school code.
Campus Resources Officers	7	Addition Huntley Community School District 158 (HCSD158) has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create “effective and positive school student discipline that (a) is part of HCSD158’s larger effort to address school safety and climate; (b) includes proactive and restorative methods rather than only punitive; and (c) is clear, consistent and equitable.” Each CRO is equipped with a body worn camera (BWC) as provided by law in accordance with Police Department policies. The CRO’s BWC will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event an CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO’s discretion, the BWC can begin recording.	This addition aligns with a new district policy, reflecting new requirements with law enforcement.
Emergency Drills	8	Addition of “If a parent would like to opt their student out of participating in the annual lockdown drills they must request this in writing to the school administrator.	Required language per school code for next year.



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Exceptional Talent Program	8	Minor change involving how or why students can be reevaluated in grades 3-5	Reflect current practice
Complaint Managers	10	Remove Dr. Schlichter and replace with Dr. MacCrimble	Updated Complaint managers for the 2022-23 school year
Health services	16 17	Add norovirus to the list of communicable diseases Deletion of the face-covering paragraphs	Deleted to reflect the current District COVID Return plan and statewide mandates.
Library Resource Center	23	Remove “report cards for students with books more than one month overdue (or any books overdue at the end of the year) will be held in the school office for parent pick up.	Report card access is electronic.
Physical Education	25	Addition of “A parent may request that a student be excused from physical activity in PE during a period of religious fasting, by notifying the physical education teacher in writing.”	Reflect current school code
RTI/MTSS	26	Change RTI to MTSS (Multi-Tiered Systems of Support)	Reflects current district terminology

Middle School Handbook

Topic	Page	Recommendation	Rationale
Tardies	3	Removal of detailed outline of consequences based on the # of tardies.	Allows flexibility to address tardies on a case by case situations
Discipline Consequences	6	Addition of a description of restorative practices and interventions. “The purpose of restorative practices is to engage students in an educational process including reflection, restoring the environment and repairing relationships. Such interventions may include checking in with a teach, administrator or other staff member, targeted intervention groups with a counselor or social worker, peer mediation, peer mentoring, adult mentoring, reflection, apology, restorative projects such as reading articles, cleaning or community services.”	Provides a description of potential restorative interventions as a means to provide an understanding of purpose and practices.



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Campus Resources Officers	7	<p>Addition</p> <p>Huntley Community School District 158 (HCSD158) has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create “effective and positive school student discipline that (a) is part of HCSD158’s larger effort to address school safety and climate; (b) includes proactive and restorative methods rather than only punitive; and (c) is clear, consistent and equitable.” Each CRO is equipped with a body worn camera (BWC) as provided by law in accordance with Police Department policies. The CRO’s BWC will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event an CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO’s discretion, the BWC can begin recording.</p>	<p>This addition aligns with a new district policy, reflecting new requirements with law enforcement.</p>
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Appearance Code	10	<p>Removal of verbiage “But minimally reach the tip of the longest finger while the arm is extended to the side” in reference to shorts/skirts.</p> <p>Removal of “unnecessary head coverings that include but are not limited to caps, hats, sunglasses and bandannas are not to be worn in the building.</p>	<p>Enforcement difficulties based on the current wording in terms of length of shorts/skirts when tied to arm length.</p> <p>Head covering rule dependent on reason/rationale for the need to wear possible head coverings.</p>
Emergency Drills	12	<p>Addition of “If a parent would like to opt their student out of participating in the annual lockdown drills they must request this in writing to the school administrator.”</p>	<p>Required language per school code for next year.</p>
Complaint Managers	10	<p>Remove Dr. Schlichter and replace with Dr. MacCrimble</p>	<p>Updated Complaint managers for the 2022-23 school year</p>
Information Hotlines	16	<p>Addition of Information Hotlines: 106</p>	<p>Per new code Information Hotlines must be on the back of student ids, in the handbook and in student planners for</p>



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		District Tip Line: (847) 659- INFO (4636) McHenry County Crisis Line: 800-892-8900 National Suicide Prevention LifeLine: 800-273-8255 National Crisis Text Line: Text HOME to 741741	grades 6-12. (already printed on the back of IDs)
Health services	20	Add norovirus to the list of communicable diseases Deletion of the face-covering paragraphs	Deleted to reflect the current District COVID Return plan and statewide mandates.
Physical Education	27	Addition of “A parent may request that a student be excused from physical activity in PE during a period of religious fasting, by notifying the physical education teacher in writing.”	Reflect current school code
RTI/MTSS	31	Change RTI to MTSS (Multi-Tiered Systems of Support)	Reflects current district terminology

Middle Schools Activities Handbooks:

Topic	Page	Recommendation	Rationale
Academic Eligibility	4	Students must be passing each subject each week in order to be eligible. Therefore, any student receiving an F in any class will be ineligible for the following week beginning on Monday. Ineligible means the student will not be able to participate in practices, games/events, or any team/club activity for the week. If an athlete chooses to attend a game/event with the team while ineligible (home or away), the athlete may not dress in uniform. Attendance at games/events during an	Align with current high school academic eligibility



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		ineligibility period is at the coach/sponsors' discretion.	
Activity Code violation consequences	6	<p>1. First Offense: Suspension from 20% of the total scheduled contests.</p> <p>2. Second Offense: Suspension from 50% of the total scheduled contests.</p> <p>3. Third Offense: Suspension from all athletics or extra curricular activities for one academic year</p> <p>4. Fourth Offense: Athlete forgoes the opportunity to participate in any activity or athletic team for the remainder of their middle school career</p> <p>All violations will carry over to the next activity in which the student is involved if not completed in the current activity.</p>	Align with current high school code violation consequences.

High School Handbooks

Topic	Page	Recommendation	Rationale
He/she and his/her	Throughout handbook	Change to they/their	Grammatical update
Phone numbers	2	Update phone extensions and add information hotlines	Information hotlines added to student handbook per School Code
Mental Health days	3, 7	Add Mental Health Days to the list of acceptable excused absences. "Students may utilize up to 5 mental/behavioral health days. After the use of the 2 nd day, the student may be referred to the appropriate school support personnel."	Reflect updates in School Code. Mental health days began January 1, 2022
Excused by Parent	6	Decrease the number of excused by parent absences from 10-7 days. Change that medical	With the addition of 5 mental health days, administration is recommending the decrease in other excused by parent



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		documentation is needed on day 8 not day 11.	days. 7 is in the middle of comparable high schools in the area.
College Visitation Days	7	Addition of, "Only the day of the college visit can be excused under the "College Visit" excusal code. Days required to travel for a college visit do not count, but may be excused by a parent or guardian.	Clean up of attendance codes
Single Period Class Callouts	7	Addition of, "Parent excusal for single class periods while still remaining on campus are not allowed."	Students who are on campus are expected to be in their respective classes.
Blended periods	7	Addition of, "Students choosing to leave during this time must completely leave campus. Sitting in cars in the parking lot is prohibited.	While on campus, students should not be lingering in their cars and should be in the building.
Physical Education	7	Addition of this section Physical Education: A parent may request that a student be excused from physical activity in PE during a period of religious fasting, by notifying the physical education teacher in writing	Addition due to recent School code changes.
Level III behavior	12	Addition of "use/discharge of mace"	Based on previous situation
Lunch Detentions and Saturday Detentions	14	Addition of "Students are expected to serve all assigned detentions. Students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Prom/Homecoming or other school events."	Clarification of expected timelines
Social Action Hours	14	Addition of "Assigned Social Action Hours cannot count towards Silver Cord or NHS."	Clarification that hours assigned due to a behavior infraction cannot count towards required social action hours for NHS/Silver Cord.
Cafeteria	17	Remove, "Students are not allowed to eat or drink in classrooms"	Does not belong in the cafeteria section



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Parking Regulations	19	Remove, “Head in parking only (do not pull through a parking spot).	Students should be able to back in or head in parking spaces, based on comfort level.
Emergency Drills	22	Addition of this section Emergency drill procedures will be discussed with all students by their classroom teachers. Drills will be held several times throughout the school year. Students must quickly and quietly report to the appropriate location. If a parent would like to opt their student out of participating in the annual lockdown drills they must request this in writing to the school administrator.	Reflect school code
Complaint Managers	24	Remove Dr. Schlichter and replace with Dr. MacCrimble	Updated Complaint managers for the 2022-23 school year
Health Services/Communicable Disease	30	Add norovirus to the list of communicable diseases Deletion of the face-covering paragraphs	Deleted to reflect the current District COVID Return plan and statewide mandates.
School safety dogs	31	Addition of, “While safety dogs are on campus, the school will be placed on a Hold and Teach protocol and students will not be allowed to leave/enter campus.”	Clarification of expectation of the process.
Campus Resource Officer	31	Addition Huntley Community School District 158 (HCS158) has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create “effective and positive school student discipline that (a) is part of HCS158’s	This addition aligns with a new district policy, reflecting new requirements with law enforcement.



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		larger effort to address school safety and climate; (b) includes proactive and restorative methods rather than only punitive; and (c) is clear, consistent and equitable.” Each CRO is equipped with a body worn camera (BWC) as provided by law in accordance with Police Department policies. The CRO’s BWC will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event an CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO’s discretion, the BWC can begin recording.	
MTSS	Table of Contents, 36, 37, 44	Change RTI to MTSS (Multi-Tiered Systems of Support)	Reflects current district terminology
Naviance	40	This section will be updated once Naviance shifts over to SchoolLinks	This change will take place early Fall 2022

HHS ATHLETIC AND ACTIVITIES HANDBOOK: No recommended changes besides the year.

Recommendation

The Administration recommends that the Curriculum Committee moves the recommended 2022-23 Student Handbooks to the regular June Board of Education meeting for approval as presented.



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Huntley 158

Bullying Prevention and Intervention Plan Review

Background and Purpose

“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.” Huntley 158 takes both the academic and social-emotional needs of our students very seriously. The district had identified that a Bullying Prevention and Intervention review be done as part of Huntley 158’s 2021-22 Strategic Plan indicators. The three key elements of Policy, Programming and Training/Education/Awareness were identified as the main areas of focus. Within Huntley 158, components that support and address bullying, intimidation and harassment were shared and reviewed across several departments and responsibility areas.

This year, the district took on a more comprehensive review of identified components to begin to look at areas that are being effective in terms of Bullying Prevention and Intervention, as well as areas that were opportunities for improvement or enhancement and in return be more proactive rather than reactive to acts of bullying. The review and development of a plan, was designed through an approach of continuous improvement lens and one that can easily identify and address the current reality within individual buildings and ultimately the district as a whole. This report will identify the areas reviewed, the current reality in those identified areas and any gaps that may be in place, and lastly a plan to address those gaps.

Areas of Focus

Throughout this school year, an intentional focus on the following three specific areas has been chosen to guide future steps.



Policy



Training/Education/Awareness



Programming

Huntley 158

Bullying Prevention and Intervention Plan Review

Review Components

Review of Board Policy 7:180

Policy development and effective, consistent implementation can have a positive effect on school climate and ultimately student experiences within the school. Every two years districts in Illinois are required to conduct a policy review in regards to Policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment and submit the policy through IWAS to the Illinois State Board of Education. Huntley 158's policy was approved by ISBE in IWS in September of 2021 indicating all required components are included within the district policy. In January 2022 the policy was, per PRESS recommendations, reviewed and presented at the January 20, 2022 Board of Education meeting.

While meeting the state requirement of reviewing policy 7:180, "Prevention of and Response to Bullying, Intimidation, and Harassment" every two years, is important, going through the reflection process of the policy is more critical. In reviewing the policy, the following questions were posed:

- Are all required components addressed within the policy? If not, what is missing?
- Are any required components addressed in the policy not being effectively and consistently implemented?
- Are there any areas in the policy that are being implemented that may need a change in practice due to changes in current reality?

In a review of the requirements and actions stated in Board Policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, it is determined that the District Policy has all required components. Through the review a few components were identified as areas where the district could make enhancements to the implementation of the policy through the Bullying Prevention and Intervention Plan. Those are listed in the findings for enhancement section.

Policy

Huntley 158

Bullying Prevention and Intervention Plan Review

Review Components

Evidence-based Decision Making	<p>Analyzing current data assists in making data-driven decisions. Schools need data that is timely, relevant, and readily accessible. Changes, modifications or maintenance of any improvement strategy should not be made haphazardly, but should be guided by unique experiences and perceptions of those within a specific school community. Various pieces of data were reviewed to gain these perceptions. Opportunities for other data gathering were also identified and will be represented in the plan development component of this review.</p> <p>Data Reviewed:</p> <ul style="list-style-type: none">● Number of Reports● BESS Data● 5 Essential Data● Parent/Student Feedback
Curriculum & SEL Alignment	<p>Goal 2 of the SEL Standards aligns with bullying, intimidation and harassment.</p> <p>Use social-awareness and interpersonal skills to establish and maintain positive relationships. Under this goal are the following sub-standards:</p> <p>2A: Recognize the feelings and perspectives of others 2B: Recognize individual and group similarities and differences 2C: Use communication and social skills to interact effectively with others. 2D: Demonstrate an ability to prevent, manage, and resolve interpersonal conflicts in constructive ways.</p>
Multi-Tiered Systems of Support	<p>Huntley 158 incorporates a variety of student support services for both the aggressor and the victim. The district focuses on a continuum of services and supports that are:</p> <ul style="list-style-type: none">● Adapted to the particular needs of the school and community;● Contribute to maintaining a safe-learning environment for all students;● Protects the integrity of a positive and productive learning climate;● Teaches the personal and interpersonal skills students need to be successful;● Serve to build and restore relationships among students; and● Increasing student accountability if the incident continues or is based on religion, race, ethnicity or other category under Human Rights Act

Huntley 158

Bullying Prevention and Intervention Plan Review

Review Components

Professional Development, Training & Awareness

Huntley 158 Elementary staff will participate in professional learning focused on research-based best practices. Annual review of the Bullying Intervention plan is required. We understand that some conflicts between students are developmental in nature and represent a valuable teachable moment for a student who made an error in judgement, while other situations have moved past student conflict and meet the definition of bullying. Training on understanding the difference between student conflict and bullying is essential in order for appropriate action. Additional topics of professional development are restorative practices, SEL, promoting positive school climate, conflict resolution, appropriate ways to respond to bullying and individual safety plan supports.

Stakeholder Involvement

Huntley 158 will enhance opportunities for all stakeholders, students, staff, parents and the community to collaborate on Bullying prevention and intervention. As stakeholders understand the unique needs within schools, as well as ways to identify, intervene and support various student conflicts and together promote positive school climates, levels of bullying incidents will decline and positive peer relationships will continue. This collaboration with the school and community will develop shared responsibility for appropriate peer relationships and prevent bullying both within the school and larger community as a whole.

Huntley 158

Bullying Prevention and Intervention Plan Review

What the Data Reports

Bess Data

The BESS does include questions about feeling safe in school as well as how the student perceives their relationships with staff and peers. With this year being the initial year of gathering data from the Bess and the limited number of responses, coupled with working towards disaggregating the data, the district will further work towards assessing this data in terms of bullying, harassment and intimidation.

Specific Prompts and responses that will be able to be utilized in future years are as follows:

- Others have respect for me.
- My school feels good to me.
- I am liked by others.
- I feel safe at school.

SWISS Data:

- Majority of reports of bullying are defined as student conflict
- Majority of incidents take place in non-structured times (hallway, cafeteria, bus, locker areas, playground)

#of incidents that requires Bullying Intimidation and Harassment Safety Plan: 1

Review of SEL Survey Key findings that align to his review:

- **78% of ECC-5th grade staff and 63% of 6th-12th grade staff see students almost always or frequently helping each other without being prompted.**
- **95% of K-5 students respond that they know how to make a friends and 94% of K-5 students respond that they have at least one grown up they can talk to at school if they need assistance**
- **56% of middle school students and 59% of high school level students state that they almost always or frequently see students showing respect towards one another.**

Huntley 158

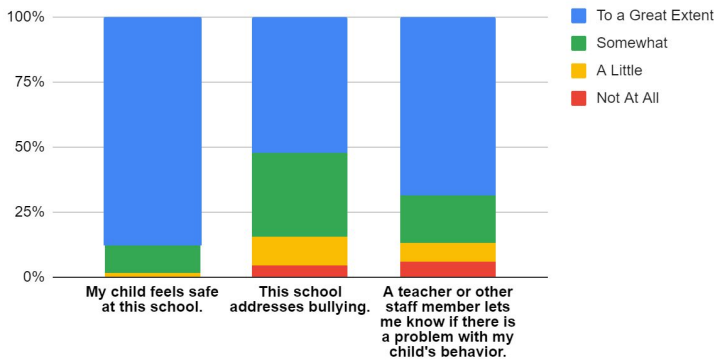
Bullying Prevention and Intervention Plan Review

What the Data Reports

5 Essential Elementary Data

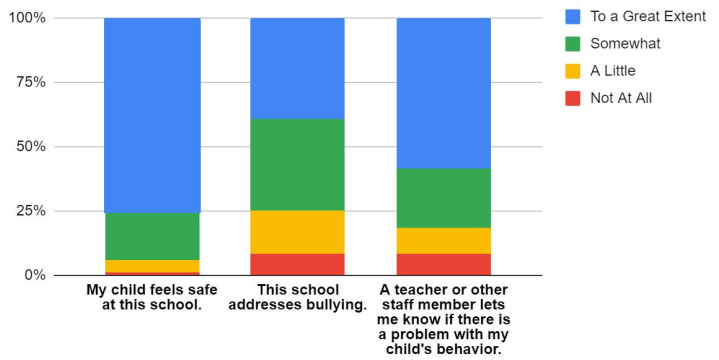
Elementary School Parent Assessment of School Safety

Based on Pre Pandemic Essentials Data



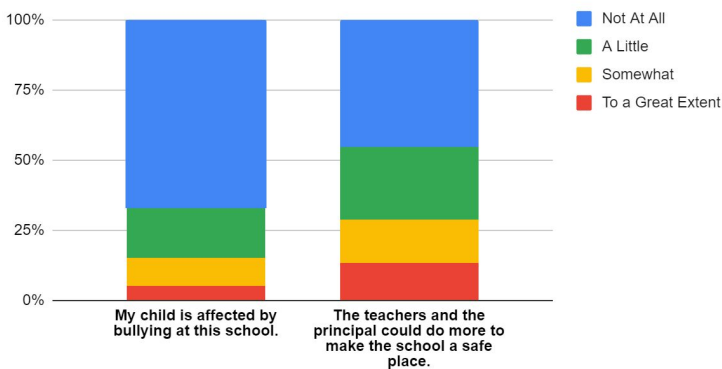
Elementary School Parent Assessment of School Safety

Based on the 2022 Essentials Data



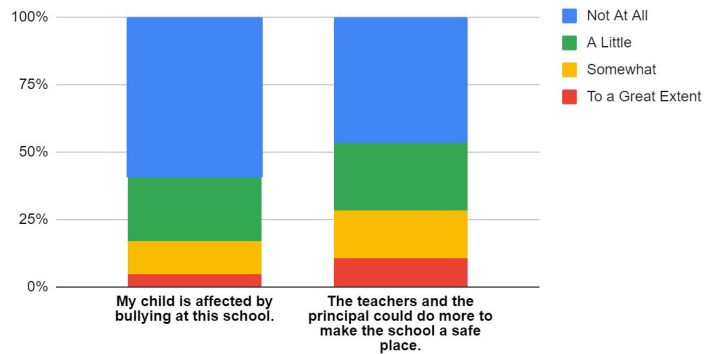
Elementary School Parent Assessment of School Safety

Based on Pre Pandemic Essentials Data



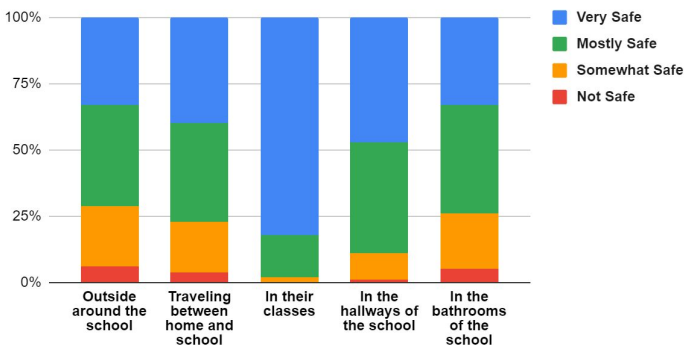
Elementary School Parent Assessment of School Safety

Based on the 2022 Essentials Data



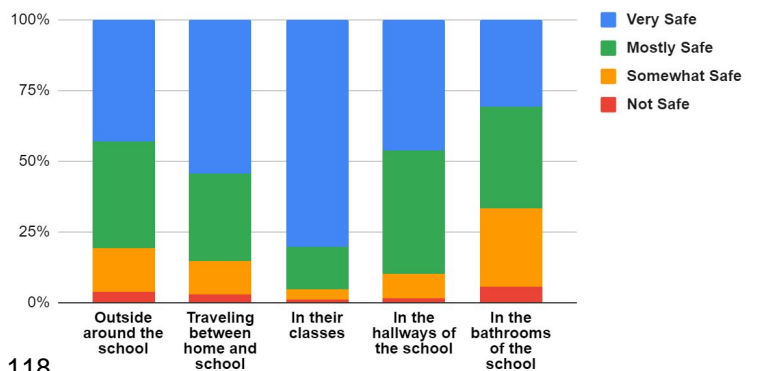
Students in Grades 3-5 Report How Safe They Feel

Based on the 2019 5 Essentials Data



Students in Grades 3-5 Report How Safe They Feel

Based on the 2022 5 Essentials Data



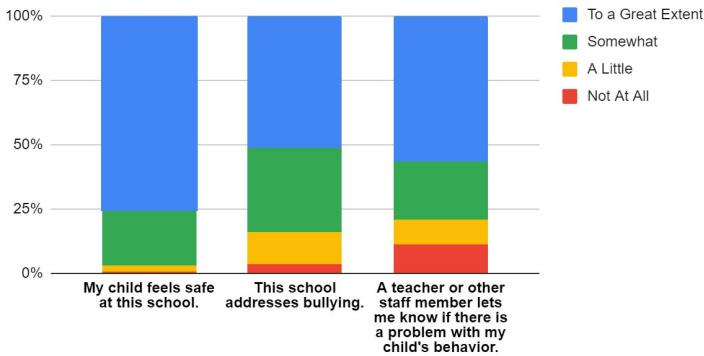
Huntley 158 Bullying Prevention and Intervention Plan Review

What the Data Reports

5 Essential Middle School Data

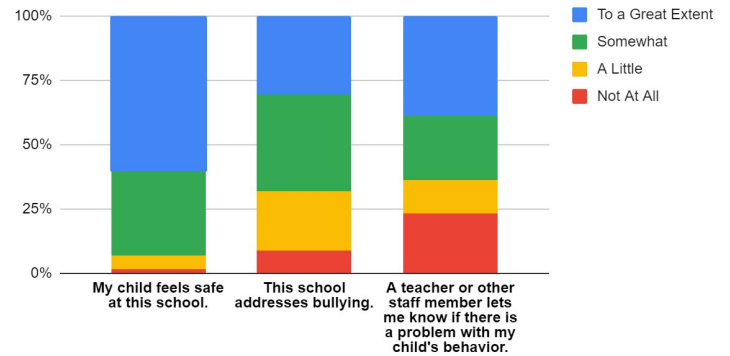
Middle School Parent Assessment of School Safety

Based on Pre Pandemic Essentials Data



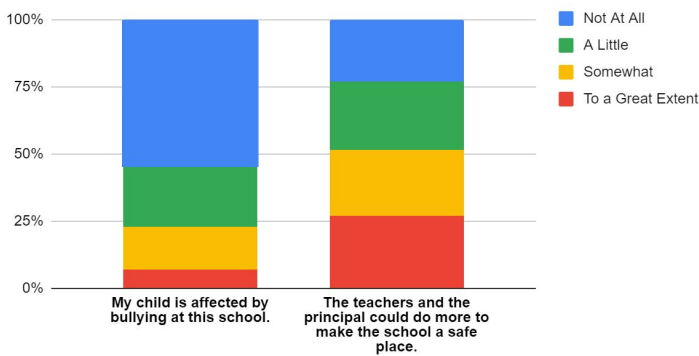
Middle School Parent Assessment of School Safety

Based on the 2022 Essentials Data



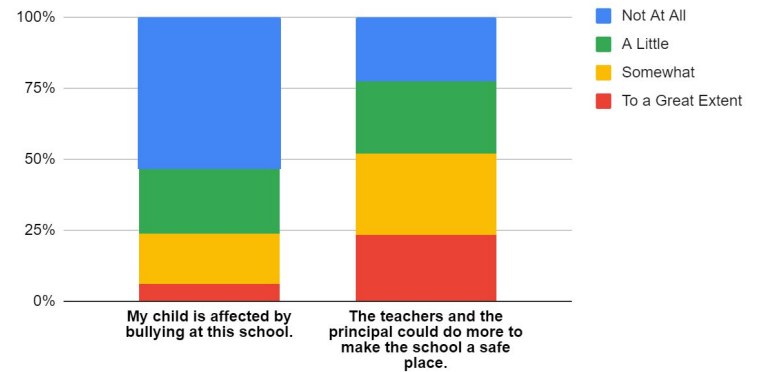
Middle School Parent Assessment of School Safety

Based on Pre Pandemic Essentials Data



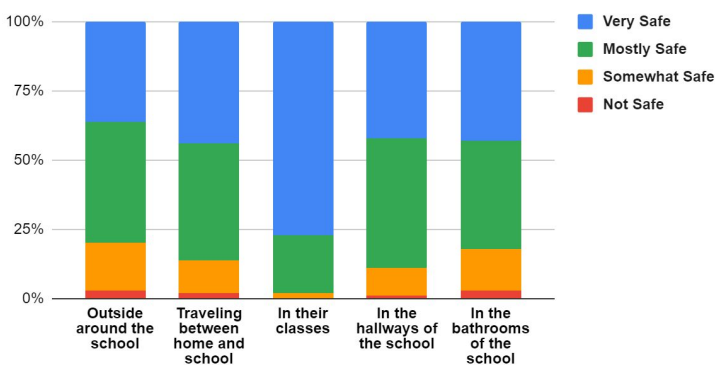
Middle School Parent Assessment of School Safety

Based on the 2022 Essentials Data



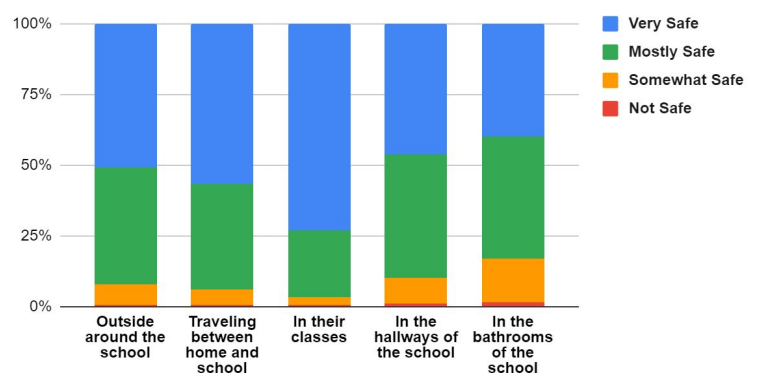
Students in Grades 6-8 Report How Safe They Feel

Based on the 2019 5 Essentials Data



Students in Grades 6-8 Report How Safe They Feel

Based on the 2022 5 Essentials Data



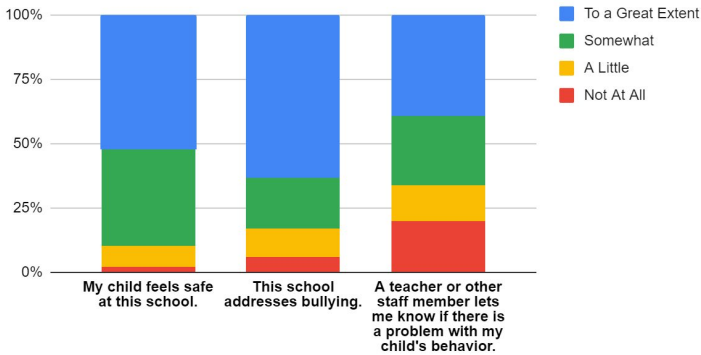
Huntley 158 Bullying Prevention and Intervention Plan Review

What the Data Reports

5 Essential High School Data

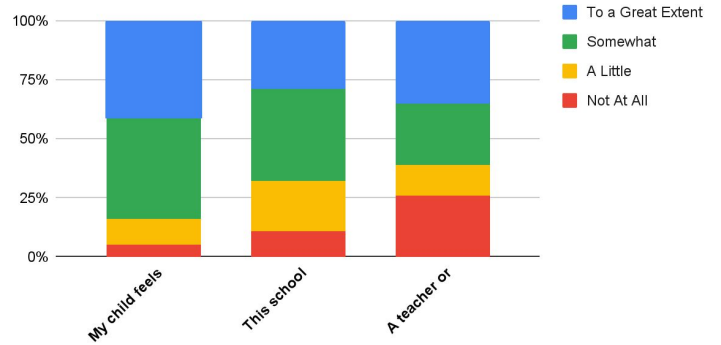
High School Parent Assessment of School Safety

Based on Pre Pandemic Essentials Data



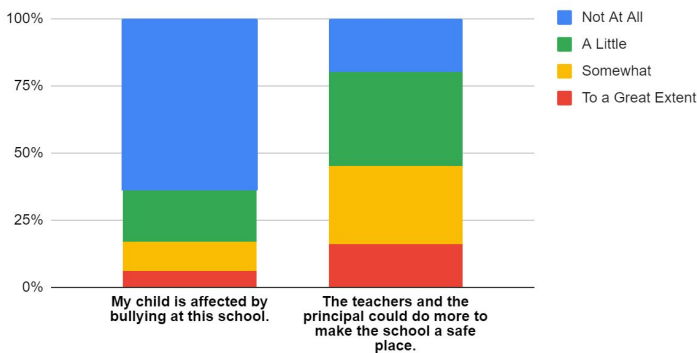
High School Parent Assessment of School Safety

Based on the 2022 Essentials Data



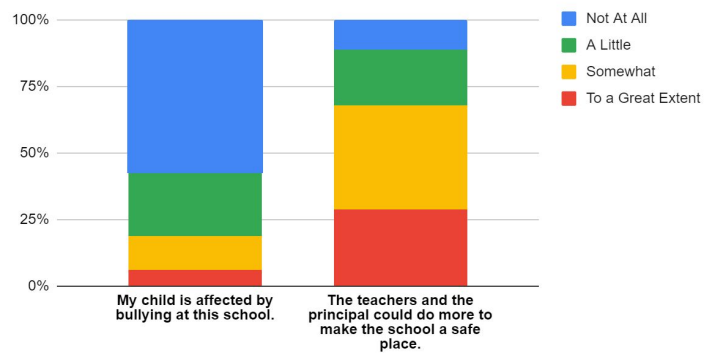
High School Parent Assessment of School Safety

Based on Pre Pandemic Essentials Data



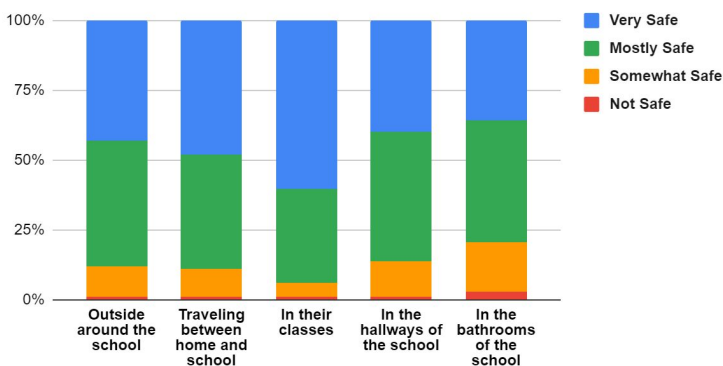
High School Parent Assessment of School Safety

Based on the 2022 Essentials Data



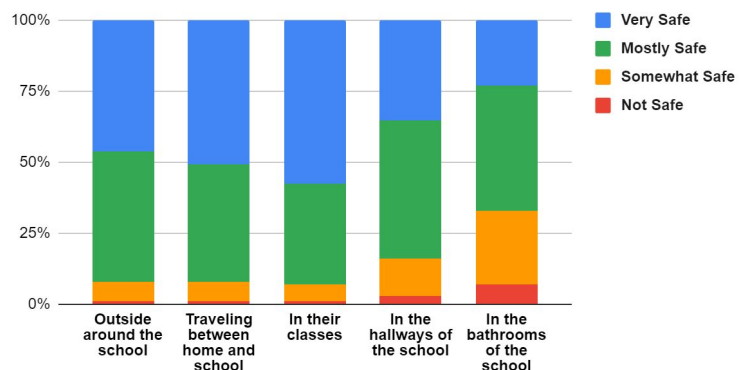
Students in HS Report How Safe They Feel

Based on the 2019 5 Essentials Data



Students in HS Report How Safe They Feel

Based on the 2022 5 Essentials Data



Huntley 158

Bullying Prevention and Intervention Plan Review

Curriculum & SEL Connections

Goal 2 of the SEL Standards aligns with bullying, intimidation and harassment.

Use social-awareness and interpersonal skills to establish and maintain positive relationships. Under this goal are the following sub-standards:

2A: Recognize the feelings and perspectives of others

2B: Recognize individual and group similarities and differences

2C: Use communication and social skills to interact effectively with others.

2D: Demonstrate an ability to prevent, manage, and resolve interpersonal conflicts in constructive ways.

Curriculum/SEL Standards	Description	Sample Lessons	Grade Levels Impacted
A focus on providing students with the knowledge and skills they need to identify and manage their emotions, form positive relationships with others, and make good decisions.	All students receive Tier 1 social emotional learning instruction around the IL SEL standards using a combination of the units (which include some RULER core lessons), Second Step, and lessons chosen by building teams based on needs that arise in their buildings.	Say Something Lesson I Walk with Vanessa Bullying vs. Bothering Scope and Sequence 4th Grade Second Step (4th Grade)	K-5
A focus on providing students with the knowledge and skills they need to identify and manage their emotions, form positive relationships with others, and make good decisions.	All students receive Tier 1 social emotional learning instruction around the IL SEL standards through the RULER Approach - targeted lessons and SEL tools such as the Charter and Mood Meter. All students receive instruction through their P.E./Health courses on why emotions matter and how to recognize, understand, label, express, and regulate them.	LESSON 9 - Lesson 1 - Emotional safety LESSON 10 - Lesson 1 - Relationships & Health/Wellbeing https://theweirdseries.com/the-books	6-12

Huntley 158

Bullying Prevention and Intervention Plan Review

2022-23 Enhancements

Reporting

- Consistent communication on the ways students and parents can report incidents of bullying.
- Develop a method for tracking reports annually
- See Something Say Something initiative
- Change of Bullying report platform.
 - Huntley 158 has partnered with Smart Social to enhance their reporting tool to be a more effective two-way communication tool. Implementation and marketing for the 2022-23 school year

Communication

- Ensure timely follow-up with parent and student once investigation is completed.
- Creation of website page for parents, students, staff and community

Stakeholder engagement

- Each school will create a group of parents, staff and students(if applicable by grade level) to review the bullying prevention and response plan on a bi-annual basis. This will be in conjunction with the required discipline information for student handbooks. Findings will be shared with the Associate Superintendent to be included in a district wide report that will be shared with the Board of Education, along with the bi-annual policy review of 7:180.
 - The frequency of victimization
 - Staff, students and family observations of safety at each school
 - Identified areas where incidents take place
 - Types of bullying occurring
 - Bystander intervention/participation
- The district, in conjunction with community agencies and organizations, will offer education programs, through Huntley University, centered around SEL, Peer Relationships, Bullying and Social Media.

Ensuring Success

- Review of the plan with staff at the beginning of the year.
- Monthly review of reports and student incidents at AP meetings
- District office and building involvement of any HIB safety plans
- Collaboration and development of additional student supports, and lessons
- Annual end of year report to Superintendent and BOE

Continued Professional Development and Curriculum Development in area of SEL

- The districts SEL and Equity plans support the district's Bullying Prevention and Intervention Plan

Partnership with PSViI (Prevent School Violence Illinois)

- Summer administrative Professional Development on understanding the difference between student conflict and Bullying
- Professional development on ways to identify and address bullying
- Conducting staff and student survey at middle school levels (report analyzing current reality in order to be able to accurately respond to unique needs)

Date: June 2, 2022

To: Curriculum Committee

From: Dr. Erika Schlichter, Assistant Superintendent

Cc: Dr. Scott Rowe, Superintendent

Subject: **College and Career Systems Implementation Plan and SchoolLinks Contract**

Executive Summary

A focus on college and career readiness has been growing in Huntley 158, as well as across the nation. To this end, administration and staff at the secondary level have engaged in foundational planning during the 2021-22 school year to design a college and career readiness system, including a multi-year implementation plan and foundational resources to help students become ready for college and careers as they graduate from Huntley High School. College and career readiness planning in the district is guided by the following vision, or preferred future: *“Students in Huntley District 158 will graduate from Huntley High School with a knowledge of self, skills, and a plan to achieve their goals. Students will engage in college and career readiness planning activities through grades 6-12 in order to define and achieve their goals.”* In order to bring this vision to fruition, administration and staff members have built out a foundational system and framework that incorporates many of our ongoing college and career initiatives, in addition to layering in additional supports for students at the 6-12 level.

One of the supports in the proposal is the adoption of SchoolLinks as a college and career platform for students, families, and staff in grades 6-12. Currently, Naviance is the platform in use for focusing on college and career readiness at the 6-12 level. Administration led a committee through a comprehensive review of needs related to the college and career readiness platform, as well as potential options, including Naviance and other systems. While reviewing different college and career readiness platforms, the committee took into consideration:

- The need to have a system to support data tracking and state reporting requirements for college and career readiness indicators.
- The need to have a system to support the 6th – 12th grade counseling program for students to learn employability skills, work place trends, investigation of college and career opportunities based on personal interests and strengths, and financial literacy.
- The need for students at the middle school level to begin their secondary academic journey by exploring, identifying skills, interests, and selecting a personalized pathway at the high school level.
- The need to have a system as one place for parents, students, and staff to engage in college and career readiness activities and tasks.

After a review of the current college and career readiness support at the district level, Administration is recommending adoption of the SchoolLinks system as a unified approach to supporting students at the 6-12 level in their college and career planning. The recommendation and a plan for 6-12 college and career readiness are detailed in the attached report. The proposal acknowledges the need for more robust

support for middle school students by providing a context for college and career readiness, along with concrete activities to help them develop skills and begin planning. The middle school allows for exploration in a low-pressure environment to prepare for selecting personalized opportunities in high school. College and career readiness through SchoolLinks will continue at the high school level, as students make more concrete choices and prepare to move into the world of college and the workforce.

The proposal includes a recommendation to purchase the SchoolLinks system for all students in grades 6-12, with detailed information about the system's benefits and how it will be implemented. Administration is recommending approval of a 3-year contract with SchoolLinks. The cost of the system would be \$37,440.00 in the first year, including the implementation and professional development costs. The cost of the system in subsequent years would be \$27,523.75 for year 2 and \$28,868.42 for year 3. These costs will be completely grant funded through the recently obtained Community Partnership Grant.

Recommendation

It is the recommendation of Administration that the Curriculum Committee move the SchoolLinks contract forward for approval at the regular Board of Education meeting on June 16, 2022.

SchoolLinks Overview

SchoolLinks is a modern college and career readiness system that offers college search and career exploration, and has advanced to include multiple systems that high schools utilize for college and career development. SchoolLinks consists of the following aspects for students to be able to align their interests, skills, and learning styles into an individualized learning plan. Students will have the ability to learn more about themselves through various tools and activities within SchoolLinks. Counselors will be able to monitor their students' college and career exploration activities, allowing for more meaningful check-ins with students.

The SchoolLinks system will help students learn more about themselves and develop their personalized learning paths:

- Find your path- Students will be able to get suggested career clusters based on their personality.
- Would you rather- Students will be able to choose from their favorite activities to receive career suggestions.
- Top Skills- Students will be able to discover their top skills and areas for improvement.
- Learning Style- Students will be able to answer questions about how they prefer to learn and solve problems.

The SchoolLinks system will help students have increased academic preparation through an individualized learning plan.

- Course Guide Book- Students can view course offerings, and prerequisites, and see course descriptions in a web-based format.
- Course Planner- Students can make course selections aligned with interests and skills and geared to an identified career pathway.
- Individualized Four-Year Plan- In SchoolLinks, students visualize and construct their own, personalized four-year plan.

The SchoolLinks system will allow for a customizable counseling curriculum.

- Student focus- Students will be able to discover what motivates them to discover opportunities for life after high school.
- Students will be able to engage in a counseling curriculum that allows them to master skills to be college and career ready. Some of the lessons include: how to explore careers, employability skills, financial aid, jobs/internships, self-discovery, making the most of high school, planning for the military, post-secondary planning, planning for 2 or 4-year schools, and the college application process.
- Counselors, building administrators, and teachers will be able to review student completion of activities in SchoolLinks to support individual student needs for college and career planning.

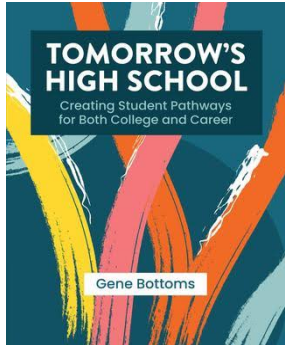
The SchoolLinks system will also assist students in their career search with the following tools:

- Discover your campus lifestyle- Students will be able to explore and narrow down college campuses.
- Career Center- Students will be able to explore different career opportunities, review local employers who match their career interests, review trends in the job market, and learn more about programs to prepare for their career interests.
- College Center- Students will have the ability to search and explore schools based on interests and skills, save colleges to a list, and review admission statistics.

The SchoolLinks system will assist in data management for college and career readiness indicators:

- Ability to verify progress on college and career readiness indicators.
- Ability to track data for pathway endorsements, volunteer hours, and work-based learning opportunities.
- Ability to pull the data from SchoolLinks to upload for college and career readiness indicator state reporting.

College & Career Systems Implementation Plan Overview

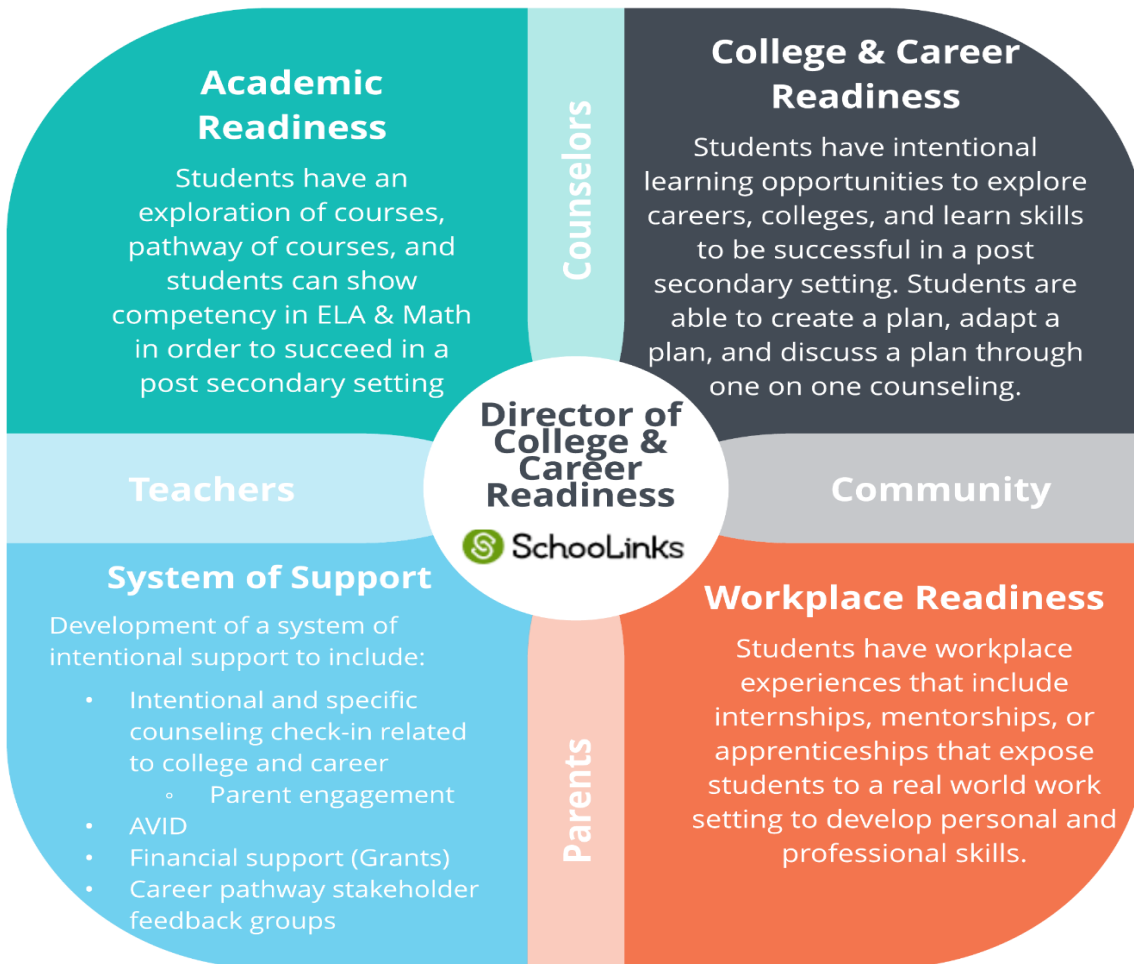


“Although schools and parents often focus on grades, test scores, and the vague goal of students “going to college,” what many students need most are caring adults who will help them find a meaningful path that will inspire their ongoing learning and achievement” (Bottoms, 2022, p. 159).

ALL STUDENTS ARE PREPARED TO ACHIEVE THEIR LIFELONG GOALS

LONG-TERM GOALS

- Close achievement gaps between student subgroups
- Prepare students at all levels with skills to be successful in the careers of the future through technology and workforce development
- Prepare students with effective communication and collaboration skills
- Provide all students with the opportunity to engage in real-world learning
- Engage families regarding district goals and progress through regular communication and feedback structures.
- Continuously monitor and evaluate student and professional learning programs



Vision (our preferred future): *Students in Huntley District 158 will graduate from Huntley High School with a knowledge of self, skills, and a plan to achieve their goals. Students will engage in college and career readiness planning activities through grades 6-12 in order to define and achieve their goals.*

Goals for College and Career:

- Students will take more academic courses that prepare them for post secondary studies, including middle school courses and their connection to high school courses which will allow students to explore and begin preparation for pathways. (*Academic Readiness, Pathway Endorsements, Academies*)
- Students will receive counseling through curriculum and 1:1 check-ins for careers and post-secondary studies that enable them to make informed educational and career decisions based on a systematic approach to planning. (*School Links*)
- Students will experience work-based learning that exposes students to real world work settings and provide opportunities to develop personal and professional skills. (*Academies, Pathway Endorsements*)
- Students will receive the intensive, unconditional support necessary to achieve college and career readiness. Systems will be put into place to ensure that students receive support through AVID, counselors, teachers, and parents.
- Students at the middle school level will begin the journey by exploring, identifying skills, interests, and selecting a pathway at the high school level

Team Review Process:

- Explored roles of counselors, teachers, academics, and local business partners to develop a college and career readiness system.
 - Student data from the ISBE survey for local needs assessment data as part of the Perkins/CTEI grants
 - Survey question: Do you have a career pathway plan document based on your career interests and needs that you developed in high school?
 - Huntley High School (2086 student responses)
 - Yes: 22.6%, No 77.4%
 - Parents were the number 1 person indicated to be involved if a plan was created
 - Met with the CTE department chair and CTE teachers to discuss ways to improve CTE programs as part local needs assessment and program data review for Perkins/CTEI funding. The ability for students to create individualized plans with a college or career pathway in mind was identified as a need.
- Reviewed Platforms: Xello and SchoolLinks
 - Recommended to evaluate College and Career platform from the high school principal and both middle school principals
 - Vendor Demos
 - Team Discussions about Xello, and School Links
 - April 7th, 2022 visit to Naperville District #203 for School Links Presentation
- Team Members:
 - Danyce Letkewicz: HHS Associate Principal, Laura Martens- HHS College and Career Counselor, Nicolas Wedoff- CTE Department Chair, Marcus Belin- HHS Principal; Jennifer Fisher- MMS Assistant Principal, Tamra Schuring, Amy Knight, & Kathryn Wuich- MMS School Counselors; William Johnson- MMS Principal; Shannon Mansfield & Paul Nordan- HMS School Counselors

How will the Vision be Enacted?

	Middle School	High School
Purpose:	Context for college and career readiness begins to take shape while students are discovering their identity. The middle school allows for exploration in a low-pressure environment to prepare for selecting personalized opportunities in high school.	Further development of college and career readiness occurs during high school. Through adolescence and student development, physically, socially, emotionally, and intellectually students are searching for their identity while in high school and in their future post-secondary environment. High School allows for students to continue to develop into adults and the person they want to become through their experiences.
Questions to Guide:	<p>Questions to Guide Middle School College and Career:</p> <ul style="list-style-type: none"> ● What do you like to do? ● What do you think you are good at? ● What brings you joy? What makes you feel confident? ● What feels challenging? ● What is it that you enjoy about your favorite class? Least Favorite? ● What is the best way for you to learn? 	<p>Questions to Guide High School College and Career:</p> <ul style="list-style-type: none"> ● What careers am I interested in? ● What careers are in high demand? ● How do careers align with my interests? ● How do careers align with my skills? ● What skills do I need to develop to be prepared for my future career? ● What courses and experiences do I need to prepare for my career interests? ● What college or post high school training aligns with my career interests? ● What will the cost and financial impact be on me from my career choice?
SchoolLinks	<p>Assessment and Activities:</p> <ul style="list-style-type: none"> ● Learning Style ● Personality Typing ● Skills and Interest Assessments ● Preparing students for high school success and for choosing the right courses needed for both college and career <ul style="list-style-type: none"> ○ Personalized Learning <ul style="list-style-type: none"> ■ Competency Based (Vanguard), Blended, Online, Dual Degree, course embedded authentic/real world application ○ Career Pathways <ul style="list-style-type: none"> ■ Course Sequences, Academies, Pathway Endorsements 	<p>Assessment and Activities:</p> <ul style="list-style-type: none"> ● Creations of a 4 year plan, individualized learning plan ● Career Discovery ● Aligning Careers with Interests ● Financial Literacy & Game of Life ● New and Rising Careers ● College Planning ● College Matchmaking: Helping students find a good fit ● College and Career Indicator Tracking <ul style="list-style-type: none"> ○ Academic and Career Readiness Indicators ● Web Based Online Course Book <p><i>Potential Opportunities:</i></p> <ul style="list-style-type: none"> ● Transcripts, Course Registration, College Recommendation Letters

College and Career School Links Implementation Timeline

	Middle School	High School
<p>Year 1 22-23</p> <p><i>Planning and Beginning to Use with Students</i></p>	<ul style="list-style-type: none"> ● Summer/Fall 2022: Training Middle School Counselors and admin, creative communications teachers ● Building Counseling Curriculum with goals for 6th, 7th and 8th grade ● Finding intentional placement of counseling curriculum <ul style="list-style-type: none"> ○ Revamp of Creative Communications to have a focus on college and career standards/skills and/or usage of advisory ○ Counselors and Creative Communications Teachers ● Focus on with students: <ul style="list-style-type: none"> ○ Logging in and Completing School Links ○ Skills and Interest Assessments ● Plan for communication and how parents can support student college and career readiness 	<ul style="list-style-type: none"> ● Summer/Fall 2022: Training High School Counselors, admin, college/career teachers, personal finance, consumer education ● Summer 2022: Build Counseling Curriculum with 4 lessons for 9th and 10th grade, implement in advisory and personal finance/consumer education <ul style="list-style-type: none"> ○ Create a 4 year plan by end of Fall semester 2022 ● Logging in and Completing School Links <ul style="list-style-type: none"> ○ Skills and Interest Assessments (9th - 12th Grade) ● Early Fall 2022: Building Web Based Online Course Book <ul style="list-style-type: none"> ○ Use course book with registration ● College and Career Readiness Data configuration <ul style="list-style-type: none"> ○ Pathway endorsements ● Planning for intentional counseling check-ins for college and career planning <ul style="list-style-type: none"> ○ Monitoring SchoolLinks Activity ● Plan for communication and how parents can support student college and career readiness
<p>Year 2 23-24</p> <p><i>Full Implementation with Students & a SchoolWide Focus</i></p>	<ul style="list-style-type: none"> ● School wide training, purpose, and utilization of SchoolLinks ● Students take Creative Communications as an explore course in 6th and 7th grade <ul style="list-style-type: none"> ○ 8th Grade creative communications OR Study Hall/Advisory ● Implement Counseling Curriculum <ul style="list-style-type: none"> ○ Co-Teaching with Counselors ● Counselor check for completion of assessments/activities in SchoolLinks, & monitor student activity ● Focus on: <ul style="list-style-type: none"> ○ Learning Style ○ Personality Typing ○ Skills and Interest Assessments 	<ul style="list-style-type: none"> ● Further develop counseling curriculum at 9th and 10th grade <ul style="list-style-type: none"> ○ Summer 2023: build curriculum for 11th and 12 grade <ul style="list-style-type: none"> ■ Intentional time for SchoolLinks and Counseling Curriculum for 11th and 12th grade ● School wide training, purpose, and utilization of SchoolLinks <ul style="list-style-type: none"> ○ Personalization of learning opportunities for authentic student projects/assessments ○ Teachers and staff members advise and impact student career interests and pathways ● All staff and students inputting college and career readiness data into SchoolLinks <ul style="list-style-type: none"> ○ Intentional time ○ Volunteer hours, Team Based Challenges should be entered as student complete them

<p>Year 3 24-25</p> <p>Revise & Refine with a focus on 8th to 9th grade transition</p>	<ul style="list-style-type: none"> ● Refine the counseling curriculum ● Focus on: <ul style="list-style-type: none"> ○ Preparing students for high school success and for choosing the right courses needed for both college and careers ○ Learning Style ○ Personality Typing ○ Skills and Interest Assessments ● Planning with middle school on the 8th to 9th grade transition, individualized learning plan ● Creation of a 4 year or individualized learning plan by end of 8th grade year 	<ul style="list-style-type: none"> ● Revise and refine the high school counseling curriculum with middle school curriculum developed and implemented ● Planning with middle school on the 8th to 9th grade transition, individualized learning plan ● Continual emphasis on college and career readiness data
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Key performance indicators:

- By the end of the 22-23 school year 6th through 10th grade counseling curriculum has been developed.
- By the end of the 22-23 school year, college and career readiness data and indicators have been configured in School Links.
- By the end of the 22-23 school year at least 90 percent of 6th through 10th grade students have logged into School Links and have completed Skills and Interests Assessments.
- By the end of the 23-24 school year at least 80 percent of 6th through 10th grade students have completed assigned assessments and activities as a part of the counseling curriculum in School Links.
- By the end of the 24-25 school year at least 80 percent of students by the end of their 8th grade year will have a stated career goal with an associated 4 year plan at Huntley High School.
- By the end of the 24-25 school year at least 90 percent of 6th through 12th grade students have completed assigned assessments and activities as a part of the counseling curriculum in School Links

Customer Information
Customer: Huntley Community School District
158

Billing Address: 650 Academic Drive Algonquin
IL
60102

Quote Number: Q-00444

Quote Created Date: 16-May-2022

Contact Information
Contact Name: Erika Schlichter
Contact Email: eschlichter@district158.org
Contact Phone: (847) 659-6139

SchoolLinks Contact
Rep Name: Mike McInerney
Rep Email: mikem@schoolinks.com
Rep Phone: 630-388-9327

Order Details
Contract Start Date:01-Jul-2022

Contract End Date:30-Jun-2025

Notes:

5% annual increase included in the contract

Date: 01-Jul-2022 - 30-Jun-2023			
Product Details	Cost	Quantity	Subtotal
Platform One Price	\$ 4.50	4850	\$ 21,825.00
State CCR Data Suite	\$ 0.90	4850	\$ 4,365.00
One Time PD/Consulting Day	\$ 2,250.00	1	\$ 2,250.00
Implementation - Platform, CCRI, & Grad Success	\$ 9,000.00	1	\$ 9,000.00
			Total:\$37,440.00

Date: 01-Jul-2023 - 30-Jun-2024			
Product Details	Cost	Quantity	Subtotal
Platform One Price	\$ 4.73	4850	\$ 22,940.50
State CCR Data Suite	\$ 0.95	4850	\$ 4,583.25
			Total:\$27,523.75

Date: 01-Jul-2024 - 30-Jun-2025			
Product Details	Cost	Quantity	Subtotal
Platform One Price	\$ 4.96	4850	\$ 24,056.00
State CCR Data Suite	\$ 0.99	4850	\$ 4,812.42
			Total:\$28,868.42

Product Descriptions:

Product Name	Description	Subscription Type
Platform One Price	<ul style="list-style-type: none"> - All core features for college, career & financial aid - Student licenses - Staff licenses - Parent license - Unlimited alumni licenses 	Renewable
State CCR Data Suite	<ul style="list-style-type: none"> - Key Readiness Indicator Feature - State CCR Indicator Configuration - State Individual Career and Academic Plan Feature - State ICAP Config & Setup - Annual Maintenance 	Renewable
One Time PD/Consulting Day	Dedicated on-site and/or virtual training	One-time
Implementation - Platform, CCRI, & Grad Success	<ul style="list-style-type: none"> - Pre-built Lesson Plans - Unlimited Implementation Calls/Webinars - SSO (Clever, ClassLink, Google) - Self-serve Data Uploader - SFTP/API Automated Data Upload - Data Migration - Dedicated Implementation Manager 	One-time

Notes about applicable taxes:

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 final Invoice. If the Customer is exempt from sales tax, please send the applicable tax exemption certificate to billing@schoolinks.com

Terms & Conditions:

This Order Form is governed exclusively by the terms and conditions available at:

<https://www.schoolinks.com/terms-and-conditions>

Signature

By signing below, I certify that I am authorized to sign on behalf of the Customer and I agree to be bound by the terms and conditions of this contract.

Customer

Signature:

Full Name:

Title:

Date Signed:

SchoolLinks

Signature:

Full Name:

Title:

Date Signed:



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: June 2, 2022
Subject: **Purchase Order Summary**
Committee of the Whole Meeting, June 2, 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 May 16, 2022 to May 25, 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	\$ 867,793.52
Operations & Maintenance Fund	1,238,608.66
Debt Service Fund	458,503.00
Transporation Fund	20,251.96
Municipal Retirement and Social Security Fund	0.00
Capital Projects Fund	0.00
Working Cash Fund	0.00
Fire Prevention and Safety Fund	0.00
Total	<u>\$ 2,585,157.14</u>

At this time there is no Supplemental Purchase Order Summary for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled "Purchase Orders" which will contain a listing of purchase orders issued for which Administration will request Board Approval to issue payment once invoices have been received.

RECOMMENDATION

Administration requests that the Finance Committee recommends the Board of Education approve the Purchase Order Report at the June 16, 2022 Regular Board of Education meeting.



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/16/2022 to 5/27/2022

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Acutrans					
20223106	10-1200-310-92-79-600-14	IDEA General Purchased Service	05/23/2022	0.00	10-1200-310-92-79-600-14
20223106	10-1200-310-92-79-600-14	IDEA General Purchased Service	05/23/2022	150.00	10-1200-310-92-79-600-14
			Total	\$150.00	
Albom & Associates LLC					
20223105	10-2213-310-00-79-600-14	Special Svcs Pur Svc	05/23/2022	0.00	10-2213-310-00-79-600-14
20223105	10-2213-310-00-79-600-14	Special Svcs Pur Svc	05/23/2022	10.80	10-2213-310-00-79-600-14
			Total	\$10.80	
American Building Services LLC					
20223078	20-2542-410-00-79	Supplies B & G	05/18/2022	632.41	20-2542-410-00-79
20223078	20-2542-410-00-79	Supplies B & G	05/18/2022	11.94	20-2542-410-00-79
20223078	20-2542-410-00-79	Supplies B & G	05/18/2022	15.26	20-2542-410-00-79
20223078	20-2542-410-00-79	Supplies B & G	05/18/2022	463.98	20-2542-410-00-79
20223078			05/18/2022	0.00	
20223078			05/18/2022	0.00	
20223078	20-2542-410-00-79	Supplies B & G	05/18/2022	31.21	20-2542-410-00-79
			Total	\$1,154.80	
American Reading Company					
20223133	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	05/24/2022	0.00	10-2210-390-82-79-605-14
20223133	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	05/24/2022	2,400.00	10-2210-390-82-79-605-14
20223133	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	05/24/2022	7,000.00	10-2210-390-82-79-605-14
			Total	\$9,400.00	
AmeriGas					
20223138	40-2552-461-00-79	Propane	05/24/2022	1,435.95	40-2552-461-00-79
20223138	40-2552-461-00-79	Propane	05/24/2022	1,197.87	40-2552-461-00-79
20223107	40-2552-461-00-79	Propane	05/23/2022	1,089.37	40-2552-461-00-79
20223107	40-2552-461-00-79	Propane	05/23/2022	1,033.74	40-2552-461-00-79
			Total	\$4,756.93	

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Huntley Community School District 158

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
AnthroMed LLC					
20223108	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	0.00	10-1101-310-00-79-605-14
20223108	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	3,104.25	10-1101-310-00-79-605-14
				Total	\$3,104.25
Auto Tech Centers Inc					
20223153	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	05/26/2022	45.70	10-1700-323-21-71-300-13
20223153	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	05/26/2022	62.90	10-1700-323-21-71-300-13
20223153	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	05/26/2022	62.90	10-1700-323-21-71-300-13
20223153	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	05/26/2022	126.05	10-1700-323-21-71-300-13
				Total	\$297.55
Benchmark Education Company					
20230024	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	700.00	10-1100-421-00-74-500-14
20230024	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	83.00	10-1100-421-00-74-500-14
20230024	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	1,330.00	10-1100-421-00-74-500-14
20230024	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	83.00	10-1100-421-00-74-500-14
20230025	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	600.00	10-1100-421-00-74-500-14
20230023	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	2,090.00	10-1100-421-00-74-500-14
20230025	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	190.60	10-1100-421-00-74-500-14
20230025	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	83.00	10-1100-421-00-74-500-14
20230025	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	83.00	10-1100-421-00-74-500-14
20223163	10-1100-490-57-79-600-14	ESSER II Supplies	05/26/2022	7,140.00	10-1100-490-57-79-600-14
20223163	10-1100-490-57-79-600-14	ESSER II Supplies	05/26/2022	7,140.00	10-1100-490-57-79-600-14
20230024	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	219.60	10-1100-421-00-74-500-14
20230027	10-1100-421-00-74-500-14	Materials K-12	05/25/2022	7,140.00	10-1100-421-00-74-500-14
20230023	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	166.00	10-1100-421-00-74-500-14
20230023	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	166.00	10-1100-421-00-74-500-14
20230023	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	900.00	10-1100-421-00-74-500-14
20230027	10-1100-421-00-74-500-14	Materials K-12	05/25/2022	7,140.00	10-1100-421-00-74-500-14
20230027	10-1100-421-00-74-500-14	Materials K-12	05/25/2022	2,982.00	10-1100-421-00-74-500-14
20223163	10-1100-490-57-79-600-14	ESSER II Supplies	05/26/2022	7,140.00	10-1100-490-57-79-600-14
20230025	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	1,140.00	10-1100-421-00-74-500-14



Huntley Community School District 158

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20223163	10-1100-490-57-79-600-14	ESSER II Supplies	05/26/2022	2,982.00	10-1100-490-57-79-600-14
20223163	10-1100-490-57-79-600-14	ESSER II Supplies	05/26/2022	8,400.00	10-1100-490-57-79-600-14
20230023	10-1100-421-00-74-500-14	Materials K-12	05/23/2022	332.20	10-1100-421-00-74-500-14
Total				\$58,230.40	
Biometrics Nutrition and Fitness					
20223071	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	05/16/2022	765.00	10-2212-310-00-79-505-14
Total				\$765.00	
Blackstone Landscape Inc					
20223079			05/18/2022	0.00	
20223079			05/18/2022	0.00	
20223079			05/18/2022	0.00	
20223079	20-2543-323-00-79	Repairs-Grounds	05/18/2022	5,850.00	20-2543-323-00-79
20223079	20-2543-323-00-79	Repairs-Grounds	05/18/2022	3,500.00	20-2543-323-00-79
20223079	20-2543-323-00-79	Repairs-Grounds	05/18/2022	1,040.00	20-2543-323-00-79
Total				\$10,390.00	
Books del Sur					
20223134	10-1130-410-85-79-605-14	Title IV Supplies	05/24/2022	53.97	10-1130-410-85-79-605-14
20223134	10-1130-410-85-79-605-14	Title IV Supplies	05/24/2022	2,050.11	10-1130-410-85-79-605-14
20223134	10-1130-410-85-79-605-14	Title IV Supplies	05/24/2022	150.00	10-1130-410-85-79-605-14
20223134	10-1130-410-85-79-605-14	Title IV Supplies	05/24/2022	32.85	10-1130-410-85-79-605-14
20223134	10-1130-410-85-79-605-14	Title IV Supplies	05/24/2022	1,869.21	10-1130-410-85-79-605-14
20223134	10-1130-410-85-79-605-14	Title IV Supplies	05/24/2022	53.97	10-1130-410-85-79-605-14
20223134	10-1130-410-85-79-605-14	Title IV Supplies	05/24/2022	53.85	10-1130-410-85-79-605-14
20223134	10-1130-410-85-79-605-14	Title IV Supplies	05/24/2022	56.85	10-1130-410-85-79-605-14
20223134	10-1130-410-85-79-605-14	Title IV Supplies	05/24/2022	47.85	10-1130-410-85-79-605-14
20223134	10-1130-410-85-79-605-14	Title IV Supplies	05/24/2022	53.85	10-1130-410-85-79-605-14
20223134	10-1130-410-85-79-605-14	Title IV Supplies	05/24/2022	0.00	10-1130-410-85-79-605-14
Total				\$4,422.51	
Brittain, Amy					

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20223154	10477	Flex Plan	05/26/2022	5,000.00	10-477
				Total	\$5,000.00
CDW Government Inc					
20223135	10-2660-410-00-79-600-14	Supplies Tech	05/24/2022	42.84	10-2660-410-00-79-600-14
20223136	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/24/2022	6,885.00	10-2660-490-00-79-600-14
20223136	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/24/2022	4,590.00	10-2660-490-00-79-600-14
20223135	10-2660-410-00-79-600-14	Supplies Tech	05/24/2022	409.00	10-2660-410-00-79-600-14
20223127	10-2660-410-00-79-600-14	Supplies Tech	05/23/2022	4,908.00	10-2660-410-00-79-600-14
20223126	10-2660-410-00-79-600-14	Supplies Tech	05/23/2022	2,298.00	10-2660-410-00-79-600-14
20223126	10-2660-410-00-79-600-14	Supplies Tech	05/23/2022	10.56	10-2660-410-00-79-600-14
20223135	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/24/2022	2,400.00	10-2660-490-00-79-600-14
20223145	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/24/2022	4,434.00	10-2660-490-00-79-600-14
20223136	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/24/2022	6,831.00	10-2660-490-00-79-600-14
20223145	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/24/2022	16,116.00	10-2660-490-00-79-600-14
20223127	10-2660-410-00-79-600-14	Supplies Tech	05/23/2022	1,887.03	10-2660-410-00-79-600-14
				Total	\$50,811.43
CDWG Capital One					
20223144	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/24/2022	55,818.00	10-2660-490-00-79-600-14
20223144	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/24/2022	14,619.00	10-2660-490-00-79-600-14
20223144	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/24/2022	261,813.00	10-2660-490-00-79-600-14
				Total	\$332,250.00
Cengage Learning					
20230034	10-1100-423-00-74-500-14	New Adoption	05/26/2022	71,887.50	10-1100-423-00-74-500-14
20230034	10-1100-423-00-74-500-14	New Adoption	05/26/2022	0.00	10-1100-423-00-74-500-14
20230034	10-1100-423-00-74-500-14	New Adoption	05/26/2022	4,313.25	10-1100-423-00-74-500-14
				Total	\$76,200.75
Champion Paving Corp					
20223121	20-2543-530-00-79	Improvements not Buildings	05/23/2022	1,058,990.00	20-2543-530-00-79
				Total	\$1,058,990.00

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Chicago Kiln Service Inc					
20223148	10-1120-323-00-72-220-13	Repairs Marlowe	05/25/2022	175.00	10-1120-323-00-72-220-13
20223148	10-1120-323-00-72-220-13	Repairs Marlowe	05/25/2022	65.00	10-1120-323-00-72-220-13
20223148	10-1120-323-00-72-220-13	Repairs Marlowe	05/25/2022	127.50	10-1120-323-00-72-220-13
			Total	\$367.50	
Crystal Lake School District 47					
20223109	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	05/23/2022	1,031.25	10-4120-310-92-79-600-14
20223109	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	05/23/2022	0.00	10-4120-310-92-79-600-14
			Total	\$1,031.25	
Demco Inc					
					140
20223151	10-2660-410-00-79-600-14	Supplies Tech	05/26/2022	1,241.80	10-2660-410-00-79-600-14
20223151	10-2660-410-00-79-600-14	Supplies Tech	05/26/2022	(223.52)	10-2660-410-00-79-600-14
			Total	\$1,018.28	
Denler Inc					
20223122	20-2543-530-00-79	Improvements not Buildings	05/23/2022	57,140.00	20-2543-530-00-79
			Total	\$57,140.00	
DuPage Federation on Human Services					
20223110	10-2213-310-00-79-600-14	Special Svcs Pur Svc	05/23/2022	18.15	10-2213-310-00-79-600-14
20223110	10-2213-310-00-79-600-14	Special Svcs Pur Svc	05/23/2022	0.00	10-2213-310-00-79-600-14
20223110	10-2213-310-00-79-600-14	Special Svcs Pur Svc	05/23/2022	82.50	10-2213-310-00-79-600-14
			Total	\$100.65	
Federal Supply					
20223128	10-2560-410-00-71-300-13	Cafe Supplies HS	05/23/2022	3,963.84	10-2560-410-00-71-300-13
			Total	\$3,963.84	
Follett School Solutions LLC					



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20230035	10-1130-420-00-71-300-13	HS Curriculum Textbooks	05/26/2022	2,139.00	10-1130-420-00-71-300-13
				Total	\$2,139.00
Frontline Technologies Group LLC					
20230014	10-2643-316-00-79-605-14	Sub Calling/Applicant Software	05/17/2022	12,170.39	10-2643-316-00-79-605-14
20230014			05/17/2022	0.00	
20230014	10-2643-316-00-79-605-14	Sub Calling/Applicant Software	05/17/2022	2,961.18	10-2643-316-00-79-605-14
				Total	\$15,131.57
Get Fresh Produce Inc					
20223129	10-2560-415-00-74-150-13	Cafe Food Conley	05/23/2022	68.96	10-2560-415-00-74-150-13
				Total	\$68.96
141					
Gordon Flesch Co Inc					
20223074	10-2900-390-00-79-600-14	Copier Maintenance	05/17/2022	1,343.71	10-2900-390-00-79-600-14
20223074	10-2900-390-00-79-600-14	Copier Maintenance	05/17/2022	959.49	10-2900-390-00-79-600-14
20223074	10-2900-390-00-79-600-14	Copier Maintenance	05/17/2022	791.24	10-2900-390-00-79-600-14
20223074	10-2900-390-00-79-600-14	Copier Maintenance	05/17/2022	6,881.12	10-2900-390-00-79-600-14
20223074	10-2900-390-00-79-600-14	Copier Maintenance	05/17/2022	969.49	10-2900-390-00-79-600-14
20223074	10-2900-390-00-79-600-14	Copier Maintenance	05/17/2022	486.00	10-2900-390-00-79-600-14
				Total	\$11,431.05
Gordon Food Service					
20223073	10-1400-410-09-71-300-13	Home Economics Supplies	05/16/2022	189.82	10-1400-410-09-71-300-13
20223149	10-1120-410-09-72-220-13	Home Ec Marlowe	05/25/2022	45.26	10-1120-410-09-72-220-13
20223149	10-1120-410-09-72-220-13	Home Ec Marlowe	05/25/2022	59.84	10-1120-410-09-72-220-13
20223149	10-1120-410-09-72-220-13	Home Ec Marlowe	05/25/2022	13.00	10-1120-410-09-72-220-13
20223111	10-1400-410-09-71-300-13	Home Economics Supplies	05/23/2022	128.92	10-1400-410-09-71-300-13
20223155	10-1400-410-09-71-300-13	Home Economics Supplies	05/26/2022	452.03	10-1400-410-09-71-300-13
				Total	\$888.87
Home Depot Credit Services					
20223156	20-2542-329-00-79	Buildings - Small Projects	05/26/2022	365.15	20-2542-329-00-79



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				Total	\$365.15
Illinois Tollway Violation					
20223112	40-2552-640-00-79	Dues & Fees	05/23/2022	71.70	40-2552-640-00-79
20223112	40-2552-640-00-79	Dues & Fees	05/23/2022	51.40	40-2552-640-00-79
20223157	40-2552-640-00-79	Dues & Fees	05/26/2022	60.85	40-2552-640-00-79
				Total	\$183.95
Inclusion Rules LLC					
20223113	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	05/23/2022	13,650.93	10-2210-314-92-79-605-14
20223113	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	05/23/2022	0.00	10-2210-314-92-79-605-14
				Total	\$13,650.93
142					
International Thought Leaders					
20223150	10-2213-410-00-79-600-14	Special Svcs Supplies	05/25/2022	50,000.00	10-2213-410-00-79-600-14
20223150	10-2213-410-00-79-600-14	Special Svcs Supplies	05/25/2022	0.00	10-2213-410-00-79-600-14
				Total	\$50,000.00
Interstate Battery Center					
20223114			05/23/2022	0.00	
20223114			05/23/2022	0.00	
20223114	20-2542-410-00-79	Supplies B & G	05/23/2022	632.00	20-2542-410-00-79
				Total	\$632.00
JPMorgan Chase Bank NA					
20223146	30192	Prepaid Expense	05/25/2022	11,165.50	30-192
				Total	\$11,165.50
Laser Pro Company					
20230021	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	05/23/2022	2,000.00	10-2410-410-00-74-150-14
				Total	\$2,000.00
Lexia Learning Systems LLC					

Specialized Data Systems, Inc.

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20230028	10-1100-410-56-79-605-14	Rtl Materials	05/25/2022	53,550.00	10-1100-410-56-79-605-14
20230028	10-1100-410-56-79-605-14	Rtl Materials	05/25/2022	0.00	10-1100-410-56-79-605-14
				Total	\$53,550.00
Mathematics Institute of Wisconsin					
20223125	10-2210-310-85-79-600-14	Title IV Impr Instruc Pur Svc	05/23/2022	7,000.00	10-2210-310-85-79-600-14
20223125	10-2212-314-83-79-505-14	Title II Prof Development	05/23/2022	13,029.00	10-2212-314-83-79-505-14
				Total	\$20,029.00
McHenry County Collector					
20223070	10-2310-318-00-74-500-14	Legal Board	05/16/2022	1,301.98	10-2310-318-00-74-500-14
20223070	10-2310-318-00-74-500-14	Legal Board	05/16/2022	655.42	10-2310-318-00-74-500-14
20223070	10-2310-318-00-74-500-14	Legal Board	05/16/2022	3,248.66	10-2310-318-00-74-500-14
				Total	\$5,206.06
McHenry Specialties					
20223069	10-1543-410-00-71-305-13	Activities Awards	05/16/2022	146.00	10-1543-410-00-71-305-13
20223160	10-1130-410-33-71-305-13	Academies Supplies	05/26/2022	333.00	10-1130-410-33-71-305-13
20223159	10-1130-410-33-71-305-13	Academies Supplies	05/26/2022	90.00	10-1130-410-33-71-305-13
20223158	10-2190-410-00-71-300-12	Graduation Supplies HHS	05/26/2022	450.00	10-2190-410-00-71-300-12
20223072	10-2190-410-00-71-300-12	Graduation Supplies HHS	05/16/2022	375.00	10-2190-410-00-71-300-12
				Total	\$1,394.00
Midland Paper					
20230022	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	05/23/2022	5,000.00	10-2410-410-00-74-150-14
				Total	\$5,000.00
Midland Standard Engineering & Testing Inc					
20223075			05/18/2022	0.00	
20223075			05/18/2022	0.00	
20223075	20-2540-310-00-79	Professional & Technical	05/18/2022	2,270.00	20-2540-310-00-79
				Total	\$2,270.00

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Midwest Track Builders					
20223124	20-2543-530-00-79	Improvements not Buildings	05/23/2022	84,340.00	20-2543-530-00-79
			Total	\$84,340.00	
Midwest Transit Equip Kankakee					
20223123	40-2550-323-00-79	Repairs and Maintenance	05/23/2022	1,049.41	40-2550-323-00-79
			Total	\$1,049.41	
Northwestern Medicine Occupational Health					
20223115	40-2550-310-00-79	Prof & Tech Service Trans	05/23/2022	905.00	40-2550-310-00-79
20223115	40-2550-310-00-79	Prof & Tech Service Trans	05/23/2022	35.00	40-2550-310-00-79
			Total	\$940.00	144
Patlin Inc					
20223139	40-2554-410-00-79	Fleet Supplies	05/24/2022	406.48	40-2554-410-00-79
			Total	\$406.48	
PDI Education LLC					
20223137	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	05/24/2022	1,095.00	10-1800-410-82-79-605-14
20223137	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	05/24/2022	1,095.00	10-1800-410-82-79-605-14
20223137	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	05/24/2022	1,095.00	10-1800-410-82-79-605-14
20223137	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	05/24/2022	1,095.00	10-1800-410-82-79-605-14
20223137	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	05/24/2022	0.00	10-1800-410-82-79-605-14
20223137	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	05/24/2022	1,095.00	10-1800-410-82-79-605-14
20223137	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	05/24/2022	1,095.00	10-1800-410-82-79-605-14
			Total	\$6,570.00	
Pomps Tire Service Inc					
20223140	40-2554-410-00-79	Fleet Supplies	05/24/2022	937.34	40-2554-410-00-79
			Total	\$937.34	
ProCare Therapy					



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20223130	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	4,786.50	10-1101-310-00-79-605-14
20223116	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	0.00	10-1101-310-00-79-605-14
20223116	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	4,781.50	10-1101-310-00-79-605-14
20223130	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	0.00	10-1101-310-00-79-605-14
Total				\$9,568.00	

Project Lead the Way

20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	838.75	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	403.00	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	522.00	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	464.00	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	277.50	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	830.00	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	522.00	10-1130-410-67-71-300-13
20230033	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	471.00	10-1130-410-67-71-300-13
20230033	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	10.72	10-1130-410-67-71-300-13
20230033	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	10.00	10-1130-410-67-71-300-13
20230033	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	16.00	10-1130-410-67-71-300-13
20230033	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	522.00	10-1130-410-67-71-300-13
20230033	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	522.00	10-1130-410-67-71-300-13
20230033	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	522.00	10-1130-410-67-71-300-13
20230033	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	838.75	10-1130-410-67-71-300-13
20230033	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	830.00	10-1130-410-67-71-300-13
20230033	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	277.50	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	10.00	10-1130-410-67-71-300-13
20230033	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	701.25	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	180.00	10-1130-410-67-71-300-13
20230032	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	15.00	10-1130-410-67-71-300-13
20230032	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	210.00	10-1130-410-67-71-300-13
20230032	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	609.00	10-1130-410-67-71-300-13
20230032	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	852.00	10-1130-410-67-71-300-13
20230032	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	452.25	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	10.72	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	904.50	10-1130-410-67-71-300-13



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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	10.00	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	710.00	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	16.00	10-1130-410-67-71-300-13
20230033	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	403.00	10-1130-410-67-71-300-13
20230029	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	609.00	10-1130-410-67-71-300-13
20230029	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	403.00	10-1130-410-67-71-300-13
20230019	10-1130-390-67-71-300-13	PLTW Pur Svc	05/23/2022	0.00	10-1130-390-67-71-300-13
20230019	10-1130-390-67-71-300-13	PLTW Pur Svc	05/23/2022	2,400.00	10-1130-390-67-71-300-13
20230019	10-1130-390-67-71-300-13	PLTW Pur Svc	05/23/2022	2,400.00	10-1130-390-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	522.00	10-1130-410-67-71-300-13
20230029	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	333.00	10-1130-410-67-71-300-13
20230029	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	830.00	10-1130-410-67-71-300-13
20230029	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	16.00	10-1130-410-67-71-300-13
20230029	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	609.00	10-1130-410-67-71-300-13
20230029	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	15.00	10-1130-410-67-71-300-13
20230029	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	10.72	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	471.00	10-1130-410-67-71-300-13
20230030	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	15.00	10-1130-410-67-71-300-13
20230030	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	300.00	10-1130-410-67-71-300-13
20230030	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	797.50	10-1130-410-67-71-300-13
20230031	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	701.25	10-1130-410-67-71-300-13
20230029	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	471.00	10-1130-410-67-71-300-13
20230029	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	754.00	10-1130-410-67-71-300-13
20230029	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	1,122.00	10-1130-410-67-71-300-13
20230030	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	1,278.00	10-1130-410-67-71-300-13
20230030	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	904.50	10-1130-410-67-71-300-13
20230029	10-1130-410-67-71-300-13	PLTW Supplies	05/25/2022	1,006.50	10-1130-410-67-71-300-13
Total				\$28,929.41	
Quest Food Management					
20223067	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	05/16/2022	3,000.00	10-2560-315-00-74-500-14
20223067	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	05/16/2022	1,319.32	10-2560-310-00-71-300-13
20223067	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	05/16/2022	3,471.90	10-2560-310-00-71-300-13
Total				\$7,791.22	



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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
R & G Consultants Inc					
20223161	10-2520-310-00-74-500-14	Prof & Tech Fiscal	05/26/2022	0.00	10-2520-310-00-74-500-14
20223161	10-2520-310-00-74-500-14	Prof & Tech Fiscal	05/26/2022	16,202.97	10-2520-310-00-74-500-14
			Total	\$16,202.97	
Read Naturally					
20230026	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	05/23/2022	3,040.00	10-2212-310-00-79-505-14
			Total	\$3,040.00	
Remkes Garage LLC					
20223141	40-2550-323-00-79	Repairs and Maintenance	05/24/2022	522.95	40-2550-323-00-79
			Total	\$522.95	147
Rush Truck Center Huntley					
20223142	40-2554-410-00-79	Fleet Supplies	05/24/2022	1,410.00	40-2554-410-00-79
20223142	40-2554-410-00-79	Fleet Supplies	05/24/2022	142.63	40-2554-410-00-79
20223142	40-2554-410-00-79	Fleet Supplies	05/24/2022	999.36	40-2554-410-00-79
20223142	40-2554-410-00-79	Fleet Supplies	05/24/2022	351.60	40-2554-410-00-79
20223142	40-2554-410-00-79	Fleet Supplies	05/24/2022	880.94	40-2554-410-00-79
			Total	\$3,784.53	
Safeway Tuckpointing Co					
20223117			05/23/2022	0.00	
20223117			05/23/2022	0.00	
20223117			05/23/2022	0.00	
20223117	20-2542-323-00-79	Repairs & Maint Buildings	05/23/2022	2,335.00	20-2542-323-00-79
			Total	\$2,335.00	
School Health Corporation					
20230002	10-2130-410-00-79-600-14	Supplies Health	05/17/2022	1,000.00	10-2130-410-00-79-600-14
20230009	10-2130-410-00-79-600-14	Supplies Health	05/17/2022	1,000.00	10-2130-410-00-79-600-14
20230008	10-2130-410-00-79-600-14	Supplies Health	05/17/2022	1,000.00	10-2130-410-00-79-600-14



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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20230007	10-2130-410-00-79-600-14	Supplies Health	05/17/2022	1,000.00	10-2130-410-00-79-600-14
20230006	10-2130-410-00-79-600-14	Supplies Health	05/17/2022	1,000.00	10-2130-410-00-79-600-14
20230005	10-2130-410-00-79-600-14	Supplies Health	05/17/2022	1,000.00	10-2130-410-00-79-600-14
20230004	10-2130-410-00-79-600-14	Supplies Health	05/17/2022	1,000.00	10-2130-410-00-79-600-14
20230003	10-2130-410-00-79-600-14	Supplies Health	05/17/2022	1,000.00	10-2130-410-00-79-600-14
20230010	10-2130-410-00-79-600-14	Supplies Health	05/17/2022	1,000.00	10-2130-410-00-79-600-14
Total				\$9,000.00	
School Specialty LLC					
20230020	10-1120-710-00-74-210-13	Heineman Non-Capitalized Eqpt	05/23/2022	1,334.97	10-1120-710-00-74-210-13
Total				\$1,334.97	
Schutt Sports LLC					
148					
20230036	10-1514-410-00-71-300-15	Football Boys Supplies HS	05/26/2022	4,880.00	10-1514-410-00-71-300-15
20230036	10-1514-410-00-71-300-15	Football Boys Supplies HS	05/26/2022	120.00	10-1514-410-00-71-300-15
Total				\$5,000.00	
Seam Group LLC					
20230017	20-2542-323-00-79	Repairs & Maint Buildings	05/20/2022	4,950.00	20-2542-323-00-79
Total				\$4,950.00	
SEDOM of McHenry County					
20223143	10-4210-670-00-79-600-14	Reg Ed Out of District	05/24/2022	0.00	10-4210-670-00-79-600-14
20223143	10-4210-670-00-79-600-14	Reg Ed Out of District	05/24/2022	0.00	10-4210-670-00-79-600-14
20223143	10-4210-670-00-79-600-14	Reg Ed Out of District	05/24/2022	0.00	10-4210-670-00-79-600-14
20223143	10-4210-670-00-79-600-14	Reg Ed Out of District	05/24/2022	600.00	10-4210-670-00-79-600-14
20223143	10-4210-670-00-79-600-14	Reg Ed Out of District	05/24/2022	600.00	10-4210-670-00-79-600-14
20223143	10-4210-670-00-79-600-14	Reg Ed Out of District	05/24/2022	600.00	10-4210-670-00-79-600-14
20223143	10-4210-670-00-79-600-14	Reg Ed Out of District	05/24/2022	600.00	10-4210-670-00-79-600-14
20223143	10-4210-670-00-79-600-14	Reg Ed Out of District	05/24/2022	600.00	10-4210-670-00-79-600-14
20223143	10-4210-670-00-79-600-14	Reg Ed Out of District	05/24/2022	600.00	10-4210-670-00-79-600-14
Total				\$3,000.00	
Specialty Floors Inc.					



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20223080	20-2542-323-00-79	Repairs & Maint Buildings	05/18/2022	1,767.00	20-2542-323-00-79
20223080			05/18/2022	0.00	
20223080	20-2542-323-00-79	Repairs & Maint Buildings	05/18/2022	2,225.00	20-2542-323-00-79
20223080	20-2542-323-00-79	Repairs & Maint Buildings	05/18/2022	4,260.00	20-2542-323-00-79
20223080	20-2542-323-00-79	Repairs & Maint Buildings	05/18/2022	2,356.00	20-2542-323-00-79
20223080	20-2542-323-00-79	Repairs & Maint Buildings	05/18/2022	2,225.00	20-2542-323-00-79
Total				\$12,833.00	
Spotter Staffing LLC					
20223118	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	2,812.50	10-1101-310-00-79-605-14
20223118	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	0.00	10-1101-310-00-79-605-14
20223118	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	2,812.50	10-1101-310-00-79-605-14
Total				\$5,625.00	149
Sunbelt Staffing LLC					
20223119	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	3,000.00	10-1101-310-00-79-605-14
20223131	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	3,000.00	10-1101-310-00-79-605-14
20223119	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	0.00	10-1101-310-00-79-605-14
20223119	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	4,266.50	10-1101-310-00-79-605-14
20223119	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	1,063.43	10-1101-310-00-79-605-14
20223131	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	3,852.50	10-1101-310-00-79-605-14
20223131	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	0.00	10-1101-310-00-79-605-14
Total				\$15,182.43	
Trimark Marlinn LLC					
20223068	10-2560-540-00-72-120-13	Cafe Equipment Martin	05/16/2022	18,122.31	10-2560-540-00-72-120-13
Total				\$18,122.31	
Tyler Technologies Inc					
20223162	40-2552-490-00-79	Inventoriable Supplies	05/26/2022	7,670.37	40-2552-490-00-79
Total				\$7,670.37	
Uline					



Huntley Community School District 158

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20223152	10-2560-410-00-71-100-13	Cafe Supplies Leggee	05/26/2022	26.50	10-2560-410-00-71-100-13
20223152	10-2560-410-00-71-300-13	Cafe Supplies HS	05/26/2022	26.56	10-2560-410-00-71-300-13
20223152	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	05/26/2022	26.50	10-2560-410-00-72-220-13
20223152	10-2560-410-00-72-120-13	Cafe Supplies Martin	05/26/2022	26.50	10-2560-410-00-72-120-13
20223152	10-2560-410-00-72-110-13	Cafe Supplies Chesak	05/26/2022	26.50	10-2560-410-00-72-110-13
20223152	10-2560-410-00-74-150-13	Cafe Supplies Conley	05/26/2022	26.50	10-2560-410-00-74-150-13
20223152	10-2560-410-00-72-110-13	Cafe Supplies Chesak	05/26/2022	26.50	10-2560-410-00-72-110-13
20223152	10-2560-410-00-74-210-13	Cafe Supplies Heineman	05/26/2022	26.50	10-2560-410-00-74-210-13
Total				\$212.06	
UMB Bank NA					
20223147	30192	Prepaid Expense	05/25/2022	141,600.00	30-192
20223147	30192	Prepaid Expense	05/25/2022	122,600.00	30-192
20223147	30192	Prepaid Expense	05/25/2022	183,137.50	30-192
Total				\$447,337.50	150
Village of Lake in the Hills					
20223076			05/18/2022	0.00	
20223076	20-2543-530-00-79	Improvements not Buildings	05/18/2022	250.00	20-2543-530-00-79
Total				\$250.00	
Warehouse Direct Cardunal					
20230011	10-2130-410-00-79-600-14	Supplies Health	05/17/2022	1,000.00	10-2130-410-00-79-600-14
Total				\$1,000.00	
WE Carlson Corp					
20230013			05/17/2022	0.00	
20230013	20-2542-390-00-79	Other Purchased Service	05/17/2022	572.00	20-2542-390-00-79
20230013			05/17/2022	0.00	
Total				\$572.00	
WeatherGuard Roofing Company					
20223077	20-2542-323-00-79	Repairs & Maint Buildings	05/18/2022	2,386.71	20-2542-323-00-79



Huntley Community School District 158

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20223077			05/18/2022	0.00	
			Total	\$2,386.71	
William V. MacGill & Co					
20230012	10-2130-410-00-79-600-14	Supplies Health	05/17/2022	1,000.00	10-2130-410-00-79-600-14
			Total	\$1,000.00	
WorldPoint ECC, Inc.					
20230015	10-2130-410-00-79-600-14	Supplies Health	05/18/2022	35.00	10-2130-410-00-79-600-14
20230016	10-2130-410-00-79-600-14	Supplies Health	05/18/2022	30.00	10-2130-410-00-79-600-14
20230016	10-2130-410-00-79-600-14	Supplies Health	05/18/2022	30.00	10-2130-410-00-79-600-14
20230016	10-2130-410-00-79-600-14	Supplies Health	05/18/2022	35.00	10-2130-410-00-79-600-14
20230016	10-2130-410-00-79-600-14	Supplies Health	05/18/2022	35.00	10-2130-410-00-79-600-14
20230016	10-2130-410-00-79-600-14	Supplies Health	05/18/2022	312.00	10-2130-410-00-79-600-14
20230015	10-2130-410-00-79-600-14	Supplies Health	05/18/2022	30.00	10-2130-410-00-79-600-14
20230015	10-2130-410-00-79-600-14	Supplies Health	05/18/2022	35.00	10-2130-410-00-79-600-14
20230015	10-2130-410-00-79-600-14	Supplies Health	05/18/2022	312.00	10-2130-410-00-79-600-14
20230015	10-2130-410-00-79-600-14	Supplies Health	05/18/2022	30.00	10-2130-410-00-79-600-14
			Total	\$884.00	
ZSN Systems & Solutions					
20223132	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	0.00	10-1101-310-00-79-605-14
20223132	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	1,312.50	10-1101-310-00-79-605-14
20223132	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	1,837.50	10-1101-310-00-79-605-14
20223120	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	2,205.00	10-1101-310-00-79-605-14
20223120	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	2,362.50	10-1101-310-00-79-605-14
20223120	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	05/23/2022	0.00	10-1101-310-00-79-605-14
			Total	\$7,717.50	
			Total	<u>\$2,585,157.14</u>	



Huntley Community School District 158

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

To: Board of Education and Administration
From: Mark Altmayer, Chief Financial Officer
Date: June 2, 2022
Subject: **Imprest Checks Issue**
Committee of the Whole Meeting, June 2, 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 May 27, 2022 for which the Board had not previously approved purchase orders. Therefore, Administration is requesting Board Approval acknowledging the issuance of payment:

Education Fund	\$	19,925.85
Operations & Maintenance Fund		38,832.52
Debt Service Fund		16.00
Transportation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>58,774.37</u>

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Imprest Checks Issued Report at the June 16, 2022 Regular Board meeting.



Huntley Community School District 158

Imprest Checks Issued

As of: 05/27/2022

Printed: 05/27/2022

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
Accardi, David			
	Sports Officials HS	73.00	10-1500-319-00-71-300-13
	Sports Officials HS	58.00	10-1500-319-00-71-300-13
	Sports Officials HS	58.00	10-1500-319-00-71-300-13
		<u>\$189.00</u>	
Avila, Chris			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Babbitt, Gary			
	TRS	58.00	10-1100-211-00-79-600-14
		<u>\$58.00</u>	
Bach, Brad			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Becker, Donald			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$62.00</u>	
Bosley, Tom			
	Sports Officials HS	56.00	10-1500-319-00-71-300-13
	Sports Officials HS	150.00	10-1500-319-00-71-300-13
	Sports Officials HS	108.00	10-1500-319-00-71-300-13
		<u>\$314.00</u>	
Brock, Robert			
	Sports Officials HS	130.00	10-1500-319-00-71-300-13
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$260.00</u>	
Burnett, Jeff			
	Sports Officials HS	68.00	10-1500-319-00-71-300-13
	Sports Officials HS	184.00	10-1500-319-00-71-300-13
	Sports Officials HS	73.00	10-1500-319-00-71-300-13
		<u>\$325.00</u>	
Casey, Jack			
	Sports Officials HS	61.00	10-1500-319-00-71-300-13
		<u>\$61.00</u>	
Choklad, Scott			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Chupich, Jason			
	Sports Officials HS	108.00	10-1500-319-00-71-300-13
		<u>\$108.00</u>	
Constellation NewEnergy			
	Natural Gas	38,582.52	20-2540-465-00-79
		<u>\$38,582.52</u>	
Cushingberry, Warren			
	Sports Officials HS	58.00	10-1500-319-00-71-300-13
		<u>\$58.00</u>	
Dahmane, Mek			
	Sports Officials HS	61.00	10-1500-319-00-71-300-13



Huntley Community School District 158

Imprest Checks Issued

As of: 05/27/2022

Printed: 05/27/2022

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
	Sports Officials HS	165.00	10-1500-319-00-71-300-13
		<u>\$226.00</u>	
Dominquez, Lorenzo			
	Sports Officials HS	61.00	10-1500-319-00-71-300-13
		<u>\$61.00</u>	
Doyle, Steven			
	Sports Officials HS	126.00	10-1500-319-00-71-300-13
		<u>\$126.00</u>	
Eckelberry, Andrew			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Erwin, Scott			
	Sports Officials HS	215.00	10-1500-319-00-71-300-13
		<u>\$215.00</u>	
Fajardo, Patrick			
	Sports Officials HS	58.00	10-1500-319-00-71-300-13
		<u>\$58.00</u>	
Feiss, Richard			
	Sports Officials HS	68.00	10-1500-319-00-71-300-13
		<u>\$68.00</u>	
Fiorio, Robert			
	Sports Officials HS	126.00	10-1500-319-00-71-300-13
	Sports Officials HS	126.00	10-1500-319-00-71-300-13
	Sports Officials HS	126.00	10-1500-319-00-71-300-13
		<u>\$378.00</u>	
Flynn Jr, John			
	Sports Officials HS	165.00	10-1500-319-00-71-300-13
		<u>\$165.00</u>	
Fracz, Marek			
	Sports Officials HS	56.00	10-1500-319-00-71-300-13
		<u>\$56.00</u>	
Fulk, Trevor			
	Sports Officials HS	120.00	10-1500-319-00-71-300-13
		<u>\$120.00</u>	
Gasca, Anthony			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$127.00</u>	
Gawaluck, Dan			
	Sports Officials HS	108.00	10-1500-319-00-71-300-13
		<u>\$108.00</u>	
Gomez, Avelino			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Good, Logan			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$124.00</u>	



Huntley Community School District 158

Imprest Checks Issued

As of: 05/27/2022

Printed: 05/27/2022

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Vendor Name	P.O. Number	Description	Amount	State Account Number
Goraj, Timothy				
		Sports Officials HS	65.00	10-1500-319-00-71-300-13
			<u>\$65.00</u>	
Grant Community H.S.				
		Activities Fees	60.00	10-1543-640-00-71-305-13
			<u>\$60.00</u>	
Grasch, Gary				
		Sports Officials HS	65.00	10-1500-319-00-71-300-13
			<u>\$65.00</u>	
Helm, Mitchell				
		Sports Officials HS	65.00	10-1500-319-00-71-300-13
		Sports Officials HS	65.00	10-1500-319-00-71-300-13
		Sports Officials HS	65.00	10-1500-319-00-71-300-13
			<u>\$195.00</u>	
HESPA				
		HESPA Dues	4,701.68	10-462
		HESPA Dues	4,488.28	10-462
			<u>\$9,189.96</u>	
Hoshina, Raiden				
		Sports Officials HS	62.00	10-1500-319-00-71-300-13
		Sports Officials HS	62.00	10-1500-319-00-71-300-13
		Sports Officials HS	62.00	10-1500-319-00-71-300-13
		Sports Officials HS	62.00	10-1500-319-00-71-300-13
			<u>\$248.00</u>	
Karkow, Jim				
		Sports Officials HS	130.00	10-1500-319-00-71-300-13
			<u>\$130.00</u>	
Keller, Crendon				
		Sports Officials HS	117.00	10-1500-319-00-71-300-13
			<u>\$117.00</u>	
Kempf, Austin				
		Sports Officials HS	124.00	10-1500-319-00-71-300-13
			<u>\$124.00</u>	
Kielbasa, Joe				
		Sports Officials HS	62.00	10-1500-319-00-71-300-13
		Sports Officials HS	65.00	10-1500-319-00-71-300-13
		Sports Officials HS	65.00	10-1500-319-00-71-300-13
		Sports Officials HS	62.00	10-1500-319-00-71-300-13
			<u>\$254.00</u>	
Kneip, Denny				
		Sports Officials HS	62.00	10-1500-319-00-71-300-13
			<u>\$62.00</u>	
Kohler, Tom				
		Sports Officials HS	184.00	10-1500-319-00-71-300-13
		Sports Officials HS	126.00	10-1500-319-00-71-300-13
		Sports Officials HS	126.00	10-1500-319-00-71-300-13
			<u>\$436.00</u>	
Lack, Carrie				
		Textbook Fees	47.50	10-1811
		Textbook Fees	38.75	10-1811



Huntley Community School District 158

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
	Student Food Svc - Heineman	14.75	10-1611-215
	Student Food Svc - HS	(2.80)	10-1611-305
		<u>\$98.20</u>	
Lupo, Michael			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$434.00</u>	
Machesky, Dennis			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Mahon, Christopher			
	Sports Officials HS	126.00	10-1500-319-00-71-300-13
		<u>\$126.00</u>	
Marshall, Bradley			
	Sports Officials HS	42.98	10-1500-319-00-71-300-13
	Sports Officials HS	83.02	10-1500-319-00-71-300-13
	Sports Officials HS	58.00	10-1500-319-00-71-300-13
	Sports Officials HS	73.00	10-1500-319-00-71-300-13
	Sports Officials HS	141.00	10-1500-319-00-71-300-13
	Sports Officials HS	73.00	10-1500-319-00-71-300-13
		<u>\$471.00</u>	
Maurer, Lee			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$127.00</u>	
McMahon, Tim			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Mena, Ben			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		<u>\$62.00</u>	
Mroz, Gene			
	Sports Officials HS	120.00	10-1500-319-00-71-300-13
		<u>\$120.00</u>	
NCPERS Group Life Ins			
	IMRF & SS (Board)	16.00	50-481
		<u>\$16.00</u>	
Nowak, Matthew			
	Sports Officials HS	126.00	10-1500-319-00-71-300-13
	Sports Officials HS	126.00	10-1500-319-00-71-300-13
		<u>\$252.00</u>	
Olson, Katie			
	Sports Officials HS	61.00	10-1500-319-00-71-300-13
		<u>\$61.00</u>	
Ortiz, Mario			



Huntley Community School District 158

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
	Sports Officials HS	55.00	10-1500-319-00-71-300-13
		<u>\$120.00</u>	
Pacana, Chris			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$127.00</u>	
Petrosky, David			
	Sports Officials HS	165.00	10-1500-319-00-71-300-13
		<u>\$165.00</u>	
Petty Cash-HHS SpEd			
	IDEA General Purchased Service	45.90	10-1200-310-92-79-600-14
		<u>\$45.90</u>	
Petty Cash-LIGHT			
	STEP Supplies	117.43	10-1200-410-66-71-300-13
	STEP Purchased Services	26.00	10-1200-310-66-71-300-13
	STEP Purchased Services	26.00	10-1200-310-66-71-300-13
	STEP Purchased Services	72.00	10-1200-310-66-71-300-13
		<u>\$241.43</u>	
Pope, Bob			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Rasmussen, Chad			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Robles, Noel			
0020223044	Community Svcs Purchased Svcs	375.00	10-3600-390-82-79-605-14
		<u>\$375.00</u>	
Rogowski, Charlie			
	Sports Officials HS	126.00	10-1500-319-00-71-300-13
		<u>\$126.00</u>	
Rubalcaba, Emanuel			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
	Sports Officials HS	165.00	10-1500-319-00-71-300-13
		<u>\$230.00</u>	
Sardelli, Dustin			
	Sports Officials HS	55.00	10-1500-319-00-71-300-13
		<u>\$55.00</u>	
Schevers, James			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		<u>\$65.00</u>	
Shea, Bob			
	Sports Officials HS	61.00	10-1500-319-00-71-300-13
		<u>\$61.00</u>	
Smigiel, Allan			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13



Huntley Community School District 158

Imprest Checks Issued

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
		\$251.00	
Smith, Greg			
	Sports Officials HS	126.00	10-1500-319-00-71-300-13
		\$126.00	
Spitzer, Fred			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		\$62.00	
Swiderski, James			
	Sports Officials HS	126.00	10-1500-319-00-71-300-13
		\$126.00	
Taylor, David			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		\$65.00	
Thinnes, Roger			
	Sports Officials HS	108.00	10-1500-319-00-71-300-13
		\$108.00	
Trinka, Mark			
	Sports Officials HS	58.00	10-1500-319-00-71-300-13
		\$58.00	
United Way of McHenry Co			
	United Way Payable	11.43	10-498
	United Way Payable	11.43	10-498
		\$22.86	
Village of Lake in the Hills			
0020223076	Improvements not Buildings	250.00	20-2543-530-00-79
		\$250.00	
Viveros, Christo Varela			
	Sports Officials HS	120.00	10-1500-319-00-71-300-13
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		\$185.00	
Warren, Mike			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		\$62.00	
Watters, Jerry			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
	Sports Officials HS	61.00	10-1500-319-00-71-300-13
		\$126.00	
West, Theodore			
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		\$65.00	
Wiedemann, Thomas			
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
	Sports Officials HS	32.50	10-1500-319-00-71-300-13
		\$124.50	
Winkelman, Benjamin			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	65.00	10-1500-319-00-71-300-13
		\$127.00	



Huntley Community School District 158

Imprest Checks Issued

As of: 05/27/2022

Printed: 05/27/2022

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Vendor Name	P.O. Number	Description	Amount	State Account Number
Winkler, Kirk				
		Sports Officials HS	65.00	10-1500-319-00-71-300-13
		Sports Officials HS	65.00	10-1500-319-00-71-300-13
			<u>\$130.00</u>	
Wrobleski, Joe				
		Sports Officials HS	65.00	10-1500-319-00-71-300-13
			<u>\$65.00</u>	
Zuiker, Zachary				
		Sports Officials HS	62.00	10-1500-319-00-71-300-13
			<u>\$62.00</u>	
		Report Total	<u><u>\$58,774.37</u></u>	



Huntley Community School District 158

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

To: Board of Education and Administration
From: Mark Altmayer, Chief Financial Officer
Date: June 2, 2022
Subject: **Accounts Payable Report**
Committee of the Whole Meeting, June 2, 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	\$	1,725.72
Operations & Maintenance Fund		17.67
Debt Service Fund		0.00
Transportation Fund		163.31
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>1,906.70</u>

At this time there is no Supplemental Accounts Payable Report for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled "Accounts Payable" which will include an additional listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration will request Board Approval to issue payment.

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Accounts Payable Report at the June 16, 2022 Regular Board meeting.



Huntley Community School District #158 Accounts Payable Report

Vendor Name	A.S.N.	Description	Amount	State Account Number
Aney, Bradley	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	
Avner, Jaclynn	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	
Cubelo, Tanya	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	
Davison, Rebecca	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	
DeFrancesco, Christine	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	
del Castillo, Rocio	10-2213-410-00-79-600-14	Special Svcs Supplies	101.90	10-2213-410-00-79-600-14
		Total	<u>\$101.90</u>	
Hacker, Amanda	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	
Hirsch, Gina	10-1611-305	Student Food Svc - HS	16.60	10-1611-305
		Total	<u>\$16.60</u>	
Hoffmann, Darleen	10-2520-410-00-74-500-14	Supplies Fiscal	53.99	10-2520-410-00-74-500-14
		Total	<u>\$53.99</u>	
Hooper, Laura	40-2554-410-00-79	Fleet Supplies	163.31	40-2554-410-00-79
		Total	<u>\$163.31</u>	
Klein, Christopher	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	



Huntley Community School District #158 Accounts Payable Report

Vendor Name	A.S.N.	Description	Amount	State Account Number
Knotts, Heath	10-2520-332-00-74-500-14	Travel Fiscal	56.16	10-2520-332-00-74-500-14
		Total	<u>\$56.16</u>	
Kosanovich, Rudy	10-1611-305	Student Food Svc - HS	11.00	10-1611-305
		Total	<u>\$11.00</u>	
Kunz, Donna	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	
Lachel, Erik	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	
Lambert, Jessica	10-1200-310-92-79-600-14	IDEA General Purchased Service	28.11	10-1200-310-92-79-600-14
		Total	<u>\$28.11</u>	
Letheby, Corey	20-2540-332-00-79	Travel	17.67	20-2540-332-00-79
		Total	<u>\$17.67</u>	
Mennenoh, Kate	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	
Miller, Karen	10-1130-332-00-71-300-13	Teacher Travel HS	34.98	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$71.25</u>	
Moore, Kimberly	10-2321-332-00-74-500-14	Travel Supt	71.90	10-2321-332-00-74-500-14
		Total	<u>\$71.90</u>	
Radloff, Kelly	10-1200-310-66-71-300-13	STEP Purchased Services	35.28	10-1200-310-66-71-300-13
		Total	<u>\$35.28</u>	
Rewiako, Danielle	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	



Huntley Community School District #158 Accounts Payable Report

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Vendor Name	A.S.N.	Description	Amount	State Account Number
Ricker, Krysta	10-1110-332-00-71-100-13	Teacher Travel Leggee	28.26	10-1110-332-00-71-100-13
		Total	<u>\$28.26</u>	
Schaschwary, Page	10-1400-410-62-71-300-13	Co-Op Supplies	74.00	10-1400-410-62-71-300-13
		Total	<u>\$74.00</u>	
Schmuhl, Jessica	10-1120-410-09-72-220-13	Home Ec Marlowe	175.03	10-1120-410-09-72-220-13
		Total	<u>\$175.03</u>	
Scott, Brian	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	
Sharkey, Anne	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	
Styers, Stephen	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	
Vilt, Kennedy	10-2520-332-00-74-500-14	Travel Fiscal	458.19	10-2520-332-00-74-500-14
		Total	<u>\$458.19</u>	
Wheeler, Megan E	10-1130-332-00-71-300-13	Teacher Travel HS	36.27	10-1130-332-00-71-300-13
		Total	<u>\$36.27</u>	
		Total	<u><u>\$1,906.70</u></u>	



Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 2, 2022

Subject: **Disbursements Issued**
Committee of the Whole Meeting, June 2, 2022
Finance Committee

The following is an executive summary of the attached report titled “Disbursements Issued” which is a listing of disbursements issued from April 28, 2022 to May 27, 2022.

Education Fund	\$ 2,747,868.52
Operations & Maintenance Fund	467,571.92
Debt Service Fund	0.00
Transporation Fund	144,628.81
Municipal Retirement and Social Security Fund	175,100.31
Capital Projects Fund	0.00
Working Cash Fund	0.00
Fire Prevention and Safety Fund	0.00
Total	<u>\$ 3,535,169.56</u>

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Disbursements Issued Report at the June 16, 2022 Regular Board meeting.



Huntley Community School District 158

Disbursements Issued

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
ABM Industry Groups LLC							
	62175	05/06/2022	20-2542-310-00-79	Custodial Contract Service	159,850.18	22050207	20-2542-310-00-79
					<u>\$159,850.18</u>	Payee Vendor Total	
Accardi, David							
	62124	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	58.00	0	10-1500-319-00-71-300-13
	62224	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	73.00		10-1500-319-00-71-300-13
					<u>\$131.00</u>	Payee Vendor Total	
Accountable Healthcare St							
	62253	05/20/2022	10-2140-310-00-79-600-14	Psychological Services	7,962.40	22040637	10-2140-310-00-79-600-14
					<u>\$7,962.40</u>	Payee Vendor Total	
Acutrans							
	62254	05/20/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	50.00	20222832	10-1200-310-92-79-600-14
					<u>\$50.00</u>	Payee Vendor Total	
ADP LLC							
	62255	05/20/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	1,732.77	22050337	10-1100-220-00-79-600-14
	62255	05/20/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal	439.70	22040437	10-2520-310-00-74-500-14
	62255	05/20/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal	439.70	22040437	10-2520-310-00-74-500-14
	62255	05/20/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal	426.37	22040437	10-2520-310-00-74-500-14
	62255	05/20/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal	293.13	22040437	10-2520-310-00-74-500-14
	62255	05/20/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal	293.13	22040437	10-2520-310-00-74-500-14
	62255	05/20/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal	599.59	22040437	10-2520-310-00-74-500-14
					<u>\$4,224.39</u>	Payee Vendor Total	
Advance Auto Parts							
	62086	04/29/2022	40-2554-410-00-79	Fleet Supplies	424.14	22010717	40-2554-410-00-79
	62086	04/29/2022	40-2554-410-00-79	Fleet Supplies	206.25	22010717	40-2554-410-00-79
					<u>\$630.39</u>	Payee Vendor Total	
Advantage Mechanical Inc							
	62176	05/06/2022	20-2542-323-00-79	Repairs & Maint Buildings	1,951.00	22040027	20-2542-323-00-79
	62176	05/06/2022	20-2542-323-00-79	Repairs & Maint Buildings	10,825.00	20221838	20-2542-323-00-79
	62256	05/20/2022	20-2542-323-00-79	Repairs & Maint Buildings	711.00	20222959	20-2542-323-00-79
	62256	05/20/2022	20-2542-323-00-79	Repairs & Maint Buildings	4,021.60	20222959	20-2542-323-00-79
	62256	05/20/2022	20-2542-390-00-79	Other Purchased Service	4,695.96	22040317	20-2542-390-00-79
	62418	05/27/2022	20-2542-323-00-79	Repairs & Maint Buildings	456.00	22040027	20-2542-323-00-79
	62418	05/27/2022	20-2542-323-00-79	Repairs & Maint Buildings	1,805.00	22050027	20-2542-323-00-79



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	62418	05/27/2022	20-2542-323-00-79	Repairs & Maint Buildings	670.00	22050027	20-2542-323-00-79
					<u>\$25,135.56</u>	Payee Vendor Total	
Advocate Occc Health							
	62257	05/20/2022	10-2642-390-00-74-500-14	Purchased Service Human Res	74.00	20223061	10-2642-390-00-74-500-14
					<u>\$74.00</u>	Payee Vendor Total	
AFLAC Group							
	62258	05/20/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	4,058.32	22050427	10-2310-220-00-79-600-14
					<u>\$4,058.32</u>	Payee Vendor Total	
AIA Services LLC							
	62259	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	425.00	20222815	10-1110-410-00-72-120-13
					<u>\$425.00</u>	Payee Vendor Total	
Air Products Equipment Co							
	62260	05/20/2022	20-2542-410-00-79	Supplies B & G	80.00	20222820	20-2542-410-00-79
					<u>\$80.00</u>	Payee Vendor Total	
Airgas USA LLC							
	62177	05/06/2022	20-2542-410-00-79	Supplies B & G	169.04	22030237	20-2542-410-00-79
	62177	05/06/2022	20-2542-410-00-79	Supplies B & G	343.63	22030237	20-2542-410-00-79
	62261	05/20/2022	20-2542-410-00-79	Supplies B & G	262.38	22040237	20-2542-410-00-79
	62261	05/20/2022	20-2542-410-00-79	Supplies B & G	237.62	22040237	20-2542-410-00-79
	62261	05/20/2022	20-2542-410-00-79	Supplies B & G	106.01	22050237	20-2542-410-00-79
					<u>\$1,118.68</u>	Payee Vendor Total	
Alexander Leigh Center fo							
	62178	05/06/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	39,896.96	22041617	10-4220-670-00-79-600-14
					<u>\$39,896.96</u>	Payee Vendor Total	
Alliance Contractors							
	62262	05/20/2022	20-2543-323-00-79	Repairs-Grounds	2,250.45	20222965	20-2543-323-00-79
					<u>\$2,250.45</u>	Payee Vendor Total	
Alpha Baking Company Inc							
	62179	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	201.19	22041087	10-2560-415-00-71-300-13
	62179	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	171.45	22041087	10-2560-415-00-71-300-13
	62179	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	585.11	22041087	10-2560-415-00-71-300-13
	62179	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	435.68	22041087	10-2560-415-00-71-300-13
	62179	05/06/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	76.70	22041077	10-2560-415-00-71-100-13



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	62179	05/06/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	89.22	22041077	10-2560-415-00-71-100-13
	62179	05/06/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	83.31	22041077	10-2560-415-00-71-100-13
	62179	05/06/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	82.26	22041077	10-2560-415-00-71-100-13
	62179	05/06/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	214.60	22041117	10-2560-415-00-72-220-13
	62179	05/06/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	97.24	22041117	10-2560-415-00-72-220-13
	62179	05/06/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	199.09	22041117	10-2560-415-00-72-220-13
	62179	05/06/2022	10-2560-415-00-72-120-13	Cafe Food Martin	104.28	22041107	10-2560-415-00-72-120-13
	62179	05/06/2022	10-2560-415-00-72-120-13	Cafe Food Martin	58.92	22041107	10-2560-415-00-72-120-13
	62179	05/06/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	58.92	22041097	10-2560-415-00-72-110-13
	62179	05/06/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	52.14	22041097	10-2560-415-00-72-110-13
	62179	05/06/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	79.37	22041097	10-2560-415-00-72-110-13
	62179	05/06/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	49.10	22041097	10-2560-415-00-72-110-13
	62179	05/06/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	169.00	22041147	10-2560-415-00-74-210-13
	62179	05/06/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	124.41	22041147	10-2560-415-00-74-210-13
	62179	05/06/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	69.30	22041147	10-2560-415-00-74-210-13
	62179	05/06/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	138.82	22041147	10-2560-415-00-74-210-13
	62179	05/06/2022	10-2560-415-00-74-150-13	Cafe Food Conley	29.46	22041137	10-2560-415-00-74-150-13
	62179	05/06/2022	10-2560-415-00-74-150-13	Cafe Food Conley	63.96	22041137	10-2560-415-00-74-150-13
	62179	05/06/2022	10-2560-415-00-74-150-13	Cafe Food Conley	26.07	22041137	10-2560-415-00-74-150-13
	62179	05/06/2022	10-2560-415-00-74-150-13	Cafe Food Conley	58.95	22041137	10-2560-415-00-74-150-13
	62179	05/06/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	75.78	22041127	10-2560-415-00-74-140-13
	62179	05/06/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	90.38	22041127	10-2560-415-00-74-140-13
	62179	05/06/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	34.76	22041127	10-2560-415-00-74-140-13
					\$3,519.47	Payee Vendor Total	
American Reading Company							
	62087	04/29/2022	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	2,700.00	20222558	10-1800-410-82-79-605-14
	62087	04/29/2022	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	2,700.00	20222558	10-1800-410-82-79-605-14
	62263	05/20/2022	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	42,500.00	20222954	10-2210-390-82-79-605-14
					\$47,900.00	Payee Vendor Total	
AmeriGas							
	62264	05/20/2022	40-2552-461-00-79	Propane	505.24	20222933	40-2552-461-00-79
	62264	05/20/2022	40-2552-461-00-79	Propane	1,194.28	20222933	40-2552-461-00-79
	62264	05/20/2022	40-2552-461-00-79	Propane	2,535.41	20222996	40-2552-461-00-79
	62264	05/20/2022	40-2552-461-00-79	Propane	1,063.01	20222996	40-2552-461-00-79
	62264	05/20/2022	40-2552-461-00-79	Propane	916.16	20223056	40-2552-461-00-79



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	62264	05/20/2022	40-2552-461-00-79	Propane	942.68	20223056	40-2552-461-00-79
	62264	05/20/2022	40-2552-461-00-79	Propane	492.73	20222879	40-2552-461-00-79
	62264	05/20/2022	40-2552-461-00-79	Propane	682.37	20222879	40-2552-461-00-79
					\$8,331.88	Payee Vendor Total	
Anderson Lock Co Inc							
	992200287	05/06/2022	20-2542-323-00-79	Repairs & Maint Buildings	30.00	20222648	20-2542-323-00-79
	992200287	05/06/2022	20-2542-323-00-79	Repairs & Maint Buildings	2,186.91	20222648	20-2542-323-00-79
	992200294	05/20/2022	20-2542-410-00-79	Supplies B & G	393.85	22040087	20-2542-410-00-79
	992200294	05/20/2022	20-2542-410-00-79	Supplies B & G	263.03	22050087	20-2542-410-00-79
					\$2,873.79	Payee Vendor Total	
Anderson Pest Solutions							
	62180	05/06/2022	20-2542-321-00-79	Sanitation/Exterminating	554.47	22040037	20-2542-321-00-79
	62265	05/20/2022	20-2542-410-00-79	Supplies B & G	18.96	20222909	20-2542-410-00-79
	62265	05/20/2022	20-2542-410-00-79	Supplies B & G	18.96	20222909	20-2542-410-00-79
	62265	05/20/2022	20-2542-410-00-79	Supplies B & G	18.96	20222934	20-2542-410-00-79
	62265	05/20/2022	20-2542-410-00-79	Supplies B & G	18.96	20222934	20-2542-410-00-79
	62265	05/20/2022	20-2542-410-00-79	Supplies B & G	152.50	20223058	20-2542-410-00-79
	62265	05/20/2022	20-2542-410-00-79	Supplies B & G	18.96	20223060	20-2542-410-00-79
	62265	05/20/2022	20-2542-410-00-79	Supplies B & G	37.92	20223060	20-2542-410-00-79
					\$839.69	Payee Vendor Total	
Andrea, Nicholas							
	59664	05/26/2022	10-1811-305	Registration Fee HS	(98.00)	0	10-1811-305
	62417	05/26/2022	10-1811-305	Registration Fee HS	98.00	0	10-1811-305
					\$0.00	Payee Vendor Total	
AnthroMed LLC							
	62266	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,483.40	20222925	10-1101-310-00-79-605-14
	62266	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,104.25	20222966	10-1101-310-00-79-605-14
	62266	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,483.40	20223045	10-1101-310-00-79-605-14
	62266	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,104.25	20222872	10-1101-310-00-79-605-14
					\$11,175.30	Payee Vendor Total	
Aramark Refreshment Servi							
	62267	05/20/2022	10-1110-323-00-72-120-13	Repairs Martin	154.35	20222839	10-1110-323-00-72-120-13
					\$154.35	Payee Vendor Total	
Assignment Hub							



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	62268	05/20/2022	10-1500-319-00-74-210-13	Sports Officials Heineman	406.25	20223005	10-1500-319-00-74-210-13
					<u>\$406.25</u>	Payee Vendor Total	
AT&T							
	62269	05/20/2022	20-2540-340-00-79	Telephone - Districtwide	2,744.56	22050327	20-2540-340-00-79
	62269	05/20/2022	20-2540-340-00-79	Telephone - Districtwide	3,933.35	22040327	20-2540-340-00-79
					<u>\$6,677.91</u>	Payee Vendor Total	
Avila, Chris							
	62125	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
					<u>\$65.00</u>	Payee Vendor Total	
Avner, Jaclynn							
	62380	05/20/2022	10-1400-410-09-71-300-13	Home Economics Supplies	121.28	0	10-1400-410-09-71-300-13
	62380	05/20/2022	10-1400-410-09-71-300-13	Home Economics Supplies	55.60	0	10-1400-410-09-71-300-13
					<u>\$176.88</u>	Payee Vendor Total	
Babbitt, Gary							
	62126	05/06/2022	10-1100-211-00-79-600-14	TRS	58.00	0	10-1100-211-00-79-600-14
					<u>\$58.00</u>	Payee Vendor Total	
Bach, Brad							
	62127	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
					<u>\$65.00</u>	Payee Vendor Total	
Basargin, Beth							
	62381	05/20/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	142.74		10-1200-310-92-79-600-14
					<u>\$142.74</u>	Payee Vendor Total	
Becker, Donald							
	62225	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00		10-1500-319-00-71-300-13
					<u>\$62.00</u>	Payee Vendor Total	
Benchmark Education Compa							
	62270	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	792.00	20222409	10-1100-421-00-74-500-14
	62270	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	4,140.00	20222409	10-1100-421-00-74-500-14
	62270	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	3,780.00	20222409	10-1100-421-00-74-500-14
	62270	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	1,680.00	20222409	10-1100-421-00-74-500-14
	62270	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	1,600.00	20222409	10-1100-421-00-74-500-14
					<u>\$11,992.00</u>	Payee Vendor Total	
Benefitfocus.com Inc							



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	202204300	04/30/2022	10477	Flex Plan	30,725.10		10-477
	62271	05/20/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,725.20	22050197	10-2310-220-00-79-600-14
					<u>\$32,450.30</u>	Payee Vendor Total	
Biometrics Nutrition and							
	62272	05/20/2022	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	765.00	20223071	10-2212-310-00-79-505-14
					<u>\$765.00</u>	Payee Vendor Total	
Blu Petroleum							
	62088	04/29/2022	40-2552-464-00-79	Diesel/Gasoline	3,135.42	22030827	40-2552-464-00-79
	62088	04/29/2022	40-2552-464-00-79	Diesel/Gasoline	2,890.70	22030827	40-2552-464-00-79
	62088	04/29/2022	40-2552-464-00-79	Diesel/Gasoline	2,903.90	22030827	40-2552-464-00-79
	62181	05/06/2022	40-2552-464-00-79	Diesel/Gasoline	2,198.39	22030827	40-2552-464-00-79
	62181	05/06/2022	40-2552-464-00-79	Diesel/Gasoline	2,409.92	22030827	40-2552-464-00-79
	62181	05/06/2022	40-2552-464-00-79	Diesel/Gasoline	3,133.40	22030827	40-2552-464-00-79
	62273	05/20/2022	40-2552-464-00-79	Diesel/Gasoline	1,719.46	22040827	40-2552-464-00-79
	62273	05/20/2022	40-2552-464-00-79	Diesel/Gasoline	1,620.68	22040827	40-2552-464-00-79
	62273	05/20/2022	40-2552-464-00-79	Diesel/Gasoline	3,609.80	22050827	40-2552-464-00-79
	62273	05/20/2022	40-2552-464-00-79	Diesel/Gasoline	2,096.43	22050827	40-2552-464-00-79
	62273	05/20/2022	40-2552-464-00-79	Diesel/Gasoline	2,056.46	22050827	40-2552-464-00-79
	62273	05/20/2022	40-2552-464-00-79	Diesel/Gasoline	3,107.06	22050827	40-2552-464-00-79
	62273	05/20/2022	40-2552-464-00-79	Diesel/Gasoline	800.06	22051647	40-2552-464-00-79
	62419	05/27/2022	40-2552-464-00-79	Diesel/Gasoline	2,406.47	22050827	40-2552-464-00-79
	62419	05/27/2022	40-2552-464-00-79	Diesel/Gasoline	1,506.97	22050827	40-2552-464-00-79
	62419	05/27/2022	40-2552-464-00-79	Diesel/Gasoline	2,106.15	22050827	40-2552-464-00-79
	62419	05/27/2022	40-2552-464-00-79	Diesel/Gasoline	3,568.10	22050827	40-2552-464-00-79
	62419	05/27/2022	40-2552-464-00-79	Diesel/Gasoline	1,318.37	22050827	40-2552-464-00-79
	62419	05/27/2022	40-2552-464-00-79	Diesel/Gasoline	1,144.93	22050827	40-2552-464-00-79
	62419	05/27/2022	40-2552-464-00-79	Diesel/Gasoline	2,686.05	22050827	40-2552-464-00-79
	62419	05/27/2022	40-2552-464-00-79	Diesel/Gasoline	992.42	22041647	40-2552-464-00-79
	62419	05/27/2022	40-2552-464-00-79	Diesel/Gasoline	595.42	22051647	40-2552-464-00-79
	62419	05/27/2022	40-2552-464-00-79	Diesel/Gasoline	2,677.26	22050827	40-2552-464-00-79
	62181	05/06/2022	40-2552-464-00-79	Diesel/Gasoline	3,353.92	22030827	40-2552-464-00-79
					<u>\$54,037.74</u>	Payee Vendor Total	
BMO Mastercard							
	202205201	05/20/2022	10-2212-410-00-74-500-14	Associate Supt Supplies	153.56	20222729	10-2212-410-00-74-500-14
	202205201	05/20/2022	10-2323-332-00-74-500-14	Associate Supt Travel	175.00	20222729	10-2323-332-00-74-500-14



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	202205201	05/20/2022	10-2212-410-00-74-500-14	Associate Supt Supplies	20.63	20222729	10-2212-410-00-74-500-14
	202205201	05/20/2022	10-2212-332-00-74-500-14	Travel & Conference Curr	30.00	20222730	10-2212-332-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	135.00	20222730	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	21.94	20222730	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-2212-332-00-74-500-14	Travel & Conference Curr	44.00	20222730	10-2212-332-00-74-500-14
	202205201	05/20/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	125.58	20222731	10-1110-410-00-74-140-13
	202205201	05/20/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	29.97	20222731	10-1110-410-00-74-140-13
	202205201	05/20/2022	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	200.43	20222731	10-2410-491-00-74-140-13
	202205201	05/20/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	(7.39)	20222731	10-1110-410-00-74-140-13
	202205201	05/20/2022	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	152.58	20222731	10-2410-491-00-74-140-13
	202205201	05/20/2022	10-2410-410-00-74-140-13	Office Supplies Mackeben	38.11	20222731	10-2410-410-00-74-140-13
	202205201	05/20/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	467.50	20222731	10-1110-410-00-74-140-13
	202205201	05/20/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	192.61	20222731	10-1110-410-00-74-140-13
	202205201	05/20/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	43.59	20222731	10-1110-410-00-74-140-13
	202205201	05/20/2022	10-158	Activity Funds	63.25	20222731	10-120
	202205201	05/20/2022	10-158	Activity Funds	4.50	20222731	10-120
	202205201	05/20/2022	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	39.99	20222731	10-2410-491-00-74-140-13
	202205201	05/20/2022	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	122.16	20222731	10-2410-491-00-74-140-13
	202205201	05/20/2022	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	59.24	20222731	10-2410-491-00-74-140-13
	202205201	05/20/2022	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	294.56	20222731	10-2410-491-00-74-140-13
	202205201	05/20/2022	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	55.90	20222731	10-2410-491-00-74-140-13
	202205201	05/20/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	(7.39)	20222731	10-1110-410-00-74-140-13
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	201.96	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-90-79-600-14	Supplies Parent-Tot	150.81	20222732	10-1125-410-90-79-600-14
	202205201	05/20/2022	10-2560-415-97-79-600-14	All Children Snacks	13.84	20222732	10-2560-415-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	283.31	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	63.34	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	22.26	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-3100-410-97-79-605-24	All Children Parental Supplies	32.55	20222732	10-3100-410-97-79-605-24
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	523.52	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	20.15	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	79.05	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	24.64	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	17.48	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	120.78	20222732	10-1125-410-97-79-600-14



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	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	16.97	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	179.94	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	32.98	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	122.53	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-90-79-600-14	Supplies Parent-Tot	39.99	20222732	10-1125-410-90-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	475.84	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	29.99	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	101.86	20222732	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-2560-410-00-74-150-13	Cafe Supplies Conley	62.39	20222733	10-2560-410-00-74-150-13
	202205201	05/20/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	249.52	20222733	10-2560-410-00-71-300-13
	202205201	05/20/2022	10-2561-410-00-79-605-14	Dir Food Service Supplies	453.31	20222733	10-2561-410-00-79-605-14
	202205201	05/20/2022	10-2560-410-00-74-150-13	Cafe Supplies Conley	33.89	20222733	10-2560-410-00-74-150-13
	202205201	05/20/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	33.89	20222733	10-2560-410-00-74-210-13
	202205201	05/20/2022	10-2560-410-00-72-110-13	Cafe Supplies Chesak	33.89	20222733	10-2560-410-00-72-110-13
	202205201	05/20/2022	10-2560-410-00-72-120-13	Cafe Supplies Martin	33.89	20222733	10-2560-410-00-72-120-13
	202205201	05/20/2022	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	33.89	20222733	10-2560-410-00-72-220-13
	202205201	05/20/2022	10-2560-410-00-71-100-13	Cafe Supplies Leggee	33.89	20222733	10-2560-410-00-71-100-13
	202205201	05/20/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	33.95	20222733	10-2560-410-00-71-300-13
	202205201	05/20/2022	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	33.89	20222733	10-2560-410-00-74-140-13
	202205201	05/20/2022	20-2540-410-00-79	Office Supplies B & G	57.18	20222734	20-2540-410-00-79
	202205201	05/20/2022	20-2540-332-00-79	Travel	461.20	20222734	20-2540-332-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	605.74	20222734	20-2542-410-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	1,794.12	20222734	20-2542-410-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	483.75	20222734	20-2542-410-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	18.15	20222734	20-2542-410-00-79
	202205201	05/20/2022	20-2540-640-00-79	Dues & Fees	200.00	20222734	20-2540-640-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	10.78	20222734	20-2542-410-00-79
	202205201	05/20/2022	20-2540-410-00-79	Office Supplies B & G	76.95	20222734	20-2540-410-00-79
	202205201	05/20/2022	20-2540-410-00-79	Office Supplies B & G	78.39	20222734	20-2540-410-00-79
	202205201	05/20/2022	20-2540-410-00-79	Office Supplies B & G	17.85	20222734	20-2540-410-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	197.00	20222734	20-2542-410-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	51.25	20222734	20-2542-410-00-79
	202205201	05/20/2022	20-2540-410-00-79	Office Supplies B & G	8.99	20222734	20-2540-410-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	33.98	20222734	20-2542-410-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	160.71	20222734	20-2542-410-00-79



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	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	215.51	20222734	20-2542-410-00-79
	202205201	05/20/2022	10-2321-332-00-74-500-14	Travel Supt	62.24	20222735	10-2321-332-00-74-500-14
	202205201	05/20/2022	10-2321-332-00-74-500-14	Travel Supt	30.00	20222735	10-2321-332-00-74-500-14
	202205201	05/20/2022	10-158	Activity Funds	200.00	20222736	10-120
	202205201	05/20/2022	10-158	Activity Funds	105.11	20222736	10-120
	202205201	05/20/2022	10-158	Activity Funds	1,349.38	20222736	10-120
	202205201	05/20/2022	10-158	Activity Funds	96.41	20222736	10-120
	202205201	05/20/2022	10-158	Activity Funds	13.52	20222736	10-120
	202205201	05/20/2022	10-158	Activity Funds	120.00	20222736	10-120
	202205201	05/20/2022	10-158	Activity Funds	1,904.40	20222736	10-120
	202205201	05/20/2022	10-158	Activity Funds	52.72	20222736	10-120
	202205201	05/20/2022	10-158	Activity Funds	218.05	20222736	10-120
	202205201	05/20/2022	10-158	Activity Funds	400.00	20222736	10-120
	202205201	05/20/2022	10-158	Activity Funds	78.00	20222736	10-120
	202205201	05/20/2022	10-158	Activity Funds	(148.43)	20222736	10-120
	202205201	05/20/2022	10-158	Activity Funds	648.94	20222736	10-120
	202205201	05/20/2022	10-158	Activity Funds	452.55	20222736	10-120
	202205201	05/20/2022	10-2642-411-00-74-500-14	HR Employee Recognition	57.98	20222737	10-2642-411-00-74-500-14
	202205201	05/20/2022	10-2642-411-00-74-500-14	HR Employee Recognition	128.44	20222737	10-2642-411-00-74-500-14
	202205201	05/20/2022	10-2642-410-00-74-500-14	Supplies Human Res	(11.09)	20222737	10-2642-410-00-74-500-14
	202205201	05/20/2022	10-2642-410-00-74-500-14	Supplies Human Res	33.34	20222737	10-2642-410-00-74-500-14
	202205201	05/20/2022	10-2642-350-00-74-500-14	Advertising Human Res	15.95	20222737	10-2642-350-00-74-500-14
	202205201	05/20/2022	10-2130-220-00-79-600-14	Health Services Insurance	79.95	20222737	10-2130-220-00-79-600-14
	202205201	05/20/2022	10-2130-220-00-79-600-14	Health Services Insurance	79.95	20222737	10-2130-220-00-79-600-14
	202205201	05/20/2022	10-2642-350-00-74-500-14	Advertising Human Res	474.98	20222737	10-2642-350-00-74-500-14
	202205201	05/20/2022	10-2410-490-00-71-300-13	HS Staff Recognition	250.00	20222843	10-2410-490-00-71-300-13
	202205201	05/20/2022	10-2410-490-00-71-300-13	HS Staff Recognition	30.00	20222843	10-2410-490-00-71-300-13
	202205201	05/20/2022	10-2660-410-00-79-600-14	Supplies Tech	(61.05)	20222844	10-2660-410-00-79-600-14
	202205201	05/20/2022	10-2660-410-00-79-600-14	Supplies Tech	25.25	20222844	10-2660-410-00-79-600-14
	202205201	05/20/2022	10-2660-319-61-79-600-14	Software Maintenance	248.11	20222844	10-2660-319-61-79-600-14
	202205201	05/20/2022	10-2660-410-00-79-600-14	Supplies Tech	(48.75)	20222844	10-2660-410-00-79-600-14
	202205201	05/20/2022	10-2660-410-00-79-600-14	Supplies Tech	54.95	20222844	10-2660-410-00-79-600-14
	202205201	05/20/2022	10-158	Activity Funds	159.08	20222845	10-120
	202205201	05/20/2022	10-158	Activity Funds	44.91	20222845	10-120
	202205201	05/20/2022	10-158	Activity Funds	60.00	20222845	10-120



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	202205201	05/20/2022	10-158	Activity Funds	202.00	20222845	10-120
	202205201	05/20/2022	10-158	Activity Funds	208.40	20222845	10-120
	202205201	05/20/2022	10-158	Activity Funds	10.00	20222845	10-120
	202205201	05/20/2022	10-158	Activity Funds	74.28	20222845	10-120
	202205201	05/20/2022	10-1100-423-00-74-500-14	New Adoption	158.10	20222846	10-1100-423-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	12.22	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	10.00	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	7.68	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	4.32	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	139.77	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	59.15	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	64.64	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	(43.81)	20222846	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	(525.94)	20222846	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	(525.94)	20222846	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	399.99	20222846	10-2212-310-00-79-505-14
	202205201	05/20/2022	10-1100-423-00-74-500-14	New Adoption	214.60	20222846	10-1100-423-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	19.75	20222846	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	(111.93)	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	235.78	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	50.64	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	96.45	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	47.97	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	181.65	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	223.47	20222846	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-1100-423-00-74-500-14	New Adoption	9.73	20222846	10-1100-423-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	98.15	20222846	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	68.75	20222846	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	121.15	20222846	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	29.97	20222846	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	59.96	20222846	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	133.09	20222847	10-2213-410-00-79-600-14
	202205201	05/20/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	15.57	20222847	10-2213-410-00-79-600-14
	202205201	05/20/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	77.38	20222847	10-2213-410-00-79-600-14
	202205201	05/20/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	(14.99)	20222847	10-2213-410-00-79-600-14



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	202205201	05/20/2022	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	119.99	20222847	10-2210-390-82-79-605-14
	202205201	05/20/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	(645.00)	20222847	10-2213-332-00-79-600-14
	202205201	05/20/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	(645.00)	20222847	10-2213-332-00-79-600-14
	202205201	05/20/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	26.55	20222847	10-2213-410-00-79-600-14
	202205201	05/20/2022	10-2520-410-00-74-500-14	Supplies Fiscal	13.39	20222848	10-2520-410-00-74-500-14
	202205201	05/20/2022	10-2520-410-00-74-500-14	Supplies Fiscal	16.46	20222848	10-2520-410-00-74-500-14
	202205201	05/20/2022	10-2520-332-00-74-500-14	Travel Fiscal	479.20	20222848	10-2520-332-00-74-500-14
	202205201	05/20/2022	10-158	Activity Funds	129.32	20222849	10-120
	202205201	05/20/2022	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	36.25	20222850	10-2210-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	47.48	20222850	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	19.18	20222850	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	679.30	20222850	10-2210-410-92-79-600-14
	202205201	05/20/2022	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	679.30	20222850	10-2210-410-92-79-600-14
	202205201	05/20/2022	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	679.30	20222850	10-2210-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	25.94	20222850	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	59.98	20222850	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	19.95	20222850	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-2321-332-00-74-500-14	Travel Supt	65.49	20222851	10-2321-332-00-74-500-14
	202205201	05/20/2022	10-2321-332-00-74-500-14	Travel Supt	74.13	20222851	10-2321-332-00-74-500-14
	202205201	05/20/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	37.98	20222852	10-1120-410-12-74-210-13
	202205201	05/20/2022	10-1120-410-13-74-210-08	Heineman Science Supplies 8	25.68	20222852	10-1120-410-13-74-210-08
	202205201	05/20/2022	10-1120-410-09-74-210-13	Home Ec Heineman	368.70	20222852	10-1120-410-09-74-210-13
	202205201	05/20/2022	10-158	Activity Funds	134.76	20222852	10-120
	202205201	05/20/2022	10-1120-410-09-74-210-13	Home Ec Heineman	91.31	20222852	10-1120-410-09-74-210-13
	202205201	05/20/2022	10-1120-410-09-74-210-13	Home Ec Heineman	7.96	20222852	10-1120-410-09-74-210-13
	202205201	05/20/2022	10-1120-410-06-74-210-13	Foreign Lang Supplies Heineman	216.86	20222852	10-1120-410-06-74-210-13
	202205201	05/20/2022	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	14.89	20222852	10-2410-410-00-74-210-14
	202205201	05/20/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	87.00	20222852	10-1120-410-12-74-210-13
	202205201	05/20/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	50.00	20222852	10-1120-410-12-74-210-13
	202205201	05/20/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	68.00	20222852	10-1120-410-12-74-210-13
	202205201	05/20/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	(30.00)	20222852	10-2410-491-00-74-210-13
	202205201	05/20/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	30.00	20222852	10-2410-491-00-74-210-13
	202205201	05/20/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	(30.00)	20222852	10-2410-491-00-74-210-13
	202205201	05/20/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	545.00	20222852	10-2410-491-00-74-210-13
	202205201	05/20/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	49.95	20222852	10-1120-410-00-74-210-13



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	202205201	05/20/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	79.98	20222852	10-2410-491-00-74-210-13
	202205201	05/20/2022	10-2120-410-00-74-210-13	Supplies Guidance Heineman	91.96	20222852	10-2120-410-00-74-210-13
	202205201	05/20/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	(47.70)	20222852	10-2410-491-00-74-210-13
	202205201	05/20/2022	10-1120-410-08-74-210-13	Health Supplies Heineman	126.74	20222852	10-1120-410-08-74-210-13
	202205201	05/20/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	141.18	20222852	10-1120-410-00-74-210-13
	202205201	05/20/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	27.14	20222852	10-2410-410-00-74-210-13
	202205201	05/20/2022	10-1120-410-22-74-210-13	PLTW Supplies Heineman	71.92	20222852	10-1120-410-22-74-210-13
	202205201	05/20/2022	10-1120-410-22-74-210-13	PLTW Supplies Heineman	155.84	20222852	10-1120-410-22-74-210-13
	202205201	05/20/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	74.30	20222852	10-2410-491-00-74-210-13
	202205201	05/20/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	95.97	20222852	10-1120-410-00-74-210-13
	202205201	05/20/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	47.70	20222852	10-2410-491-00-74-210-13
	202205201	05/20/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	72.00	20222852	10-2410-491-00-74-210-13
	202205201	05/20/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	(72.00)	20222852	10-2410-491-00-74-210-13
	202205201	05/20/2022	10-1120-410-13-74-210-08	Heineman Science Supplies 8	119.80	20222852	10-1120-410-13-74-210-08
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	5.99	20222853	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	13.88	20222853	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	73.34	20222853	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	85.80	20222853	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	183.38	20222853	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-2220-490-00-72-120-13	Media Center Tech Martin	340.00	20222853	10-2220-490-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	137.17	20222853	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	84.06	20222853	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	449.95	20222853	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	137.28	20222853	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	68.26	20222853	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	220.00	20222853	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	439.89	20222853	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	35.09	20222853	10-2410-491-00-72-120-13
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	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	16.77	20222853	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	12.75	20222853	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	22.94	20222853	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	11.99	20222853	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	39.53	20222853	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	10.30	20222853	10-1110-410-00-72-120-13



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	22205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	22.99	20222853	10-1110-410-00-72-120-13
	22205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	76.99	20222853	10-1110-410-00-72-120-13
	22205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	53.37	20222853	10-1110-410-00-72-120-13
	22205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	181.91	20222853	10-1110-410-00-72-120-13
	22205201	05/20/2022	10-2220-490-00-72-120-13	Media Center Tech Martin	48.12	20222853	10-2220-490-00-72-120-13
	22205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	38.99	20222853	10-2410-491-00-72-120-13
	22205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	69.91	20222853	10-2410-491-00-72-120-13
	22205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	185.80	20222853	10-2410-491-00-72-120-13
	22205201	05/20/2022	10-2410-410-00-72-110-13	Office Supplies Chesak	24.27	20222854	10-2410-410-00-72-110-13
	22205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	39.00	20222854	10-1110-410-02-72-110-13
	22205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	47.79	20222854	10-1110-410-02-72-110-13
	22205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	19.50	20222854	10-1110-410-02-72-110-13
	22205201	05/20/2022	10-2220-490-00-72-110-13	Media Center Tech Chesak	59.78	20222854	10-2220-490-00-72-110-13
	22205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	50.00	20222854	10-2410-491-00-72-110-13
	22205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	100.00	20222854	10-2410-491-00-72-110-13
	22205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	333.00	20222854	10-1110-410-00-72-110-13
	22205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	10.00	20222854	10-1110-410-02-72-110-13
	22205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	250.76	20222854	10-1110-410-00-72-110-13
	22205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	24.54	20222854	10-1110-410-02-72-110-13
	22205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	5.52	20222854	10-1110-410-02-72-110-13
	22205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	6.48	20222854	10-1110-410-02-72-110-13
	22205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	75.73	20222854	10-1110-410-02-72-110-13
	22205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	318.02	20222854	10-1110-410-02-72-110-13
	22205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	347.18	20222854	10-1110-410-02-72-110-13
	22205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	286.13	20222854	10-2410-491-00-72-110-13
	22205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	29.96	20222854	10-1110-410-00-72-110-13
	22205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	52.62	20222854	10-1110-410-00-72-110-13
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	22205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	48.09	20222854	10-1110-410-00-72-110-13
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	22205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	78.03	20222854	10-1110-410-00-72-110-13
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	22205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	15.65	20222854	10-1110-410-00-72-110-13
	22205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	15.96	20222854	10-1110-410-02-72-110-13



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	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	6.29	20222854	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	30.90	20222854	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	57.90	20222854	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	47.97	20222854	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	135.96	20222854	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	36.35	20222854	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	49.97	20222854	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-2410-410-00-72-110-13	Office Supplies Chesak	18.44	20222854	10-2410-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	62.77	20222854	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	45.50	20222854	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	48.98	20222854	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1400-410-09-71-300-13	Home Economics Supplies	94.17	20222855	10-1400-410-09-71-300-13
	202205201	05/20/2022	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	115.52	20222855	10-1130-490-02-71-300-13
	202205201	05/20/2022	10-1130-410-13-71-300-13	Science Supplies HS	36.34	20222855	10-1130-410-13-71-300-13
	202205201	05/20/2022	10-1130-335-00-71-300-13	Curriculum/FVC Competitions	500.00	20222855	10-1130-335-00-71-300-13
	202205201	05/20/2022	10-1130-410-13-71-300-13	Science Supplies HS	175.29	20222855	10-1130-410-13-71-300-13
	202205201	05/20/2022	10-2220-430-00-71-300-13	Media Center HS	5.76	20222855	10-2220-430-00-71-300-13
	202205201	05/20/2022	10-1130-410-13-71-300-13	Science Supplies HS	37.90	20222855	10-1130-410-13-71-300-13
	202205201	05/20/2022	10-2410-490-00-71-300-13	HS Staff Recognition	156.40	20222855	10-2410-490-00-71-300-13
	202205201	05/20/2022	10-1130-410-00-71-300-13	Inst Supplies HS	90.66	20222855	10-1130-410-00-71-300-13
	202205201	05/20/2022	10-1130-410-00-71-300-13	Inst Supplies HS	4.99	20222855	10-1130-410-00-71-300-13
	202205201	05/20/2022	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	24.26	20222855	10-1130-490-02-71-300-13
	202205201	05/20/2022	10-1400-410-09-71-300-13	Home Economics Supplies	146.40	20222855	10-1400-410-09-71-300-13
	202205201	05/20/2022	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	290.32	20222855	10-1130-490-02-71-300-13
	202205201	05/20/2022	10-1130-410-00-71-300-13	Inst Supplies HS	465.00	20222855	10-1130-410-00-71-300-13
	202205201	05/20/2022	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	14.62	20222855	10-1130-490-02-71-300-13
	202205201	05/20/2022	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	375.01	20222855	10-1130-490-02-71-300-13
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	202205201	05/20/2022	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	65.92	20222855	10-1130-490-02-71-300-13
	202205201	05/20/2022	10-1130-410-13-71-300-13	Science Supplies HS	259.78	20222855	10-1130-410-13-71-300-13
	202205201	05/20/2022	10-1130-410-13-71-300-13	Science Supplies HS	426.39	20222855	10-1130-410-13-71-300-13
	202205201	05/20/2022	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	23.00	20222855	10-1130-490-02-71-300-13
	202205201	05/20/2022	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	7.65	20222856	10-2410-410-00-74-150-14
	202205201	05/20/2022	10-2410-410-00-74-150-13	Office Supplies Conley	118.92	20222856	10-2410-410-00-74-150-13
	202205201	05/20/2022	10-2410-410-00-74-150-13	Office Supplies Conley	42.97	20222856	10-2410-410-00-74-150-13



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	202205201	05/20/2022	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	239.90	20222856	10-2410-410-00-74-150-14
	202205201	05/20/2022	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	15.30	20222856	10-2410-410-00-74-150-14
	202205201	05/20/2022	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	13.98	20222856	10-2410-410-00-74-150-14
	202205201	05/20/2022	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	112.72	20222856	10-2410-410-00-74-150-14
	202205201	05/20/2022	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	21.20	20222856	10-2410-410-00-74-150-14
	202205201	05/20/2022	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	10.20	20222856	10-2410-410-00-74-150-14
	202205201	05/20/2022	10-1110-410-00-74-150-13	Inst Supplies Conley	91.96	20222856	10-1110-410-00-74-150-13
	202205201	05/20/2022	10-1110-410-00-74-150-13	Inst Supplies Conley	304.83	20222856	10-1110-410-00-74-150-13
	202205201	05/20/2022	10-2220-490-00-74-150-13	Media Center Tech Conley	104.99	20222856	10-2220-490-00-74-150-13
	202205201	05/20/2022	10-2410-410-00-74-150-13	Office Supplies Conley	62.78	20222856	10-2410-410-00-74-150-13
	202205201	05/20/2022	10-2410-410-00-74-150-13	Office Supplies Conley	15.95	20222856	10-2410-410-00-74-150-13
	202205201	05/20/2022	10-1110-410-00-74-150-13	Inst Supplies Conley	18.95	20222856	10-1110-410-00-74-150-13
	202205201	05/20/2022	10-1110-323-00-74-150-13	Repairs Conley	498.00	20222856	10-1110-323-00-74-150-13
	202205201	05/20/2022	10-1110-410-00-74-150-13	Inst Supplies Conley	167.34	20222856	10-1110-410-00-74-150-13
	202205201	05/20/2022	10-158	Activity Funds	134.91	20222856	10-120
	202205201	05/20/2022	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	52.20	20222856	10-2410-410-00-74-150-14
	202205201	05/20/2022	10-158	Activity Funds	150.00	20222857	10-120
	202205201	05/20/2022	10-1500-640-00-71-300-13	Sports Dues & Fees HS	426.40	20222857	10-1500-640-00-71-300-13
	202205201	05/20/2022	10-158	Activity Funds	150.00	20222857	10-120
	202205201	05/20/2022	10-158	Activity Funds	15.92	20222857	10-120
	202205201	05/20/2022	10-158	Activity Funds	150.00	20222857	10-120
	202205201	05/20/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	279.00	20222858	10-2210-314-92-79-605-14
	202205201	05/20/2022	10-158	Activity Funds	45.32	20222858	10-120
	202205201	05/20/2022	10-158	Activity Funds	109.89	20222858	10-120
	202205201	05/20/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	51.77	20222858	10-1110-410-00-71-100-13
	202205201	05/20/2022	10-158	Activity Funds	184.94	20222858	10-120
	202205201	05/20/2022	10-158	Activity Funds	76.60	20222858	10-120
	202205201	05/20/2022	10-158	Activity Funds	67.98	20222858	10-120
	202205201	05/20/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	659.20	20222858	10-1110-410-00-71-100-13
	202205201	05/20/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	19.29	20222858	10-1110-410-00-71-100-13
	202205201	05/20/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	25.88	20222858	10-1110-410-00-71-100-13
	202205201	05/20/2022	10-158	Activity Funds	69.51	20222858	10-120
	202205201	05/20/2022	10-158	Activity Funds	79.32	20222858	10-120
	202205201	05/20/2022	10-2410-410-00-71-100-13	Office Supplies Leggee	2.76	20222858	10-2410-410-00-71-100-13
	202205201	05/20/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	495.00	20222859	10-1120-490-02-72-220-13



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	202205201	05/20/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	48.05	20222859	10-1120-410-09-72-220-13
	202205201	05/20/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	68.77	20222859	10-1120-410-09-72-220-13
	202205201	05/20/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	477.00	20222859	10-1120-490-02-72-220-13
	202205201	05/20/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	105.36	20222859	10-1120-410-09-72-220-13
	202205201	05/20/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	75.76	20222859	10-1120-410-09-72-220-13
	202205201	05/20/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	338.73	20222859	10-2410-410-00-72-220-13
	202205201	05/20/2022	10-2220-430-00-72-220-13	Media Center Marlowe	71.19	20222859	10-2220-430-00-72-220-13
	202205201	05/20/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	172.65	20222859	10-2410-410-00-72-220-13
	202205201	05/20/2022	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	290.07	20222859	10-1120-410-13-72-220-06
	202205201	05/20/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	45.27	20222859	10-2410-410-00-72-220-13
	202205201	05/20/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	109.66	20222859	10-1120-410-00-72-220-13
	202205201	05/20/2022	10-2220-430-00-72-220-13	Media Center Marlowe	14.99	20222859	10-2220-430-00-72-220-13
	202205201	05/20/2022	10-1120-410-80-72-220-13	PBIS	97.34	20222859	10-1120-410-80-72-220-13
	202205201	05/20/2022	10-1120-410-80-72-220-13	PBIS	9.99	20222859	10-1120-410-80-72-220-13
	202205201	05/20/2022	10-1120-410-80-72-220-13	PBIS	7.45	20222859	10-1120-410-80-72-220-13
	202205201	05/20/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	37.38	20222859	10-1120-410-09-72-220-13
	202205201	05/20/2022	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	54.98	20222859	10-1120-410-13-72-220-06
	202205201	05/20/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	149.90	20222859	10-2410-410-00-72-220-13
	202205201	05/20/2022	10-1543-640-00-71-305-13	Activities Fees	52.00	20222860	10-1543-640-00-71-305-13
	202205201	05/20/2022	10-158	Activity Funds	8.59	20222860	10-120
	202205201	05/20/2022	10-158	Activity Funds	16.80	20222860	10-120
	202205201	05/20/2022	10-158	Activity Funds	50.38	20222860	10-120
	202205201	05/20/2022	10-158	Activity Funds	233.76	20222860	10-120
	202205201	05/20/2022	10-1543-640-00-71-305-13	Activities Fees	52.00	20222860	10-1543-640-00-71-305-13
	202205201	05/20/2022	10-1543-640-00-71-305-13	Activities Fees	52.00	20222860	10-1543-640-00-71-305-13
	202205201	05/20/2022	10-1543-640-00-71-305-13	Activities Fees	(62.00)	20222860	10-1543-640-00-71-305-13
	202205201	05/20/2022	10-1543-640-00-71-305-13	Activities Fees	(62.00)	20222860	10-1543-640-00-71-305-13
	202205201	05/20/2022	10-1543-640-00-71-305-13	Activities Fees	(62.00)	20222860	10-1543-640-00-71-305-13
	202205201	05/20/2022	10-1543-640-00-71-305-13	Activities Fees	(62.00)	20222860	10-1543-640-00-71-305-13
	202205201	05/20/2022	10-1543-640-00-71-305-13	Activities Fees	62.00	20222860	10-1543-640-00-71-305-13
	202205201	05/20/2022	10-1543-640-00-71-305-13	Activities Fees	62.00	20222860	10-1543-640-00-71-305-13
	202205201	05/20/2022	10-1543-640-00-71-305-13	Activities Fees	62.00	20222860	10-1543-640-00-71-305-13
	202205201	05/20/2022	10-1543-640-00-71-305-13	Activities Fees	62.00	20222860	10-1543-640-00-71-305-13
	202205201	05/20/2022	10-1543-640-00-71-305-13	Activities Fees	52.00	20222860	10-1543-640-00-71-305-13
	202205201	05/20/2022	10-158	Activity Funds	49.00	20222860	10-120
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	118.64	20222860	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-158	Activity Funds	25.70	20222860	10-120



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	202205201	05/20/2022	10-158	Activity Funds	9.42	20222860	10-120
	202205201	05/20/2022	10-158	Activity Funds	157.71	20222860	10-120
	202205201	05/20/2022	10-158	Activity Funds	23.83	20222860	10-120
	202205201	05/20/2022	10-158	Activity Funds	261.48	20222860	10-120
	202205201	05/20/2022	10-1543-640-00-71-305-13	Activities Fees	52.00	20222860	10-1543-640-00-71-305-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	112.37	20222860	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-158	Activity Funds	162.00	20222860	10-120
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	30.73	20222860	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	1,208.40	20222860	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-158	Activity Funds	24.96	20222860	10-120
	202205201	05/20/2022	10-158	Activity Funds	300.86	20222860	10-120
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	103.26	20222860	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-158	Activity Funds	470.75	20222860	10-120
	202205201	05/20/2022	10-158	Activity Funds	574.63	20222861	10-120
	202205201	05/20/2022	10-2220-490-00-74-210-13	Media Center Tech Heineman	15.89	20222861	10-2220-490-00-74-210-13
	202205201	05/20/2022	10-1120-410-09-74-210-13	Home Ec Heineman	72.94	20222861	10-1120-410-09-74-210-13
	202205201	05/20/2022	10-1120-410-09-74-210-13	Home Ec Heineman	144.84	20222861	10-1120-410-09-74-210-13
	202205201	05/20/2022	10-1120-410-09-74-210-13	Home Ec Heineman	117.81	20222861	10-1120-410-09-74-210-13
	202205201	05/20/2022	10-1120-410-09-74-210-13	Home Ec Heineman	10.00	20222861	10-1120-410-09-74-210-13
	202205201	05/20/2022	10-1120-410-09-74-210-13	Home Ec Heineman	10.00	20222861	10-1120-410-09-74-210-13
	202205201	05/20/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	8.64	20222861	10-2410-410-00-74-210-13
	202205201	05/20/2022	10-158	Activity Funds	186.35	20222862	10-120
	202205201	05/20/2022	10-2410-410-00-74-140-13	Office Supplies Mackeben	59.99	20222863	10-2410-410-00-74-140-13
	202205201	05/20/2022	10-158	Activity Funds	62.90	20222863	10-120
	202205201	05/20/2022	10-1110-410-12-74-140-13	Mackeben Music Supplies	390.00	20222863	10-1110-410-12-74-140-13
	202205201	05/20/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	54.45	20222863	10-1110-410-00-74-140-13
	202205201	05/20/2022	10-158	Activity Funds	50.40	20222863	10-120
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	18.96	20222864	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	46.07	20222864	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	41.99	20222864	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	17.99	20222864	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	65.95	20222864	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	(35.97)	20222864	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-490-00-79-600-14	Supplies Preschool	7.95	20222864	10-1125-490-00-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	79.99	20222864	10-1125-410-97-79-600-14



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	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	(17.48)	20222864	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	(79.99)	20222864	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-3100-410-97-79-605-24	All Children Parental Supplies	233.03	20222864	10-3100-410-97-79-605-24
	202205201	05/20/2022	10-3100-410-97-79-605-24	All Children Parental Supplies	110.94	20222864	10-3100-410-97-79-605-24
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	198.88	20222864	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-2560-415-97-79-600-14	All Children Snacks	174.00	20222864	10-2560-415-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	81.86	20222864	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-90-79-600-14	Supplies Parent-Tot	145.99	20222864	10-1125-410-90-79-600-14
	202205201	05/20/2022	10-1125-410-90-79-600-14	Supplies Parent-Tot	(39.99)	20222864	10-1125-410-90-79-600-14
	202205201	05/20/2022	10-1125-410-90-79-600-14	Supplies Parent-Tot	39.99	20222864	10-1125-410-90-79-600-14
	202205201	05/20/2022	10-158	Activity Funds	31.50	20222864	10-120
	202205201	05/20/2022	10-2560-415-00-72-120-13	Cafe Food Martin	63.63	20222865	10-2560-415-00-72-120-13
	202205201	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	157.11	20222865	10-2560-415-00-71-300-13
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	63.83	20222866	20-2542-410-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	24.96	20222866	20-2542-410-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	48.19	20222866	20-2542-410-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	170.94	20222866	20-2542-410-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	482.44	20222866	20-2542-410-00-79
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	618.32	20222866	20-2542-410-00-79
	202205201	05/20/2022	10-2321-332-00-74-500-14	Travel Supt	30.00	20222867	10-2321-332-00-74-500-14
	202205201	05/20/2022	10-2321-332-00-74-500-14	Travel Supt	56.99	20222867	10-2321-332-00-74-500-14
	202205201	05/20/2022	10-2321-332-00-74-500-14	Travel Supt	30.00	20222867	10-2321-332-00-74-500-14
	202205201	05/20/2022	10-2321-332-00-74-500-14	Travel Supt	30.00	20222867	10-2321-332-00-74-500-14
	202205201	05/20/2022	10-2321-332-00-74-500-14	Travel Supt	(62.24)	20222867	10-2321-332-00-74-500-14
	202205201	05/20/2022	10-2321-332-00-74-500-14	Travel Supt	20.34	20222867	10-2321-332-00-74-500-14
	202205201	05/20/2022	10-2321-332-00-74-500-14	Travel Supt	1,020.35	20222867	10-2321-332-00-74-500-14
	202205201	05/20/2022	10-158	Activity Funds	167.98	20222868	10-120
	202205201	05/20/2022	10-158	Activity Funds	512.70	20222868	10-120
	202205201	05/20/2022	10-158	Activity Funds	150.04	20222868	10-120
	202205201	05/20/2022	10-158	Activity Funds	59.88	20222868	10-120
	202205201	05/20/2022	10-158	Activity Funds	290.12	20222868	10-120
	202205201	05/20/2022	10-2642-411-00-74-500-14	HR Employee Recognition	183.90	20222869	10-2642-411-00-74-500-14
	202205201	05/20/2022	10-2642-640-00-74-500-14	Dues & Fees Human Res	59.00	20222869	10-2642-640-00-74-500-14
	202205201	05/20/2022	10-2660-410-00-79-600-14	Supplies Tech	37.49	20222882	10-2660-410-00-79-600-14
	202205201	05/20/2022	10-158	Activity Funds	343.95	20222883	10-120



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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202205201	05/20/2022	10-158	Activity Funds	326.27	20222883	10-120
	202205201	05/20/2022	10-2520-410-00-74-500-14	Supplies Fiscal	6.06	20222886	10-2520-410-00-74-500-14
	202205201	05/20/2022	10-2212-332-00-74-500-14	Travel & Conference Curr	99.00	20222884	10-2212-332-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	102.11	20222884	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-2212-332-00-74-500-14	Travel & Conference Curr	399.00	20222884	10-2212-332-00-74-500-14
	202205201	05/20/2022	10-2212-332-00-74-500-14	Travel & Conference Curr	150.00	20222884	10-2212-332-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	244.69	20222884	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-2212-332-00-74-500-14	Travel & Conference Curr	600.00	20222884	10-2212-332-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	28.98	20222884	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	8.99	20222884	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	39.99	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	70.00	20222887	10-2210-314-92-79-605-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	54.32	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	421.50	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	17.99	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	36.97	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	109.92	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	318.36	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	128.99	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	14.90	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	83.29	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	140.80	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	78.99	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	14.95	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	321.58	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	16.13	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	59.98	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	135.90	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	19.89	20222887	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-2321-440-00-74-500-14	Supt Periodicals	27.24	20222888	10-2321-440-00-74-500-14
	202205201	05/20/2022	10-2546-490-00-79-600-14	Security Officer Supplies	21.96	20222888	10-2546-490-00-79-600-14
	202205201	05/20/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	49.07	20222889	10-2410-410-00-74-210-13
	202205201	05/20/2022	10-1505-410-00-74-210-15	Basketball Boys Supplies Heine	69.95	20222889	10-1505-410-00-74-210-15
	202205201	05/20/2022	10-1500-410-00-74-210-13	Training Supplies Heineman	67.79	20222889	10-1500-410-00-74-210-13
	202205201	05/20/2022	10-1120-410-09-74-210-13	Home Ec Heineman	10.00	20222889	10-1120-410-09-74-210-13



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	202205201	05/20/2022	10-1505-410-00-74-210-16	Basketball Gls Supplies Heine	81.76	20222889	10-1505-410-00-74-210-16
	202205201	05/20/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	49.07	20222889	10-2410-410-00-74-210-13
	202205201	05/20/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	(43.81)	20222889	10-2410-410-00-74-210-13
	202205201	05/20/2022	10-1535-410-00-74-210-15	Wrestling Supplies Heineman	100.00	20222889	10-1535-410-00-74-210-15
	202205201	05/20/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	699.50	20222889	10-2410-491-00-74-210-13
	202205201	05/20/2022	10-1120-410-13-74-210-06	Heineman Science Supplies 6	664.50	20222889	10-1120-410-13-74-210-06
	202205201	05/20/2022	10-1500-411-00-74-210-13	Awards Heineman	400.00	20222889	10-1500-411-00-74-210-13
	202205201	05/20/2022	10-1120-410-13-74-210-07	Heineman Science Supplies 7	248.01	20222889	10-1120-410-13-74-210-07
	202205201	05/20/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	646.51	20222889	10-1120-410-02-74-210-13
	202205201	05/20/2022	10-1120-410-09-74-210-13	Home Ec Heineman	5.87	20222889	10-1120-410-09-74-210-13
	202205201	05/20/2022	10-1500-410-00-74-210-13	Training Supplies Heineman	49.00	20222889	10-1500-410-00-74-210-13
	202205201	05/20/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	51.98	20222889	10-1120-410-02-74-210-13
	202205201	05/20/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	55.98	20222889	10-1120-410-02-74-210-13
	202205201	05/20/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	36.98	20222889	10-1120-410-02-74-210-13
	202205201	05/20/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	77.22	20222889	10-1120-410-02-74-210-13
	202205201	05/20/2022	10-1532-410-00-74-210-13	Track Supplies Heineman	72.98	20222889	10-1532-410-00-74-210-13
	202205201	05/20/2022	10-1120-410-13-74-210-07	Heineman Science Supplies 7	351.45	20222889	10-1120-410-13-74-210-07
	202205201	05/20/2022	10-1120-410-13-74-210-07	Heineman Science Supplies 7	7.23	20222889	10-1120-410-13-74-210-07
	202205201	05/20/2022	10-1120-410-13-74-210-07	Heineman Science Supplies 7	139.96	20222889	10-1120-410-13-74-210-07
	202205201	05/20/2022	10-1120-410-08-74-210-13	Health Supplies Heineman	175.99	20222889	10-1120-410-08-74-210-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	13.98	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	15.99	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	226.03	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	83.97	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	24.58	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	109.15	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	17.40	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	23.99	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-332-00-72-120-13	Teacher Travel Martin	123.02	20222890	10-1110-332-00-72-120-13
	202205201	05/20/2022	10-1110-332-00-72-120-13	Teacher Travel Martin	69.99	20222890	10-1110-332-00-72-120-13
	202205201	05/20/2022	10-1110-332-00-72-120-13	Teacher Travel Martin	68.54	20222890	10-1110-332-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	6.99	20222890	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	14.68	20222890	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-1110-332-00-72-120-13	Teacher Travel Martin	21.86	20222890	10-1110-332-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	3.88	20222890	10-2410-491-00-72-120-13



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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	192.69	20222890	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	93.68	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	15.81	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	14.78	20222890	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-1110-332-00-72-120-13	Teacher Travel Martin	45.87	20222890	10-1110-332-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	14.70	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	489.93	20222890	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	69.99	20222890	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	40.55	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	7.98	20222890	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	136.79	20222890	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	489.93	20222890	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	489.93	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	37.96	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	199.95	20222890	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	2.43	20222890	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	73.09	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	139.98	20222890	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	69.99	20222890	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	14.99	20222890	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	41.54	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	2,355.10	20222891	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	47.02	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	3.92	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	1,033.00	20222891	10-1110-410-02-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	152.73	20222891	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	64.24	20222891	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	45.00	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	37.14	20222891	10-1110-410-02-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	41.58	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	23.98	20222891	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	44.87	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	214.14	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	23.91	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	10.99	20222891	10-1110-410-00-72-110-13



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	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	48.51	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	158.22	20222891	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-1110-410-50-72-110-13	PE Supplies Chesak	130.78	20222891	10-1110-410-50-72-110-13
	202205201	05/20/2022	10-2410-410-00-72-110-13	Office Supplies Chesak	75.99	20222891	10-2410-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	169.20	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	6.44	20222891	10-1110-410-02-72-110-13
	202205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	42.60	20222891	10-1110-410-02-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	150.16	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	450.48	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	166.35	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	24.98	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	7.97	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	897.96	20222891	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	40.40	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	5.49	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	118.70	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-2410-640-00-72-110-13	Office Dues & Fees Chesak	32.98	20222891	10-2410-640-00-72-110-13
	202205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	27.06	20222891	10-1110-410-02-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	277.94	20222891	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	57.60	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	85.96	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	17.40	20222891	10-1110-410-02-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	40.87	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	6.99	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	47.97	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	10.39	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	45.12	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	37.29	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	47.77	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	50.76	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	7.90	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	34.72	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	338.00	20222891	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	37.47	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	7.90	20222891	10-1110-410-00-72-110-13



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	202205201	05/20/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	300.70	20222891	10-1110-410-02-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	40.96	20222891	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-158	Activity Funds	63.75	20222892	10-120
	202205201	05/20/2022	10-1130-410-13-71-300-13	Science Supplies HS	279.00	20222892	10-1130-410-13-71-300-13
	202205201	05/20/2022	10-1130-410-13-71-300-13	Science Supplies HS	40.50	20222892	10-1130-410-13-71-300-13
	202205201	05/20/2022	10-2120-410-00-71-300-13	Supplies Counseling HS	50.00	20222892	10-2120-410-00-71-300-13
	202205201	05/20/2022	10-1130-323-00-71-300-13	Repairs HS	768.90	20222892	10-1130-323-00-71-300-13
	202205201	05/20/2022	10-1538-410-00-71-305-13	TV Production Supplies	210.49	20222892	10-1538-410-00-71-305-13
	202205201	05/20/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	79.00	20222892	10-2210-314-92-79-605-14
	202205201	05/20/2022	10-158	Activity Funds	329.28	20222892	10-120
	202205201	05/20/2022	10-1130-410-00-71-300-13	Inst Supplies HS	52.18	20222892	10-1130-410-00-71-300-13
	202205201	05/20/2022	10-1110-323-00-74-150-13	Repairs Conley	416.09	20222893	10-1110-323-00-74-150-13
	202205201	05/20/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	149.00	20222893	10-2210-314-92-79-605-14
	202205201	05/20/2022	10-2410-410-00-74-150-13	Office Supplies Conley	35.98	20222893	10-2410-410-00-74-150-13
	202205201	05/20/2022	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	41.99	20222894	10-2410-410-00-71-100-14
	202205201	05/20/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	81.87	20222894	10-1110-410-00-71-100-13
	202205201	05/20/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	60.80	20222894	10-1110-410-00-71-100-13
	202205201	05/20/2022	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	2,215.84	20222895	10-1120-710-00-72-220-13
	202205201	05/20/2022	10-2220-430-00-72-220-13	Media Center Marlowe	18.99	20222895	10-2220-430-00-72-220-13
	202205201	05/20/2022	10-1120-410-80-72-220-13	PBIS	7.98	20222895	10-1120-410-80-72-220-13
	202205201	05/20/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	49.90	20222895	10-2410-410-00-72-220-13
	202205201	05/20/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	54.32	20222895	10-2410-410-00-72-220-13
	202205201	05/20/2022	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	640.00	20222895	10-1120-710-00-72-220-13
	202205201	05/20/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	46.04	20222895	10-1120-410-09-72-220-13
	202205201	05/20/2022	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	553.96	20222895	10-1120-710-00-72-220-13
	202205201	05/20/2022	10-158	Activity Funds	20.00	20222896	10-120
	202205201	05/20/2022	10-158	Activity Funds	125.00	20222896	10-120
	202205201	05/20/2022	10-158	Activity Funds	280.00	20222896	10-120
	202205201	05/20/2022	10-158	Activity Funds	406.00	20222896	10-120
	202205201	05/20/2022	10-158	Activity Funds	148.98	20222896	10-120
	202205201	05/20/2022	10-158	Activity Funds	623.49	20222896	10-120
	202205201	05/20/2022	10-158	Activity Funds	77.82	20222896	10-120
	202205201	05/20/2022	10-158	Activity Funds	81.78	20222896	10-120
	202205201	05/20/2022	10-158	Activity Funds	34.99	20222897	10-120
	202205201	05/20/2022	10-158	Activity Funds	27.96	20222897	10-120



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	202205201	05/20/2022	10-158	Activity Funds	129.04	20222897	10-120
	202205201	05/20/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	2,054.00	20222897	10-2410-491-00-74-210-13
	202205201	05/20/2022	10-158	Activity Funds	516.00	20222897	10-120
	202205201	05/20/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	102.80	20222897	10-2410-491-00-74-210-13
	202205201	05/20/2022	10-158	Activity Funds	13.58	20222897	10-120
	202205201	05/20/2022	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	103.71	20222898	10-2410-410-00-74-140-14
	202205201	05/20/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	20.86	20222898	10-1110-410-00-74-140-13
	202205201	05/20/2022	10-2560-415-97-79-600-14	All Children Snacks	4.73	20222899	10-2560-415-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	9.49	20222899	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-2410-491-00-72-165-13	Rebate Supplies ECE	372.60	20222899	10-2410-491-00-72-165-13
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	(82.46)	20222899	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-2410-491-00-72-165-13	Rebate Supplies ECE	407.72	20222899	10-2410-491-00-72-165-13
	202205201	05/20/2022	10-3100-410-97-79-605-24	All Children Parental Supplies	33.28	20222899	10-3100-410-97-79-605-24
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	20.47	20222899	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	5.68	20222899	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-2410-491-00-72-165-13	Rebate Supplies ECE	432.63	20222899	10-2410-491-00-72-165-13
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	111.16	20222899	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	187.95	20222899	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-1125-410-97-79-600-14	All Children Supplies	8.63	20222899	10-1125-410-97-79-600-14
	202205201	05/20/2022	10-2560-415-97-79-600-14	All Children Snacks	17.10	20222899	10-2560-415-97-79-600-14
	202205201	05/20/2022	10-2560-415-97-79-600-14	All Children Snacks	8.92	20222899	10-2560-415-97-79-600-14
	202205201	05/20/2022	10-3100-410-97-79-605-24	All Children Parental Supplies	90.87	20222899	10-3100-410-97-79-605-24
	202205201	05/20/2022	10-2560-410-00-74-150-13	Cafe Supplies Conley	29.46	20222900	10-2560-410-00-74-150-13
	202205201	05/20/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	(26.66)	20222900	10-2560-410-00-71-300-13
	202205201	05/20/2022	20-2542-410-00-79	Supplies B & G	4,680.10	20222901	20-2542-410-00-79
	202205201	05/20/2022	20-2540-640-00-79	Dues & Fees	275.00	20222901	20-2540-640-00-79
	202205201	05/20/2022	20-2540-410-00-79	Office Supplies B & G	15.98	20222901	20-2540-410-00-79
	202205201	05/20/2022	20-2540-410-00-79	Office Supplies B & G	22.90	20222901	20-2540-410-00-79
	202205201	05/20/2022	10-2321-410-00-74-500-14	Supplies Supt	42.00	20222902	10-2321-410-00-74-500-14
	202205201	05/20/2022	10-2321-410-00-74-500-14	Supplies Supt	207.46	20222902	10-2321-410-00-74-500-14
	202205201	05/20/2022	10-158	Activity Funds	26.98	20222903	10-120
	202205201	05/20/2022	10-2630-410-00-74-500-14	Communications Supplies	95.95	20222904	10-2630-410-00-74-500-14
	202205201	05/20/2022	10-2642-640-00-74-500-14	Dues & Fees Human Res	450.00	20222904	10-2642-640-00-74-500-14
	202205201	05/20/2022	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	5.00	20222885	10-1800-410-82-79-605-14
	202205201	05/20/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	48.38	20222885	10-2213-410-00-79-600-14



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	202205201	05/20/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	1,600.00	20222885	10-2213-332-00-79-600-14
	202205201	05/20/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	24.97	20222885	10-2213-410-00-79-600-14
	202205201	05/20/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	390.29	20222885	10-2213-410-00-79-600-14
	202205201	05/20/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	21.99	20222885	10-2213-410-00-79-600-14
	202205201	05/20/2022	10-2210-430-82-71-300-14	ESL Prof Library	37.27	20222885	10-2210-430-82-71-300-14
	202205201	05/20/2022	10-2410-490-00-71-300-13	HS Staff Recognition	396.85	20222711	10-2410-490-00-71-300-13
	202205201	05/20/2022	10-2660-410-00-79-600-14	Supplies Tech	85.00	20222712	10-2660-410-00-79-600-14
	202205201	05/20/2022	10-2660-410-00-79-600-14	Supplies Tech	34.99	20222712	10-2660-410-00-79-600-14
	202205201	05/20/2022	10-2660-410-00-79-600-14	Supplies Tech	7.99	20222712	10-2660-410-00-79-600-14
	202205201	05/20/2022	10-2660-410-00-79-600-14	Supplies Tech	29.85	20222712	10-2660-410-00-79-600-14
	202205201	05/20/2022	10-2660-410-00-79-600-14	Supplies Tech	55.20	20222712	10-2660-410-00-79-600-14
	202205201	05/20/2022	10-2660-410-00-79-600-14	Supplies Tech	61.05	20222712	10-2660-410-00-79-600-14
	202205201	05/20/2022	10-2660-410-00-79-600-14	Supplies Tech	64.57	20222712	10-2660-410-00-79-600-14
	202205201	05/20/2022	10-2660-410-00-79-600-14	Supplies Tech	48.75	20222712	10-2660-410-00-79-600-14
	202205201	05/20/2022	10-2660-319-61-79-600-14	Software Maintenance	189.98	20222712	10-2660-319-61-79-600-14
	202205201	05/20/2022	10-2660-319-61-79-600-14	Software Maintenance	29.00	20222712	10-2660-319-61-79-600-14
	202205201	05/20/2022	10-2114-410-00-74-500-14	Supplies Registration	116.17	20222712	10-2114-410-00-74-500-14
	202205201	05/20/2022	10-2660-332-00-79-600-14	Travel Technology	113.48	20222712	10-2660-332-00-79-600-14
	202205201	05/20/2022	10-158	Activity Funds	254.00	20222713	10-120
	202205201	05/20/2022	10-158	Activity Funds	115.76	20222713	10-120
	202205201	05/20/2022	10-158	Activity Funds	43.00	20222713	10-120
	202205201	05/20/2022	10-158	Activity Funds	412.98	20222713	10-120
	202205201	05/20/2022	10-158	Activity Funds	74.92	20222713	10-120
	202205201	05/20/2022	10-158	Activity Funds	71.84	20222713	10-120
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	23.97	20222714	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	27.70	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	44.76	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	316.27	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	6.53	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	6.53	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	6.53	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	29.99	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	101.89	20222714	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	8.99	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	20.49	20222714	10-2210-490-00-74-500-14



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	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	8.91	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	5.00	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	286.99	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-2212-332-00-74-500-14	Travel & Conference Curr	199.00	20222714	10-2212-332-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	199.94	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	43.81	20222714	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	43.81	20222714	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	39.27	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	46.86	20222714	10-2210-490-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	127.92	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	217.41	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	332.46	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	111.93	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	29.99	20222714	10-1100-421-00-74-500-14
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	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	155.88	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	7.98	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	445.07	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	457.66	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	(101.84)	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	5.75	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	5.75	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	5.75	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	7.96	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	5.80	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	5.80	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	6.54	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	6.71	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	7.46	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	17.31	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	12.00	20222714	10-1100-421-00-74-500-14
	202205201	05/20/2022	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	536.40	20222715	10-2210-410-92-79-600-14
	202205201	05/20/2022	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	338.05	20222715	10-1800-410-82-79-605-14
	202205201	05/20/2022	10-2213-640-00-79-600-14	Special Svcs Dues & Fees	271.00	20222715	10-2213-640-00-79-600-14
	202205201	05/20/2022	10-1200-410-00-79-600-14	Supplies Sp Ed	227.20	20222715	10-1200-410-00-79-600-14



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	202205201	05/20/2022	10-2210-430-82-71-300-14	ESL Prof Library	50.00	20222715	10-2210-430-82-71-300-14
	202205201	05/20/2022	10-2520-332-00-74-500-14	Travel Fiscal	200.00	20222716	10-2520-332-00-74-500-14
	202205201	05/20/2022	10-2520-410-00-74-500-14	Supplies Fiscal	42.36	20222716	10-2520-410-00-74-500-14
	202205201	05/20/2022	10-2520-410-00-74-500-14	Supplies Fiscal	87.39	20222716	10-2520-410-00-74-500-14
	202205201	05/20/2022	10-2520-410-00-74-500-14	Supplies Fiscal	123.11	20222716	10-2520-410-00-74-500-14
	202205201	05/20/2022	10-2520-410-00-74-500-14	Supplies Fiscal	24.09	20222716	10-2520-410-00-74-500-14
	202205201	05/20/2022	10-2520-410-00-74-500-14	Supplies Fiscal	128.19	20222716	10-2520-410-00-74-500-14
	202205201	05/20/2022	10-2520-332-00-74-500-14	Travel Fiscal	545.00	20222716	10-2520-332-00-74-500-14
	202205201	05/20/2022	10-2310-415-00-74-500-14	Leadership Supplies	36.68	20222717	10-2310-415-00-74-500-14
	202205201	05/20/2022	10-2546-490-00-79-600-14	Security Officer Supplies	51.96	20222717	10-2546-490-00-79-600-14
	202205201	05/20/2022	10-2546-490-00-79-600-14	Security Officer Supplies	938.99	20222717	10-2546-490-00-79-600-14
	202205201	05/20/2022	10-2546-490-00-79-600-14	Security Officer Supplies	305.95	20222717	10-2546-490-00-79-600-14
	202205201	05/20/2022	10-2630-332-00-74-500-14	Communications Travel	588.13	20222717	10-2630-332-00-74-500-14
	202205201	05/20/2022	10-2321-390-00-74-500-14	Purchased Service Supt	261.00	20222717	10-2321-390-00-74-500-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	39.00	20222718	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-00-79-600-14	Supplies Sp Ed	311.99	20222718	10-1200-410-00-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	727.96	20222718	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	15.80	20222718	10-1200-410-92-79-600-14
	202205201	05/20/2022	10-2630-332-00-74-500-14	Communications Travel	31.50	20222719	10-2630-332-00-74-500-14
	202205201	05/20/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	35.84	20222720	10-1120-410-12-74-210-13
	202205201	05/20/2022	10-1500-410-00-74-210-13	Training Supplies Heineman	42.99	20222720	10-1500-410-00-74-210-13
	202205201	05/20/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	35.88	20222720	10-1120-410-00-74-210-13
	202205201	05/20/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	46.45	20222720	10-1120-410-00-74-210-13
	202205201	05/20/2022	10-1500-411-00-74-210-13	Awards Heineman	86.00	20222720	10-1500-411-00-74-210-13
	202205201	05/20/2022	10-1500-335-00-74-210-13	Conference Travel Heineman	199.00	20222720	10-1500-335-00-74-210-13
	202205201	05/20/2022	10-2410-640-00-74-210-13	Office Dues & Fees Heineman	331.50	20222720	10-2410-640-00-74-210-13
	202205201	05/20/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	8.00	20222720	10-1120-410-12-74-210-13
	202205201	05/20/2022	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	(11.99)	20222720	10-1120-490-02-74-210-13
	202205201	05/20/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	80.00	20222720	10-1120-410-12-74-210-13
	202205201	05/20/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	72.98	20222720	10-1120-410-00-74-210-13
	202205201	05/20/2022	10-1532-410-00-74-210-13	Track Supplies Heineman	42.05	20222720	10-1532-410-00-74-210-13
	202205201	05/20/2022	10-1532-410-00-74-210-13	Track Supplies Heineman	49.40	20222720	10-1532-410-00-74-210-13
	202205201	05/20/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	5.84	20222720	10-2410-410-00-74-210-13
	202205201	05/20/2022	10-158	Activity Funds	167.80	20222720	10-120
	202205201	05/20/2022	10-158	Activity Funds	159.66	20222720	10-120



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	202205201	05/20/2022	10-158	Activity Funds	10.00	20222720	10-120
	202205201	05/20/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	35.99	20222720	10-1120-410-00-74-210-13
	202205201	05/20/2022	10-1120-410-13-74-210-06	Heineman Science Supplies 6	47.94	20222720	10-1120-410-13-74-210-06
	202205201	05/20/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	25.00	20222720	10-1120-410-12-74-210-13
	202205201	05/20/2022	10-1511-410-00-74-210-13	Cross Ctry Supplies Heineman	89.99	20222720	10-1511-410-00-74-210-13
	202205201	05/20/2022	10-1120-410-13-74-210-06	Heineman Science Supplies 6	170.07	20222720	10-1120-410-13-74-210-06
	202205201	05/20/2022	10-158	Activity Funds	89.88	20222720	10-120
	202205201	05/20/2022	10-1120-410-13-74-210-08	Heineman Science Supplies 8	58.34	20222720	10-1120-410-13-74-210-08
	202205201	05/20/2022	10-1120-410-13-74-210-08	Heineman Science Supplies 8	114.88	20222720	10-1120-410-13-74-210-08
	202205201	05/20/2022	10-1500-335-00-74-210-13	Conference Travel Heineman	199.00	20222720	10-1500-335-00-74-210-13
	202205201	05/20/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	9.59	20222720	10-1120-410-12-74-210-13
	202205201	05/20/2022	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	(14.99)	20222720	10-1120-490-02-74-210-13
	202205201	05/20/2022	10-2220-490-00-74-210-13	Media Center Tech Heineman	7.45	20222720	10-2220-490-00-74-210-13
	202205201	05/20/2022	10-2220-490-00-74-210-13	Media Center Tech Heineman	8.95	20222720	10-2220-490-00-74-210-13
	202205201	05/20/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	79.00	20222720	10-2410-410-00-74-210-13
	202205201	05/20/2022	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	42.84	20222720	10-1120-490-02-74-210-13
	202205201	05/20/2022	10-1120-410-13-74-210-08	Heineman Science Supplies 8	717.91	20222720	10-1120-410-13-74-210-08
	202205201	05/20/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	22.59	20222720	10-1120-410-00-74-210-13
	202205201	05/20/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	120.96	20222720	10-1120-410-00-74-210-13
	202205201	05/20/2022	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	17.98	20222720	10-1120-490-02-74-210-13
	202205201	05/20/2022	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	3.89	20222720	10-1120-490-02-74-210-13
	202205201	05/20/2022	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	(11.89)	20222720	10-1120-490-02-74-210-13
	202205201	05/20/2022	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	(14.88)	20222720	10-1120-490-02-74-210-13
	202205201	05/20/2022	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	(17.98)	20222720	10-1120-490-02-74-210-13
	202205201	05/20/2022	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	(55.87)	20222720	10-1120-490-02-74-210-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	328.65	20222721	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-1110-323-00-72-120-13	Repairs Martin	193.74	20222721	10-1110-323-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	429.99	20222721	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	419.99	20222721	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	126.50	20222721	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	55.34	20222721	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	18.96	20222721	10-2410-491-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	370.38	20222721	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2220-430-00-72-120-13	Media Center Martin	12.00	20222721	10-2220-430-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-120-13	Rebate Supplies Martin	438.20	20222721	10-2410-491-00-72-120-13



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	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	357.36	20222721	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2220-430-00-72-120-13	Media Center Martin	23.97	20222721	10-2220-430-00-72-120-13
	202205201	05/20/2022	10-2220-430-00-72-120-13	Media Center Martin	20.00	20222721	10-2220-430-00-72-120-13
	202205201	05/20/2022	10-2220-430-00-72-120-13	Media Center Martin	9.99	20222721	10-2220-430-00-72-120-13
	202205201	05/20/2022	10-1110-410-12-72-120-13	Music SuppliesMartin	171.91	20222721	10-1110-410-12-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	52.27	20222721	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-158	Activity Funds	77.50	20222721	10-120
	202205201	05/20/2022	10-158	Activity Funds	78.75	20222721	10-120
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	93.62	20222721	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	6.95	20222721	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	141.78	20222721	10-1110-410-00-72-120-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	115.96	20222722	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	107.94	20222722	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	185.39	20222722	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-2220-490-00-72-110-13	Media Center Tech Chesak	308.11	20222722	10-2220-490-00-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	81.21	20222722	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	78.50	20222722	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	112.80	20222722	10-1110-410-00-72-110-13
	202205201	05/20/2022	10-2410-491-00-72-110-13	Rebate Supplies Chesak	95.52	20222722	10-2410-491-00-72-110-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	110.69	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1400-323-00-71-300-13	Voc Ed Repairs HS	107.58	20222723	10-1400-323-00-71-300-13
	202205201	05/20/2022	10-1130-410-15-71-300-13	Social Studies Supplies HS	92.85	20222723	10-1130-410-15-71-300-13
	202205201	05/20/2022	10-1130-410-59-71-300-14	HS Special Ed Supplies	20.97	20222723	10-1130-410-59-71-300-14
	202205201	05/20/2022	10-1130-410-50-71-300-13	PE Supplies HS	8.62	20222723	10-1130-410-50-71-300-13
	202205201	05/20/2022	10-158	Activity Funds	123.66	20222723	10-120
	202205201	05/20/2022	10-1400-410-10-71-300-13	Ind Arts Supplies	1,050.00	20222723	10-1400-410-10-71-300-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	110.69	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	110.69	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	110.69	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	110.69	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1400-410-09-71-300-13	Home Economics Supplies	118.76	20222723	10-1400-410-09-71-300-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	110.69	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1130-410-05-71-300-13	English Supplies HS	445.00	20222723	10-1130-410-05-71-300-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	110.69	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	110.69	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	110.69	20222723	10-1543-332-00-71-305-13



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	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	259.21	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	152.75	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	95.23	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1400-410-01-71-300-13	Ag Supplies	86.47	20222723	10-1400-410-01-71-300-13
	202205201	05/20/2022	10-2410-490-00-71-300-13	HS Staff Recognition	52.92	20222723	10-2410-490-00-71-300-13
	202205201	05/20/2022	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	(10.99)	20222723	10-1130-490-02-71-300-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	110.69	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	70.12	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-2220-430-00-71-300-13	Media Center HS	17.95	20222723	10-2220-430-00-71-300-13
	202205201	05/20/2022	10-2220-430-00-71-300-13	Media Center HS	8.99	20222723	10-2220-430-00-71-300-13
	202205201	05/20/2022	10-2220-430-00-71-300-13	Media Center HS	41.97	20222723	10-2220-430-00-71-300-13
	202205201	05/20/2022	10-2220-430-00-71-300-13	Media Center HS	319.19	20222723	10-2220-430-00-71-300-13
	202205201	05/20/2022	10-2220-430-00-71-300-13	Media Center HS	470.99	20222723	10-2220-430-00-71-300-13
	202205201	05/20/2022	10-2220-430-00-71-300-13	Media Center HS	456.52	20222723	10-2220-430-00-71-300-13
	202205201	05/20/2022	10-1130-410-67-71-300-13	PLTW Supplies	22.58	20222723	10-1130-410-67-71-300-13
	202205201	05/20/2022	10-1130-410-15-71-300-13	Social Studies Supplies HS	179.99	20222723	10-1130-410-15-71-300-13
	202205201	05/20/2022	10-1130-410-15-71-300-13	Social Studies Supplies HS	51.96	20222723	10-1130-410-15-71-300-13
	202205201	05/20/2022	10-1400-410-10-71-300-13	Ind Arts Supplies	(201.65)	20222723	10-1400-410-10-71-300-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	310.50	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1130-323-00-71-300-13	Repairs HS	177.00	20222723	10-1130-323-00-71-300-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	310.50	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	310.50	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1400-410-10-71-300-13	Ind Arts Supplies	59.95	20222723	10-1400-410-10-71-300-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	310.50	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1400-410-03-71-300-13	Business Supplies	325.00	20222723	10-1400-410-03-71-300-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	310.50	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-1130-410-13-71-300-13	Science Supplies HS	458.72	20222723	10-1130-410-13-71-300-13
	202205201	05/20/2022	10-1130-410-33-71-305-13	Academies Supplies	96.00	20222723	10-1130-410-33-71-305-13
	202205201	05/20/2022	10-1130-410-33-71-305-13	Academies Supplies	120.00	20222723	10-1130-410-33-71-305-13
	202205201	05/20/2022	10-1130-410-13-71-300-13	Science Supplies HS	450.14	20222723	10-1130-410-13-71-300-13
	202205201	05/20/2022	10-1543-332-00-71-305-13	Activities Travel	96.98	20222723	10-1543-332-00-71-305-13
	202205201	05/20/2022	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	209.83	20222724	10-2410-410-00-74-150-14
	202205201	05/20/2022	10-158	Activity Funds	10.78	20222724	10-120
	202205201	05/20/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	123.24	20222724	10-2410-491-00-74-150-13
	202205201	05/20/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	113.24	20222724	10-2410-491-00-74-150-13



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	202205201	05/20/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	196.21	20222724	10-2410-491-00-74-150-13
	202205201	05/20/2022	10-2410-410-00-74-150-13	Office Supplies Conley	107.94	20222724	10-2410-410-00-74-150-13
	202205201	05/20/2022	10-1110-410-02-74-150-13	Art Supplies Conley	354.50	20222724	10-1110-410-02-74-150-13
	202205201	05/20/2022	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	25.50	20222724	10-2410-410-00-74-150-14
	202205201	05/20/2022	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	54.96	20222724	10-2410-491-00-74-140-13
	202205201	05/20/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	194.25	20222724	10-2410-491-00-74-150-13
	202205201	05/20/2022	10-2410-410-00-74-150-13	Office Supplies Conley	159.80	20222724	10-2410-410-00-74-150-13
	202205201	05/20/2022	10-1110-410-00-74-150-13	Inst Supplies Conley	298.89	20222724	10-1110-410-00-74-150-13
	202205201	05/20/2022	10-1110-410-00-74-150-13	Inst Supplies Conley	279.90	20222724	10-1110-410-00-74-150-13
	202205201	05/20/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	65.12	20222724	10-2410-491-00-74-150-13
	202205201	05/20/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	157.99	20222725	10-1110-410-00-71-100-13
	202205201	05/20/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	33.98	20222725	10-1110-410-00-71-100-13
	202205201	05/20/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	17.22	20222725	10-1110-410-00-71-100-13
	202205201	05/20/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	56.52	20222725	10-1110-410-00-71-100-13
	202205201	05/20/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	49.99	20222725	10-1110-410-00-71-100-13
	202205201	05/20/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	15.99	20222725	10-1110-410-00-71-100-13
	202205201	05/20/2022	10-1120-410-80-72-220-13	PBIS	60.00	20222726	10-1120-410-80-72-220-13
	202205201	05/20/2022	10-1120-410-80-72-220-13	PBIS	57.80	20222726	10-1120-410-80-72-220-13
	202205201	05/20/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	99.00	20222726	10-1120-410-00-72-220-13
	202205201	05/20/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	67.39	20222726	10-1120-410-09-72-220-13
	202205201	05/20/2022	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	9.99	20222726	10-1120-410-13-72-220-07
	202205201	05/20/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	249.99	20222726	10-2210-314-92-79-605-14
	202205201	05/20/2022	10-1120-410-80-72-220-13	PBIS	60.00	20222726	10-1120-410-80-72-220-13
	202205201	05/20/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	400.00	20222726	10-1120-410-00-72-220-13
	202205201	05/20/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	254.06	20222726	10-1120-410-00-72-220-13
	202205201	05/20/2022	10-2120-410-00-72-220-13	Supplies Guidance Marlowe	64.20	20222726	10-2120-410-00-72-220-13
	202205201	05/20/2022	10-2120-410-00-72-220-13	Supplies Guidance Marlowe	35.98	20222726	10-2120-410-00-72-220-13
	202205201	05/20/2022	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	55.60	20222726	10-2410-410-00-72-220-14
	202205201	05/20/2022	10-2120-410-00-72-220-13	Supplies Guidance Marlowe	78.44	20222726	10-2120-410-00-72-220-13
	202205201	05/20/2022	10-2120-410-00-72-220-13	Supplies Guidance Marlowe	17.00	20222726	10-2120-410-00-72-220-13
	202205201	05/20/2022	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	106.89	20222726	10-2410-410-00-72-220-14
	202205201	05/20/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	499.50	20222726	10-1120-410-00-72-220-13
	202205201	05/20/2022	10-2120-410-00-72-220-13	Supplies Guidance Marlowe	27.94	20222726	10-2120-410-00-72-220-13
	202205201	05/20/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	499.50	20222726	10-1120-410-00-72-220-13
	202205201	05/20/2022	10-2220-430-00-72-220-13	Media Center Marlowe	15.99	20222726	10-2220-430-00-72-220-13



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	202205201	05/20/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	499.50	20222726	10-1120-410-00-72-220-13
	202205201	05/20/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	316.03	20222726	10-1120-410-00-72-220-13
	202205201	05/20/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	(21.58)	20222726	10-1120-490-02-72-220-13
	202205201	05/20/2022	10-1120-410-80-72-220-13	PBIS	12.59	20222726	10-1120-410-80-72-220-13
	202205201	05/20/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	257.79	20222726	10-1120-410-00-72-220-13
	202205201	05/20/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	15.64	20222726	10-1120-410-00-72-220-13
	202205201	05/20/2022	10-158	Activity Funds	362.96	20222727	10-120
	202205201	05/20/2022	10-158	Activity Funds	218.50	20222727	10-120
	202205201	05/20/2022	10-158	Activity Funds	531.43	20222727	10-120
	202205201	05/20/2022	10-158	Activity Funds	510.00	20222727	10-120
	202205201	05/20/2022	10-158	Activity Funds	65.98	20222727	10-120
	202205201	05/20/2022	10-158	Activity Funds	285.21	20222727	10-120
	202205201	05/20/2022	10-158	Activity Funds	22.27	20222727	10-120
	202205201	05/20/2022	10-158	Activity Funds	47.19	20222727	10-120
	202205201	05/20/2022	10-158	Activity Funds	640.00	20222727	10-120
	202205201	05/20/2022	10-158	Activity Funds	94.96	20222727	10-120
	202205201	05/20/2022	10-158	Activity Funds	41.46	20222727	10-120
	202205201	05/20/2022	10-158	Activity Funds	177.90	20222727	10-120
	202205201	05/20/2022	10-158	Activity Funds	23.99	20222728	10-120
	202205201	05/20/2022	10-158	Activity Funds	176.13	20222728	10-120
	202205201	05/20/2022	10-158	Activity Funds	54.48	20222728	10-120
	202205201	05/20/2022	10-158	Activity Funds	252.46	20222728	10-120
					\$129,655.77	Payee Vendor Total	
Bosley, Tom	62128	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	108.00	0	10-1500-319-00-71-300-13
					\$108.00	Payee Vendor Total	
Brase, Jessica	62154	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	0	10-2310-230-00-74-500-14
					\$375.00	Payee Vendor Total	
Brents Mailing Equipment	62274	05/20/2022	10-2630-341-00-74-500-14	Postage Central Office	1,600.00	20222992	10-2630-341-00-74-500-14
					\$1,600.00	Payee Vendor Total	
Brock, Robert	62129	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13



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					<u>\$65.00</u>	Payee Vendor Total	
BryMax Enterprises Inc							
	62182	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	480.00	22041907	10-2560-415-00-71-300-13
	62182	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	480.00	22041907	10-2560-415-00-71-300-13
	62182	05/06/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	624.00	22041917	10-2560-415-00-72-220-13
	62182	05/06/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	576.00	22041917	10-2560-415-00-72-220-13
					<u>\$2,160.00</u>	Payee Vendor Total	
Building Technology Consu							
	62275	05/20/2022	20-2540-310-00-79	Professional & Technical	916.25	20222967	20-2540-310-00-79
					<u>\$916.25</u>	Payee Vendor Total	
Bulk Bookstore							
	62276	05/20/2022	10-1100-490-57-79-600-14	ESSER II Supplies	4,478.62	20222953	10-1100-490-57-79-600-14
	62276	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	12,012.38	20222953	10-1100-421-00-74-500-14
					<u>\$16,491.00</u>	Payee Vendor Total	
Burchill, Kimberly							
	62382	05/20/2022	10-1400-410-09-71-300-13	Home Economics Supplies	159.15		10-1400-410-09-71-300-13
	62382	05/20/2022	10-1400-410-09-71-300-13	Home Economics Supplies	254.93	0	10-1400-410-09-71-300-13
					<u>\$414.08</u>	Payee Vendor Total	
Burriss Equipment Co							
	62277	05/20/2022	20-2543-410-00-79	Grounds Supplies	27.22	20222997	20-2543-410-00-79
	62277	05/20/2022	20-2543-410-00-79	Grounds Supplies	382.65	20222997	20-2543-410-00-79
					<u>\$409.87</u>	Payee Vendor Total	
Burzawa, Monika							
	59326	04/29/2022	10-1611-305	Student Food Svc - HS	(40.00)	0	10-1611-305
					<u>(\$40.00)</u>	Payee Vendor Total	
Camelot Education							
	62420	05/27/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,682.68	22040517	10-4220-670-00-79-600-14
					<u>\$6,682.68</u>	Payee Vendor Total	
Campbell, Erica							
	62383	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	97.44	0	10-1100-421-00-74-500-14
					<u>\$97.44</u>	Payee Vendor Total	
Canteen Refreshments							
	62278	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	369.52	20222968	10-2560-415-00-71-300-13



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	62278	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	684.30	20223012	10-2560-415-00-71-300-13
					<u>\$1,053.82</u>	Payee Vendor Total	
Carlson, Dean							
	62384	05/20/2022	20-2540-332-00-79	Travel	15.33		20-2540-332-00-79
					<u>\$15.33</u>	Payee Vendor Total	
Carnegie Learning							
	62089	04/29/2022	10-1100-423-00-74-500-14	New Adoption	1,590.00	20222349	10-1100-423-00-74-500-14
	62089	04/29/2022	10-1100-423-00-74-500-14	New Adoption	6,000.00	20222349	10-1100-423-00-74-500-14
	62089	04/29/2022	10-1100-423-00-74-500-14	New Adoption	15,900.00	20222349	10-1100-423-00-74-500-14
					<u>\$23,490.00</u>	Payee Vendor Total	
Carolina Biological Suppl							
	62090	04/29/2022	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	80.00	20222490	10-2410-491-00-72-220-13
	62090	04/29/2022	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	900.60	20222490	10-2410-491-00-72-220-13
	62421	05/27/2022	10-1130-410-67-71-300-13	PLTW Supplies	8.47	20222329	10-1130-410-67-71-300-13
	62421	05/27/2022	10-1130-410-67-71-300-13	PLTW Supplies	14.92	20222329	10-1130-410-67-71-300-13
	62421	05/27/2022	10-1130-410-67-71-300-13	PLTW Supplies	4.90	20222329	10-1130-410-67-71-300-13
	62421	05/27/2022	10-1130-410-67-71-300-13	PLTW Supplies	4.81	20222329	10-1130-410-67-71-300-13
	62421	05/27/2022	10-1130-410-67-71-300-13	PLTW Supplies	4.90	20222329	10-1130-410-67-71-300-13
	62421	05/27/2022	10-1130-410-67-71-300-13	PLTW Supplies	14.92	20222329	10-1130-410-67-71-300-13
	62421	05/27/2022	10-1130-410-67-71-300-13	PLTW Supplies	7.68	20222329	10-1130-410-67-71-300-13
					<u>\$1,041.20</u>	Payee Vendor Total	
Casey, Jack							
	62226	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	61.00		10-1500-319-00-71-300-13
					<u>\$61.00</u>	Payee Vendor Total	
CDW Government Inc							
	62091	04/29/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	329.69	20221228	10-1200-410-92-79-600-14
	62279	05/20/2022	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	50.08	20222385	10-2660-490-00-79-600-14
	62279	05/20/2022	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	3,990.00	20222385	10-2660-490-00-79-600-14
	62422	05/27/2022	10-1200-410-00-79-600-14	Supplies Sp Ed	225.56	20222958	10-1200-410-00-79-600-14
					<u>\$4,595.33</u>	Payee Vendor Total	
CDWG Capital One							
	992200282	04/29/2022	10-2660-470-00-79-600-14	Software Technology	14,988.64	20222696	10-2660-470-00-79-600-14
	992200282	04/29/2022	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	106,611.36	20222696	10-2660-490-00-79-600-14
	992200295	05/20/2022	10-2660-470-00-79-600-14	Software Technology	106,611.36	20222696	10-2660-470-00-79-600-14



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	992200295	05/20/2022	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	758,306.64	20222696	10-2660-490-00-79-600-14
					<u>\$986,518.00</u>	Payee Vendor Total	
Center for the Collaborat							
	62183	05/06/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	304.00	20222745	10-1110-410-00-72-110-13
	62183	05/06/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	1,450.00	20222745	10-1110-410-00-72-110-13
	62183	05/06/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	2,350.00	20222745	10-1110-410-00-72-110-13
					<u>\$4,104.00</u>	Payee Vendor Total	
Central States Bus Sales							
	62184	05/06/2022	40-2554-410-00-79	Fleet Supplies	56.98	22020727	40-2554-410-00-79
	62280	05/20/2022	40-2554-410-00-79	Fleet Supplies	413.58	22040727	40-2554-410-00-79
	62423	05/27/2022	40-2554-410-00-79	Fleet Supplies	98.51	22050727	40-2554-410-00-79
					<u>\$569.07</u>	Payee Vendor Total	
Century Springs							
	62281	05/20/2022	10-2410-490-00-71-300-13	HS Staff Recognition	27.00	20222969	10-2410-490-00-71-300-13
	62281	05/20/2022	10-2410-490-00-71-300-13	HS Staff Recognition	27.00	20222969	10-2410-490-00-71-300-13
	62281	05/20/2022	10-2410-490-00-71-300-13	HS Staff Recognition	27.00	20222969	10-2410-490-00-71-300-13
	62281	05/20/2022	10-2410-490-00-71-300-13	HS Staff Recognition	11.97	20222969	10-2410-490-00-71-300-13
	62281	05/20/2022	10-2410-490-00-71-300-13	HS Staff Recognition	19.00	20222969	10-2410-490-00-71-300-13
	62281	05/20/2022	10-2410-490-00-71-300-13	HS Staff Recognition	56.91	20222969	10-2410-490-00-71-300-13
					<u>\$168.88</u>	Payee Vendor Total	
CINTAS							
	992200283	04/29/2022	40-2550-325-00-79	Rental Trans	174.39	22040757	40-2550-325-00-79
	992200288	05/06/2022	40-2550-325-00-79	Rental Trans	174.39	22040757	40-2550-325-00-79
	992200288	05/06/2022	20-2542-323-00-79	Repairs & Maint Buildings	140.15	22041567	20-2542-323-00-79
	992200296	05/20/2022	20-2542-323-00-79	Repairs & Maint Buildings	140.15	22051567	20-2542-323-00-79
	992200296	05/20/2022	40-2550-325-00-79	Rental Trans	174.39	22050757	40-2550-325-00-79
	992200296	05/20/2022	20-2542-323-00-79	Repairs & Maint Buildings	140.15	22051567	20-2542-323-00-79
					<u>\$943.62</u>	Payee Vendor Total	
Classroom Connection Day							
	62282	05/20/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,642.75	22030587	10-4220-670-00-79-600-14
	62282	05/20/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,045.00	22040587	10-4220-670-00-79-600-14
					<u>\$15,687.75</u>	Payee Vendor Total	
Clinical Connections							
	62424	05/27/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	405.00	22041962	10-4220-670-00-79-600-14



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					<u>\$405.00</u>	Payee Vendor Total	
Coleman, Candice							
	62385	05/20/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	17.20	0	10-1200-310-92-79-600-14
					<u>\$17.20</u>	Payee Vendor Total	
Colley Elevator Co							
	62092	04/29/2022	20-2542-323-00-79	Repairs & Maint Buildings	1,170.00	20222406	20-2542-323-00-79
					<u>\$1,170.00</u>	Payee Vendor Total	
Comcast							
	62283	05/20/2022	20-2540-340-00-79	Telephone - Districtwide	5,922.36	22051627	20-2540-340-00-79
					<u>\$5,922.36</u>	Payee Vendor Total	
Connections Day School							
	62185	05/06/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,790.16	22040537	10-4220-670-00-79-600-14
	62185	05/06/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,790.16	22040537	10-4220-670-00-79-600-14
					<u>\$9,580.32</u>	Payee Vendor Total	
Conserv FS Inc							
	992200297	05/20/2022	20-2543-410-00-79	Grounds Supplies	6,670.00	20222932	20-2543-410-00-79
					<u>\$6,670.00</u>	Payee Vendor Total	
Constellation NewEnergy							
	62227	05/19/2022	20-2540-465-00-79	Natural Gas	38,582.52	0	20-2540-465-00-79
					<u>\$38,582.52</u>	Payee Vendor Total	
CPC Inc. / Facility Tree							
	62186	05/06/2022	20-2542-390-00-79	Other Purchased Service	748.80	22050277	20-2542-390-00-79
					<u>\$748.80</u>	Payee Vendor Total	
Crescent Electric Supply							
	992200284	04/29/2022	20-2542-410-00-79	Supplies B & G	893.16	22020047	20-2542-410-00-79
	992200284	04/29/2022	20-2542-410-00-79	Supplies B & G	388.54	22010047	20-2542-410-00-79
	992200284	04/29/2022	20-2542-410-00-79	Supplies B & G	123.30	22040047	20-2542-410-00-79
					<u>\$1,405.00</u>	Payee Vendor Total	
Crick Software							
	62093	04/29/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	5,000.00	20220225	10-1200-310-92-79-600-14
					<u>\$5,000.00</u>	Payee Vendor Total	
Crown Trophy							
	62284	05/20/2022	10-2321-410-00-74-500-14	Supplies Supt	20.57	20222998	10-2321-410-00-74-500-14

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					<u>\$20.57</u>	Payee Vendor Total	
Crystal Lake School Distr							
	62285	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	127.00	20222910	10-1200-410-92-79-600-14
	62285	05/20/2022	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	581.25	20222926	10-4120-310-92-79-600-14
					<u>\$708.25</u>	Payee Vendor Total	
CT Veach Inc							
	62286	05/20/2022	20-2543-320-00-79-600-14	Grounds Contract	19,361.11	22050157	20-2543-320-00-79-600-14
					<u>\$19,361.11</u>	Payee Vendor Total	
D158 Activity							
	202242912	04/30/2022	10-158	Activity Funds	7,887.12		10-120
					<u>\$7,887.12</u>	Payee Vendor Total	
D158 Food Service							
	202204301	04/30/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst	15.18		10-2210-490-00-74-500-14
	202204301	04/30/2022	10-1690-215	Other Food Serv Rev Heineman	(15.18)		10-1690-215
	202204301	04/30/2022	10-2120-410-00-71-300-13	Supplies Counseling HS	840.00		10-2120-410-00-71-300-13
	202204301	04/30/2022	10-1690-305	Other Food Serv Rev HS	(840.00)		10-1690-305
	202204301	04/30/2022	10-121	Food Service Receivable	414.63		10-163
	202204301	04/30/2022	10-1690-305	Other Food Serv Rev HS	(414.63)		10-1690-305
	202204301	04/30/2022	40-2550-410-00-79	Office Supplies	62.79		40-2550-410-00-79
	202204301	04/30/2022	10-1690-215	Other Food Serv Rev Heineman	(62.79)		10-1690-215
	202204301	04/30/2022	10-2546-490-00-79-600-14	Security Officer Supplies	86.25		10-2546-490-00-79-600-14
	202204301	04/30/2022	10-1690-215	Other Food Serv Rev Heineman	(86.25)		10-1690-215
	202204301	04/30/2022	10-2546-490-00-79-600-14	Security Officer Supplies	113.90		10-2546-490-00-79-600-14
	202204301	04/30/2022	10-1690-305	Other Food Serv Rev HS	(113.90)		10-1690-305
	202204301	04/30/2022	40-2550-410-00-79	Office Supplies	62.79		40-2550-410-00-79
	202204301	04/30/2022	10-1690-215	Other Food Serv Rev Heineman	(62.79)		10-1690-215
					<u>\$0.00</u>	Payee Vendor Total	
D158 LIGHT Program							
	62094	04/29/2022	10-1200-410-66-71-300-13	STEP Supplies	81.53	0	10-1200-410-66-71-300-13
	62094	04/29/2022	10-1200-410-66-71-300-13	STEP Supplies	757.11	0	10-1200-410-66-71-300-13
	62187	05/06/2022	10-1200-410-66-71-300-13	STEP Supplies	620.33	0	10-1200-410-66-71-300-13
					<u>\$1,458.97</u>	Payee Vendor Total	
Dahmane, Mek							
	62130	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	165.00	0	10-1500-319-00-71-300-13

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					<u>\$165.00</u>	Payee Vendor Total	
Datamation Imaging Servic							
	62287	05/20/2022	10-2660-390-00-79-600-14	Purchased Service Technology	125.00	22050397	10-2660-390-00-79-600-14
					<u>\$125.00</u>	Payee Vendor Total	
Day, Jason							
	59267	04/29/2022	10-1611-215	Student Food Svc - Heineman	(25.75)	0	10-1611-215
					<u>(\$25.75)</u>	Payee Vendor Total	
del Castillo, Rocio							
	62386	05/20/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	425.00		10-2213-332-00-79-600-14
					<u>\$425.00</u>	Payee Vendor Total	
Desmos Inc							
	62288	05/20/2022	10-2213-310-00-79-600-14	Special Svcs Pur Svc	(1,800.00)	20222989	10-2213-310-00-79-600-14
	62288	05/20/2022	10-2213-310-00-79-600-14	Special Svcs Pur Svc	15,000.00	20222989	10-2213-310-00-79-600-14
					<u>\$13,200.00</u>	Payee Vendor Total	
Direct Fitness Solutions							
	62095	04/29/2022	10-1130-323-00-71-300-13	Repairs HS	1,875.96	20222030	10-1130-323-00-71-300-13
					<u>\$1,875.96</u>	Payee Vendor Total	
Dominquez, Lorenzo							
	62228	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	61.00	0	10-1500-319-00-71-300-13
					<u>\$61.00</u>	Payee Vendor Total	
Doran, Joan							
	62289	05/20/2022	10-1130-410-12-71-300-13	Music Supplies HS	300.00	20222840	10-1130-410-12-71-300-13
	62289	05/20/2022	10-1130-410-12-71-300-13	Music Supplies HS	300.00	20222840	10-1130-410-12-71-300-13
					<u>\$600.00</u>	Payee Vendor Total	
Doyle, Steven							
	62229	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	126.00	0	10-1500-319-00-71-300-13
					<u>\$126.00</u>	Payee Vendor Total	
Dreisilker Electric Motor							
	992200298	05/20/2022	20-2542-410-00-79	Supplies B & G	236.54	20222960	20-2542-410-00-79
					<u>\$236.54</u>	Payee Vendor Total	
DuPage Federation on Huma							
	62290	05/20/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	64.35	20222833	10-1200-310-92-79-600-14

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					<u>\$64.35</u>	Payee Vendor Total	
Easterseals							
	62291	05/20/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	4,800.00	20223007	10-2210-314-92-79-605-14
	62291	05/20/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	4,800.00	20223007	10-2210-314-92-79-605-14
					<u>\$9,600.00</u>	Payee Vendor Total	
Eckelberry, Andrew							
	62131	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
					<u>\$65.00</u>	Payee Vendor Total	
Eds Automotive							
	62292	05/20/2022	40-2550-310-00-79	Prof & Tech Service Trans	550.00	22040707	40-2550-310-00-79
					<u>\$550.00</u>	Payee Vendor Total	
Edwards, Elizabeth							
	62155	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					<u>\$390.00</u>	Payee Vendor Total	
Embrace Education							
	62293	05/20/2022	10-2660-310-92-79-600-14	IDEA Data Processing Pur Svc	200.00	20222927	10-2660-310-92-79-600-14
					<u>\$200.00</u>	Payee Vendor Total	
Enabling Devices Inc							
	62294	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	898.70	20222830	10-1200-410-92-79-600-14
					<u>\$898.70</u>	Payee Vendor Total	
Engler Callaway Baasten &							
	62295	05/20/2022	10-2310-318-00-74-500-14	Legal Board	1,764.00	20223053	10-2310-318-00-74-500-14
					<u>\$1,764.00</u>	Payee Vendor Total	
Escudero, Michelle							
	62387	05/20/2022	10-2561-332-00-79-605-14	Dir Food Service Travel	35.10	0	10-2561-332-00-79-605-14
					<u>\$35.10</u>	Payee Vendor Total	
Esposito, Don							
	62096	04/29/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	250.00	20222767	10-2410-491-00-74-210-13
					<u>\$250.00</u>	Payee Vendor Total	
Felde, Lauren							
	62388	05/20/2022	10-1200-310-66-71-300-13	STEP Purchased Services	23.05	0	10-1200-310-66-71-300-13
					<u>\$23.05</u>	Payee Vendor Total	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
FFP Fund IV Lessee2 LLC							
	62188	05/06/2022	20-2540-466-00-79	Electric	15,531.17	0	20-2540-466-00-79
					<u>\$15,531.17</u>	Payee Vendor Total	
Fiorio, Robert							
	62132	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	126.00	0	10-1500-319-00-71-300-13
					<u>\$126.00</u>	Payee Vendor Total	
Fisher, Stacy							
	62156	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	0	10-2310-230-00-74-500-14
					<u>\$375.00</u>	Payee Vendor Total	
Flaghouse Inc							
	62189	05/06/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	112.25	20222560	10-1200-410-92-79-600-14
					<u>\$112.25</u>	Payee Vendor Total	
Flashbay Inc							
	62296	05/20/2022	10-2546-490-00-79-600-14	Security Officer Supplies	240.00	20222258	10-2546-490-00-79-600-14
					<u>\$240.00</u>	Payee Vendor Total	
Flinn Scientific Inc							
	62297	05/20/2022	10-1130-410-13-71-300-13	Science Supplies HS	207.30	20222827	10-1130-410-13-71-300-13
					<u>\$207.30</u>	Payee Vendor Total	
Flynn Jr, John							
	62133	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	165.00	0	10-1500-319-00-71-300-13
					<u>\$165.00</u>	Payee Vendor Total	
Follett Content Solutions							
	62097	04/29/2022	10-2220-430-00-71-300-13	Media Center HS	431.65	20221983	10-2220-430-00-71-300-13
	62190	05/06/2022	10-2220-430-00-74-140-13	Media Center Mackeben	260.82	20222231	10-2220-430-00-74-140-13
	62298	05/20/2022	10-2220-430-00-74-150-13	Media Center Conley	254.99	20222342	10-2220-430-00-74-150-13
					<u>\$947.46</u>	Payee Vendor Total	
Fox Valley Fire Safety							
	992200285	04/29/2022	20-2542-390-00-79	Other Purchased Service	801.00	22020817	20-2542-390-00-79
	992200285	04/29/2022	20-2542-323-00-79	Repairs & Maint Buildings	888.00	22020097	20-2542-323-00-79
	992200289	05/06/2022	20-2542-323-00-79	Repairs & Maint Buildings	2,985.50	20222502	20-2542-323-00-79
	992200299	05/20/2022	20-2542-390-00-79	Other Purchased Service	801.00	22050817	20-2542-390-00-79
					<u>\$5,475.50</u>	Payee Vendor Total	
Gasca, Anthony							



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	62134	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00	0	10-1500-319-00-71-300-13
					<u>\$62.00</u>	Payee Vendor Total	
General Parts LLC							
	992200290	05/06/2022	10-2560-323-00-71-300-13	Cafe Repairs HS	518.50	22041667	10-2560-323-00-71-300-13
	992200290	05/06/2022	10-2560-323-00-71-100-13	Cafe Repairs Leggee	277.40	22041657	10-2560-323-00-71-100-13
	992200290	05/06/2022	10-2560-323-00-71-100-13	Cafe Repairs Leggee	1,500.03	22041657	10-2560-323-00-71-100-13
	992200290	05/06/2022	10-2560-323-00-72-110-13	Cafe Repairs Chesak	388.88	22041677	10-2560-323-00-72-110-13
	992200290	05/06/2022	10-2560-323-00-74-150-13	Cafe Repairs Conley	1,569.05	22041717	10-2560-323-00-74-150-13
					<u>\$4,253.86</u>	Payee Vendor Total	
Get Fresh Produce Inc							
	62299	05/20/2022	10-2560-415-00-74-150-13	Cafe Food Conley	42.51	20223013	10-2560-415-00-74-150-13
	62299	05/20/2022	10-2560-415-00-74-150-13	Cafe Food Conley	224.44	20223013	10-2560-415-00-74-150-13
	62299	05/20/2022	10-2560-415-00-74-150-13	Cafe Food Conley	256.88	20223064	10-2560-415-00-74-150-13
	62299	05/20/2022	10-2560-415-00-74-150-13	Cafe Food Conley	263.33	20222878	10-2560-415-00-74-150-13
					<u>\$787.16</u>	Payee Vendor Total	
GFC Leasing WI							
	992200291	05/06/2022	10-2900-325-00-79-600-14	Copier Leases	3,677.63	22050617	10-2900-325-00-79-600-14
					<u>\$3,677.63</u>	Payee Vendor Total	
Glowaty, Nicholas							
	62157	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	520.00	0	10-2310-230-00-74-500-14
					<u>\$520.00</u>	Payee Vendor Total	
Gomez, Avelino							
	62135	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
					<u>\$65.00</u>	Payee Vendor Total	
Good, Logan							
	62230	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00	0	10-1500-319-00-71-300-13
					<u>\$62.00</u>	Payee Vendor Total	
Gordon Flesch Co Inc							
	992200300	05/20/2022	10-2900-390-00-79-600-14	Copier Maintenance	1,318.81	20222822	10-2900-390-00-79-600-14
	992200300	05/20/2022	10-2900-390-00-79-600-14	Copier Maintenance	962.70	20222822	10-2900-390-00-79-600-14
	992200300	05/20/2022	10-2900-390-00-79-600-14	Copier Maintenance	481.00	20222822	10-2900-390-00-79-600-14
	992200300	05/20/2022	10-2900-390-00-79-600-14	Copier Maintenance	878.94	20222822	10-2900-390-00-79-600-14
	992200300	05/20/2022	10-2900-390-00-79-600-14	Copier Maintenance	6,689.79	20222822	10-2900-390-00-79-600-14



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					<u>\$10,331.24</u>	Payee Vendor Total	
Gordon Food Service							
	62098	04/29/2022	10-1120-410-09-74-210-13	Home Ec Heineman	17.43	20220566	10-1120-410-09-74-210-13
	62191	05/06/2022	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	30.60	22041197	10-2560-410-00-72-220-13
	62191	05/06/2022	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	263.22	22041197	10-2560-410-00-72-220-13
	62191	05/06/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	275.72	22041167	10-2560-410-00-71-300-13
	62191	05/06/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	293.41	22041167	10-2560-410-00-71-300-13
	62191	05/06/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	48.96	22041167	10-2560-410-00-71-300-13
	62191	05/06/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	206.13	22041167	10-2560-410-00-71-300-13
	62191	05/06/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	479.85	22041167	10-2560-410-00-71-300-13
	62191	05/06/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	239.10	22041167	10-2560-410-00-71-300-13
	62191	05/06/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	224.86	22041167	10-2560-410-00-71-300-13
	62191	05/06/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	134.90	22041167	10-2560-410-00-71-300-13
	62191	05/06/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	134.90	22041167	10-2560-410-00-71-300-13
	62191	05/06/2022	10-2560-410-00-72-120-13	Cafe Supplies Martin	299.60	22041187	10-2560-410-00-72-120-13
	62191	05/06/2022	10-2560-410-00-72-120-13	Cafe Supplies Martin	46.50	22041187	10-2560-410-00-72-120-13
	62191	05/06/2022	10-2560-410-00-72-120-13	Cafe Supplies Martin	284.00	22041187	10-2560-410-00-72-120-13
	62191	05/06/2022	10-2560-410-00-72-120-13	Cafe Supplies Martin	(476.02)	22041187	10-2560-410-00-72-120-13
	62191	05/06/2022	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	(634.96)	22041197	10-2560-410-00-72-220-13
	62191	05/06/2022	10-2560-410-00-72-110-13	Cafe Supplies Chesak	127.50	22041177	10-2560-410-00-72-110-13
	62191	05/06/2022	10-2560-410-00-72-110-13	Cafe Supplies Chesak	94.67	22041177	10-2560-410-00-72-110-13
	62191	05/06/2022	10-2560-410-00-72-110-13	Cafe Supplies Chesak	55.88	22041177	10-2560-410-00-72-110-13
	62191	05/06/2022	10-2560-410-00-72-110-13	Cafe Supplies Chesak	196.61	22041177	10-2560-410-00-72-110-13
	62191	05/06/2022	10-2560-410-00-72-110-13	Cafe Supplies Chesak	228.00	22041177	10-2560-410-00-72-110-13
	62191	05/06/2022	10-2560-410-00-72-110-13	Cafe Supplies Chesak	42.50	22051177	10-2560-410-00-72-110-13
	62191	05/06/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	216.56	22041227	10-2560-410-00-74-210-13
	62191	05/06/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	728.79	22041227	10-2560-410-00-74-210-13
	62191	05/06/2022	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	345.57	22041207	10-2560-410-00-74-140-13
	62191	05/06/2022	10-2560-410-00-74-150-13	Cafe Supplies Conley	107.85	22041217	10-2560-410-00-74-150-13
	62191	05/06/2022	10-2560-410-00-74-150-13	Cafe Supplies Conley	209.87	22041217	10-2560-410-00-74-150-13
	62191	05/06/2022	10-2560-410-00-71-100-13	Cafe Supplies Leggee	223.40	22041157	10-2560-410-00-71-100-13
	62300	05/20/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	9.19	20222970	10-1120-410-09-72-220-13
	62300	05/20/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	54.96	20222970	10-1120-410-09-72-220-13
	62300	05/20/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	12.00	20222970	10-1120-410-09-72-220-13
	62300	05/20/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	8.04	20222970	10-1120-410-09-72-220-13



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	62300	05/20/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	61.24	20222970	10-1120-410-09-72-220-13
	62300	05/20/2022	10-1400-410-09-71-300-13	Home Economics Supplies	92.14	20222999	10-1400-410-09-71-300-13
	62300	05/20/2022	10-1400-410-09-71-300-13	Home Economics Supplies	189.82	20223073	10-1400-410-09-71-300-13
	62300	05/20/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,657.26	22041277	10-2560-415-00-72-220-13
	62300	05/20/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	5,552.39	22041277	10-2560-415-00-72-220-13
	62300	05/20/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	(72.00)	22041277	10-2560-415-00-72-220-13
	62300	05/20/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	(3.33)	22041277	10-2560-415-00-72-220-13
	62300	05/20/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	(17.64)	22041277	10-2560-415-00-72-220-13
	62300	05/20/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	65.12	22041277	10-2560-415-00-72-220-13
	62300	05/20/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	2,925.43	22041277	10-2560-415-00-72-220-13
	62300	05/20/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	392.77	22041257	10-2560-415-00-72-110-13
	62300	05/20/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	3,405.05	22041257	10-2560-415-00-72-110-13
	62300	05/20/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	1,147.26	22041257	10-2560-415-00-72-110-13
	62300	05/20/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	(6.63)	22041257	10-2560-415-00-72-110-13
	62300	05/20/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	473.12	22041257	10-2560-415-00-72-110-13
	62300	05/20/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	2,284.73	22041257	10-2560-415-00-72-110-13
	62300	05/20/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	567.10	22051257	10-2560-415-00-72-110-13
	62300	05/20/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	3,275.42	22051257	10-2560-415-00-72-110-13
	62300	05/20/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	(18.44)	22051257	10-2560-415-00-72-110-13
	62300	05/20/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	(10.03)	22051257	10-2560-415-00-72-110-13
	62300	05/20/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	54.10	22051257	10-2560-415-00-72-110-13
	62300	05/20/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	352.23	22051257	10-2560-415-00-72-110-13
	62300	05/20/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	804.35	22041307	10-2560-415-00-74-210-13
	62300	05/20/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	2,391.41	22041307	10-2560-415-00-74-210-13
	62300	05/20/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	550.80	22041307	10-2560-415-00-74-210-13
	62300	05/20/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	757.88	22041307	10-2560-415-00-74-210-13
	62300	05/20/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	1,250.42	22041307	10-2560-415-00-74-210-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	4,230.42	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	(9.79)	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	88.04	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	(98.95)	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	3,280.70	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	670.76	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	360.12	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	3,900.66	22041247	10-2560-415-00-71-300-13



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	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	602.93	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	143.40	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	513.29	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	660.89	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	4,080.92	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	(41.39)	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	171.68	22041247	10-2560-415-00-71-300-13
	62300	05/20/2022	10-2560-415-00-72-120-13	Cafe Food Martin	306.64	22041267	10-2560-415-00-72-120-13
	62300	05/20/2022	10-2560-415-00-72-120-13	Cafe Food Martin	46.89	22041267	10-2560-415-00-72-120-13
	62300	05/20/2022	10-2560-415-00-72-120-13	Cafe Food Martin	1,105.98	22041267	10-2560-415-00-72-120-13
	62300	05/20/2022	10-2560-415-00-72-120-13	Cafe Food Martin	496.24	22041267	10-2560-415-00-72-120-13
	62300	05/20/2022	10-2560-415-00-72-120-13	Cafe Food Martin	863.30	22041267	10-2560-415-00-72-120-13
	62300	05/20/2022	10-2560-415-00-72-120-13	Cafe Food Martin	996.56	22041267	10-2560-415-00-72-120-13
	62300	05/20/2022	10-2560-415-00-72-120-13	Cafe Food Martin	206.20	22041267	10-2560-415-00-72-120-13
	62300	05/20/2022	10-2560-415-00-72-120-13	Cafe Food Martin	2,766.65	22041267	10-2560-415-00-72-120-13
	62300	05/20/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	2,165.96	22041287	10-2560-415-00-74-140-13
	62300	05/20/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,511.88	22041287	10-2560-415-00-74-140-13
	62300	05/20/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	794.36	22041237	10-2560-415-00-71-100-13
	62300	05/20/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	1,732.79	22041237	10-2560-415-00-71-100-13
	62300	05/20/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	708.74	22041237	10-2560-415-00-71-100-13
	62300	05/20/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	952.25	22041237	10-2560-415-00-71-100-13
	62300	05/20/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	(58.16)	22041237	10-2560-415-00-71-100-13
	62300	05/20/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	116.32	22041237	10-2560-415-00-71-100-13
	62300	05/20/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	604.72	22041237	10-2560-415-00-71-100-13
	62300	05/20/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	1,638.15	22041237	10-2560-415-00-71-100-13
	62300	05/20/2022	10-2560-415-00-74-150-13	Cafe Food Conley	1,218.45	22041297	10-2560-415-00-74-150-13
	62300	05/20/2022	10-2560-415-00-74-150-13	Cafe Food Conley	1,333.39	22041297	10-2560-415-00-74-150-13
	62300	05/20/2022	10-2560-415-00-74-150-13	Cafe Food Conley	76.40	22041297	10-2560-415-00-74-150-13
	62300	05/20/2022	10-2560-415-00-74-150-13	Cafe Food Conley	1,088.07	22041297	10-2560-415-00-74-150-13
	62300	05/20/2022	10-2560-415-97-79-600-14	All Children Snacks	384.35	20222652	10-2560-415-97-79-600-14
	62300	05/20/2022	10-2560-415-97-79-600-14	All Children Snacks	1,391.70	20222652	10-2560-415-97-79-600-14
	62191	05/06/2022	10-2560-410-00-71-100-13	Cafe Supplies Leggee	385.71	22041157	10-2560-410-00-71-100-13
	62191	05/06/2022	10-2560-410-00-71-100-13	Cafe Supplies Leggee	213.20	22041157	10-2560-410-00-71-100-13
	62191	05/06/2022	10-2560-410-00-71-100-13	Cafe Supplies Leggee	46.58	22041157	10-2560-410-00-71-100-13
	62191	05/06/2022	10-2560-410-00-71-100-13	Cafe Supplies Leggee	48.96	22041157	10-2560-410-00-71-100-13



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	62300	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	570.89	22041247	10-2560-415-00-71-300-13
					<u>\$74,918.41</u>	Payee Vendor Total	
Gore, Rita							
	62389	05/20/2022	10-2520-332-00-74-500-14	Travel Fiscal	32.76		10-2520-332-00-74-500-14
					<u>\$32.76</u>	Payee Vendor Total	
Grainger							
	62303	05/20/2022	20-2542-410-00-79	Supplies B & G	37.43	22030107	20-2542-410-00-79
					<u>\$37.43</u>	Payee Vendor Total	
Grasch, Gary							
	62231	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
					<u>\$65.00</u>	Payee Vendor Total	
Great Minds PBC							
	62304	05/20/2022	10-1100-423-00-74-500-14	New Adoption	77.54	20221036	10-1100-423-00-74-500-14
	62304	05/20/2022	10-1100-423-00-74-500-14	New Adoption	(99.00)	20221036	10-1100-423-00-74-500-14
	62304	05/20/2022	10-1100-423-00-74-500-14	New Adoption	99.00	20221036	10-1100-423-00-74-500-14
	62304	05/20/2022	10-1100-423-00-74-500-14	New Adoption	(195.00)	20221036	10-1100-423-00-74-500-14
	62304	05/20/2022	10-1100-423-00-74-500-14	New Adoption	780.00	20221036	10-1100-423-00-74-500-14
	62304	05/20/2022	10-1100-423-00-74-500-14	New Adoption	(45.00)	20221036	10-1100-423-00-74-500-14
	62304	05/20/2022	10-1100-423-00-74-500-14	New Adoption	180.00	20221036	10-1100-423-00-74-500-14
	62304	05/20/2022	10-1100-423-00-74-500-14	New Adoption	(73.85)	20221036	10-1100-423-00-74-500-14
	62304	05/20/2022	10-1100-423-00-74-500-14	New Adoption	147.70	20221036	10-1100-423-00-74-500-14
					<u>\$871.39</u>	Payee Vendor Total	
Gullifor, Kateri							
	62390	05/20/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	78.86		10-1200-310-92-79-600-14
	62158	05/06/2022	10-2210-640-92-79-605-14	IDEA Other Objects	375.00	0	10-2210-640-92-79-605-14
					<u>\$453.86</u>	Payee Vendor Total	
Halan, Merle							
	62391	05/20/2022	10-1620-115	Adult Sales - Chesak	9.85	0	10-1620-115
					<u>\$9.85</u>	Payee Vendor Total	
Hand2mind							
	62305	05/20/2022	10-1100-423-00-74-500-14	New Adoption	2,144.89	20222570	10-1100-423-00-74-500-14
	62305	05/20/2022	10-1100-423-00-74-500-14	New Adoption	2,534.87	20222570	10-1100-423-00-74-500-14
	62305	05/20/2022	10-1100-423-00-74-500-14	New Adoption	1,889.91	20222570	10-1100-423-00-74-500-14

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	62305	05/20/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	2,729.87	20222570	10-2213-410-00-79-600-14
	62305	05/20/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	3,665.87	20222570	10-2213-410-00-79-600-14
	62305	05/20/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	3,599.88	20222570	10-2213-410-00-79-600-14
					<u>\$16,565.29</u>	Payee Vendor Total	
Harris Bank N.A.							
	202242208	04/30/2022	10-2523-319-00-79-600-14	Banking Fees	1,146.15		10-2523-319-00-79-600-14
					<u>\$1,146.15</u>	Payee Vendor Total	
Heinz, JoAnne							
	62392	05/20/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	20.26	0	10-1110-410-00-71-100-13
					<u>\$20.26</u>	Payee Vendor Total	
Helm, Mitchell							
	62136	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
	62232	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
					<u>\$130.00</u>	Payee Vendor Total	
Hershey Creamery Company							
	62192	05/06/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	729.60	22041807	10-2560-415-00-72-220-13
	62192	05/06/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	194.56	22041817	10-2560-415-00-74-210-13
	62192	05/06/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	(11.49)	22041817	10-2560-415-00-74-210-13
	62192	05/06/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	291.94	22041817	10-2560-415-00-74-210-13
					<u>\$1,204.61</u>	Payee Vendor Total	
HESPA							
	62099	04/29/2022	10462	HESPA Dues	4,462.70	0	10-462
					<u>\$4,462.70</u>	Payee Vendor Total	
Heward, Katie							
	62159	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	0	10-2310-230-00-74-500-14
					<u>\$375.00</u>	Payee Vendor Total	
Hewitt, Emily							
	62160	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					<u>\$390.00</u>	Payee Vendor Total	
Hoffmann, Darleen							
	62393	05/20/2022	10-2520-332-00-74-500-14	Travel Fiscal	30.30	0	10-2520-332-00-74-500-14
					<u>\$30.30</u>	Payee Vendor Total	
Hollabaugh, Jennifer							



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	62161	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14
	62161	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14
					<u>\$330.00</u>	Payee Vendor Total	
Home Depot Credit Service							
	62193	05/06/2022	20-2542-410-00-79	Supplies B & G	31.40	22040067	20-2542-410-00-79
	62193	05/06/2022	20-2542-410-00-79	Supplies B & G	26.28	22040067	20-2542-410-00-79
	62193	05/06/2022	20-2542-410-00-79	Supplies B & G	9.97	22040067	20-2542-410-00-79
	62193	05/06/2022	20-2542-410-00-79	Supplies B & G	12.12	22040067	20-2542-410-00-79
	62193	05/06/2022	20-2542-410-00-79	Supplies B & G	119.00	22040067	20-2542-410-00-79
	62193	05/06/2022	20-2542-410-00-79	Supplies B & G	10.97	22040067	20-2542-410-00-79
	62193	05/06/2022	20-2542-410-00-79	Supplies B & G	122.40	22040067	20-2542-410-00-79
	62425	05/27/2022	20-2542-410-00-79	Supplies B & G	15.72	22040067	20-2542-410-00-79
					<u>\$347.86</u>	Payee Vendor Total	
Honeywell International I							
	62306	05/20/2022	10-2546-323-00-79-600-14	Security Officer Repairs	1,585.36	20223065	10-2546-323-00-79-600-14
					<u>\$1,585.36</u>	Payee Vendor Total	
Hononeagh High School c/o							
	61808	05/02/2022	10-1500-640-00-71-300-13	Sports Dues & Fees HS	(150.00)	0	10-1500-640-00-71-300-13
					<u>(\$150.00)</u>	Payee Vendor Total	
Hoshina, Raiden							
	62233	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00	0	10-1500-319-00-71-300-13
					<u>\$62.00</u>	Payee Vendor Total	
HR Green							
	62194	05/06/2022	40-2552-590-00-79	EV Bus Power Station	1,968.58	20222503	40-2552-590-00-79
					<u>\$1,968.58</u>	Payee Vendor Total	
Huntley Collision Center							
	62307	05/20/2022	40-2550-323-00-79	Repairs and Maintenance	9,992.62	20222935	40-2550-323-00-79
	62307	05/20/2022	40-2550-323-00-79	Repairs and Maintenance	259.30	20222971	40-2550-323-00-79
	62307	05/20/2022	40-2550-323-00-79	Repairs and Maintenance	485.80	20222971	40-2550-323-00-79
					<u>\$10,737.72</u>	Payee Vendor Total	
Huntley Ford							
	62308	05/20/2022	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	463.73	20223054	10-1700-323-21-71-300-13
	62308	05/20/2022	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	44.86	20222841	20-2545-323-00-79-600-14



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	62308	05/20/2022	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	56.83	20222841	20-2545-323-00-79-600-14
					<u>565.42</u>	Payee Vendor Total	
IHSA							
	62100	04/29/2022	10-1543-640-00-71-305-13	Activities Fees	225.00	0	10-1543-640-00-71-305-13
	62195	05/06/2022	10-1543-640-00-71-305-13	Activities Fees	180.00	0	10-1543-640-00-71-305-13
	62195	05/06/2022	10-1543-640-00-71-305-13	Activities Fees	170.00	0	10-1543-640-00-71-305-13
					<u>575.00</u>	Payee Vendor Total	
Illini Hi-Reach Inc							
	62309	05/20/2022	20-2540-540-00-79	Equipment	45,496.00	20212703	20-2540-540-00-79
					<u>\$45,496.00</u>	Payee Vendor Total	
Illinois Communications S							
	62310	05/20/2022	10-2546-323-00-79-600-14	Security Officer Repairs	300.00	20222911	10-2546-323-00-79-600-14
					<u>\$300.00</u>	Payee Vendor Total	
Illinois Office of the St							
	62311	05/20/2022	20-2542-390-00-79	Other Purchased Service	1,180.00	20223046	20-2542-390-00-79
					<u>\$1,180.00</u>	Payee Vendor Total	
Imagine Learning Inc							
	62312	05/20/2022	10-1100-423-00-74-500-14	New Adoption	1,530.00	20222410	10-1100-423-00-74-500-14
	62312	05/20/2022	10-1100-423-00-74-500-14	New Adoption	1,530.00	20222410	10-1100-423-00-74-500-14
	62312	05/20/2022	10-1100-423-00-74-500-14	New Adoption	2,040.00	20222410	10-1100-423-00-74-500-14
	62312	05/20/2022	10-1100-423-00-74-500-14	New Adoption	1,392.00	20222410	10-1100-423-00-74-500-14
	62312	05/20/2022	10-1100-423-00-74-500-14	New Adoption	1,842.00	20222410	10-1100-423-00-74-500-14
	62312	05/20/2022	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	25,200.00	20222955	10-2210-390-82-79-605-14
					<u>\$33,534.00</u>	Payee Vendor Total	
IMRF							
	20224606	04/30/2022	50454	IMRF & SS (Board)	175,084.31		50-481
					<u>\$175,084.31</u>	Payee Vendor Total	
Jacobs HS							
	62313	05/20/2022	10-1130-335-00-71-300-13	Curriculum/FVC Competitions	48.84	20223000	10-1130-335-00-71-300-13
					<u>\$48.84</u>	Payee Vendor Total	
Jensen, Julie							
	62394	05/20/2022	10-1200-310-66-71-300-13	STEP Purchased Services	245.23		10-1200-310-66-71-300-13
					<u>\$245.23</u>	Payee Vendor Total	



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Jensens Plumbing & Heatin							
	62314	05/20/2022	20-2542-323-00-79	Repairs & Maint Buildings	2,400.00	20223014	20-2542-323-00-79
	62314	05/20/2022	20-2542-323-00-79	Repairs & Maint Buildings	1,289.82	20222821	20-2542-323-00-79
					<u>\$3,689.82</u>	Payee Vendor Total	
Johnson Controls Inc							
	62315	05/20/2022	20-2542-390-00-79	Other Purchased Service	794.00	20222972	20-2542-390-00-79
					<u>\$794.00</u>	Payee Vendor Total	
Jostens							
	62316	05/20/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	12.30	20222986	10-1120-410-00-72-220-13
	62316	05/20/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	36.35	20222985	10-1120-410-00-72-220-13
	62316	05/20/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	1,227.67	20222985	10-1120-410-00-72-220-13
	62316	05/20/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	11.88	20222835	10-2410-410-00-74-210-13
					<u>\$1,288.20</u>	Payee Vendor Total	
Kaplan, Matthew							
	62162	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					<u>\$390.00</u>	Payee Vendor Total	
Keller, Crendon							
	62137	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	117.00	0	10-1500-319-00-71-300-13
					<u>\$117.00</u>	Payee Vendor Total	
Kelly, Jill							
	62395	05/20/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	83.89	0	10-1200-310-92-79-600-14
					<u>\$83.89</u>	Payee Vendor Total	
Kelso Burnett Co							
	62317	05/20/2022	10-2660-390-00-79-600-14	Purchased Service Technology	143.00	20222912	10-2660-390-00-79-600-14
	62317	05/20/2022	10-2660-390-00-79-600-14	Purchased Service Technology	192.00	20222912	10-2660-390-00-79-600-14
	62317	05/20/2022	10-2660-390-00-79-600-14	Purchased Service Technology	1,920.00	20222912	10-2660-390-00-79-600-14
	62317	05/20/2022	20-2542-410-00-79	Supplies B & G	310.00	20222961	20-2542-410-00-79
					<u>\$2,565.00</u>	Payee Vendor Total	
Kempf, Austin							
	62138	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	124.00	0	10-1500-319-00-71-300-13
					<u>\$124.00</u>	Payee Vendor Total	
Kielbasa, Joe							
	62139	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00	0	10-1500-319-00-71-300-13

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	62234	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00		10-1500-319-00-71-300-13
					<u>\$124.00</u>	Payee Vendor Total	
Kimley-Horn and Associate							
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	22.29	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	16.72	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	13.93	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	22.29	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	33.44	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	27.31	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	13.93	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	13.93	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	181.16	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	531.13	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	398.34	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	331.96	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	531.13	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	796.70	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	650.64	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	331.96	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	331.96	20221650	20-2540-310-00-79
	62196	05/06/2022	20-2540-310-00-79	Professional & Technical	4,315.42	20221650	20-2540-310-00-79
					<u>\$8,564.24</u>	Payee Vendor Total	
Kneip, Denny							
	62140	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00	0	10-1500-319-00-71-300-13
					<u>\$62.00</u>	Payee Vendor Total	
Kobrick, Dawn							
	62396	05/20/2022	10-1200-310-66-71-300-13	STEP Purchased Services	117.58	0	10-1200-310-66-71-300-13
					<u>\$117.58</u>	Payee Vendor Total	
Kohler, Tom							
	62141	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	126.00	0	10-1500-319-00-71-300-13
					<u>\$126.00</u>	Payee Vendor Total	
Leach Enterprises Inc							
	992200292	05/06/2022	40-2554-410-00-79	Fleet Supplies	1,657.39	22040787	40-2554-410-00-79
	992200292	05/06/2022	40-2554-410-00-79	Fleet Supplies	476.77	22030787	40-2554-410-00-79



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	992200292	05/06/2022	40-2554-410-00-79	Fleet Supplies	21.56	22030787	40-2554-410-00-79
	992200301	05/20/2022	40-2554-410-00-79	Fleet Supplies	1,440.67	20222920	40-2554-410-00-79
	992200301	05/20/2022	40-2554-410-00-79	Fleet Supplies	72.00	22050787	40-2554-410-00-79
	992200301	05/20/2022	40-2554-410-00-79	Fleet Supplies	39.00	22050787	40-2554-410-00-79
	992200301	05/20/2022	40-2554-410-00-79	Fleet Supplies	8.00	22050787	40-2554-410-00-79
	992200301	05/20/2022	40-2554-410-00-79	Fleet Supplies	962.30	22050787	40-2554-410-00-79
					\$4,677.69	Payee Vendor Total	
LearnWell							
	62318	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	69.16	20222995	10-4210-670-00-79-600-14
	62318	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	69.16	20222995	10-4210-670-00-79-600-14
	62318	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	69.16	20222995	10-4210-670-00-79-600-14
	62318	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	138.32	20222995	10-4210-670-00-79-600-14
	62318	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	138.32	20222995	10-4210-670-00-79-600-14
	62318	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	69.16	20222995	10-4210-670-00-79-600-14
	62318	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	69.16	20222995	10-4210-670-00-79-600-14
					\$622.44	Payee Vendor Total	
Lincoln National Life							
	62426	05/27/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	16,994.89	22050447	10-2310-220-00-79-600-14
					\$16,994.89	Payee Vendor Total	
Linden Oaks Tutoring Serv							
	62319	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	62.40	20222973	10-4210-670-00-79-600-14
	62319	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	62.40	20222973	10-4210-670-00-79-600-14
	62319	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	62.40	20222973	10-4210-670-00-79-600-14
	62319	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	62.40	20222973	10-4210-670-00-79-600-14
	62319	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	62.40	20222973	10-4210-670-00-79-600-14
					\$312.00	Payee Vendor Total	
Love Your Classroom							
	62320	05/20/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	2,875.00	20222974	10-1200-310-92-79-600-14
	62320	05/20/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	3,952.62	20223047	10-2210-314-92-79-605-14
	62320	05/25/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	(2,875.00)	20222974	10-1200-310-92-79-600-14
	62320	05/25/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	(3,952.62)	20223047	10-2210-314-92-79-605-14
	62414	05/25/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	3,952.62	20223047	10-2210-314-92-79-605-14
					\$3,952.62	Payee Vendor Total	



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	62142	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00	0	10-1500-319-00-71-300-13
	62142	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00	0	10-1500-319-00-71-300-13
	62235	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00		10-1500-319-00-71-300-13
	62235	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00		10-1500-319-00-71-300-13
	62235	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00	0	10-1500-319-00-71-300-13
					<u>\$310.00</u>	Payee Vendor Total	
M.O.V. Training Services							
	62321	05/20/2022	20-2540-640-00-79	Dues & Fees	1,200.00	20222975	20-2540-640-00-79
					<u>\$1,200.00</u>	Payee Vendor Total	
Machesky, Dennis							
	62236	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00		10-1500-319-00-71-300-13
					<u>\$65.00</u>	Payee Vendor Total	
Mahon, Christopher							
	62237	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	126.00	0	10-1500-319-00-71-300-13
					<u>\$126.00</u>	Payee Vendor Total	
Marklund Children's Home							
	62427	05/27/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,423.60	22040507	10-4220-670-00-79-600-14
	62427	05/27/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,423.60	22040507	10-4220-670-00-79-600-14
					<u>\$16,847.20</u>	Payee Vendor Total	
Marshall, Bradley							
	62143	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	58.00	0	10-1500-319-00-71-300-13
	62143	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	73.00	0	10-1500-319-00-71-300-13
	62238	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	141.00	0	10-1500-319-00-71-300-13
	62238	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	73.00	0	10-1500-319-00-71-300-13
					<u>\$345.00</u>	Payee Vendor Total	
Martens, Laura							
	62397	05/20/2022	10-2120-410-00-71-300-13	Supplies Counseling HS	73.12	0	10-2120-410-00-71-300-13
					<u>\$73.12</u>	Payee Vendor Total	
Maurer, Lee							
	62239	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
					<u>\$65.00</u>	Payee Vendor Total	
MaxScholar LLC							
	62428	05/27/2022	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	(700.00)	20222328	10-2212-310-00-79-505-14



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	62428	05/27/2022	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	1,400.00	20222328	10-2212-310-00-79-505-14
					<u>\$700.00</u>	Payee Vendor Total	
McGraw Hill School Educat							
	62322	05/20/2022	10-2213-310-00-79-600-14	Special Svcs Pur Svc	27,945.00	20222905	10-2213-310-00-79-600-14
					<u>\$27,945.00</u>	Payee Vendor Total	
McHenry County Collector							
	62323	05/20/2022	10-2310-318-00-74-500-14	Legal Board	1,301.98	20223070	10-2310-318-00-74-500-14
	62323	05/20/2022	10-2310-318-00-74-500-14	Legal Board	655.42	20223070	10-2310-318-00-74-500-14
	62323	05/20/2022	10-2310-318-00-74-500-14	Legal Board	3,248.66	20223070	10-2310-318-00-74-500-14
					<u>\$5,206.06</u>	Payee Vendor Total	
McHenry County College							
	62324	05/20/2022	10-1400-310-00-74-305-13	Voc Ed Tuition	14,493.00	20223001	10-1400-310-00-74-305-13
	62324	05/20/2022	10-1400-310-00-74-305-13	Voc Ed Tuition	728.00	20222836	10-1400-310-00-74-305-13
					<u>\$15,221.00</u>	Payee Vendor Total	
McHenry Specialties							
	62325	05/20/2022	10-1130-410-67-71-300-13	PLTW Supplies	306.00	20222976	10-1130-410-67-71-300-13
	62325	05/20/2022	10-1543-410-00-71-305-13	Activities Awards	146.00	20223069	10-1543-410-00-71-305-13
	62325	05/20/2022	10-1130-410-33-71-305-13	Academies Supplies	603.00	20222880	10-1130-410-33-71-305-13
					<u>\$1,055.00</u>	Payee Vendor Total	
McMahon, Tim							
	62144	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
					<u>\$65.00</u>	Payee Vendor Total	
MDC Environmental Serv							
	62197	05/06/2022	20-2542-321-00-79	Sanitation/Exterminating	3,362.96	22050117	20-2542-321-00-79
					<u>\$3,362.96</u>	Payee Vendor Total	
Media Leaders LLC							
	62326	05/20/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	15,000.00	20223063	10-2546-390-00-79-600-14
					<u>\$15,000.00</u>	Payee Vendor Total	
Menards Inc							
	62327	05/20/2022	20-2542-410-00-79	Supplies B & G	691.11	22030127	20-2542-410-00-79
					<u>\$691.11</u>	Payee Vendor Total	
Menendez, Kevin							
	62163	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14



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					<u>\$390.00</u>	Payee Vendor Total	
Mesirow Insurance Service							
	62198	05/06/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	16,500.00	22050467	10-1100-220-00-79-600-14
					<u>\$16,500.00</u>	Payee Vendor Total	
Metro Prep							
	62101	04/29/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	9,290.24	22031958	10-4220-670-00-79-600-14
					<u>\$9,290.24</u>	Payee Vendor Total	
Midland Paper							
	62199	05/06/2022	10-2410-410-00-71-300-14	Copier Paper & Toner HS	5,092.80	20220081	10-2410-410-00-71-300-14
	62199	05/06/2022	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	1,697.60	20222870	10-2410-410-00-74-210-14
	62328	05/20/2022	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	1,680.62	20222962	10-2410-410-00-72-220-14
					<u>\$8,471.02</u>	Payee Vendor Total	
Midland Standard Engineer							
	992200302	05/20/2022	20-2540-310-00-79	Professional & Technical	1,345.08	20220677	20-2540-310-00-79
	992200302	05/20/2022	20-2540-310-00-79	Professional & Technical	188.19	20220677	20-2540-310-00-79
	992200302	05/20/2022	20-2540-310-00-79	Professional & Technical	2,529.73	20220677	20-2540-310-00-79
					<u>\$4,063.00</u>	Payee Vendor Total	
Midwest Glass Tinters							
	62102	04/29/2022	10-2546-490-00-79-600-14	Security Officer Supplies	300.00	20222387	10-2546-490-00-79-600-14
					<u>\$300.00</u>	Payee Vendor Total	
Miller, Karen							
	62398	05/20/2022	10-1130-332-00-71-300-13	Teacher Travel HS	39.78	0	10-1130-332-00-71-300-13
					<u>\$39.78</u>	Payee Vendor Total	
Moran, Sarah							
	62399	05/20/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	45.88	0	10-1120-490-02-72-220-13
	62164	05/06/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	351.69	0	10-1120-490-02-72-220-13
					<u>\$397.57</u>	Payee Vendor Total	
Mroz, Gene							
	62240	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	120.00		10-1500-319-00-71-300-13
					<u>\$120.00</u>	Payee Vendor Total	
NCPERS Group Life Ins							
	62103	04/29/2022	50454	IMRF & SS (Board)	16.00	0	50-481
					<u>\$16.00</u>	Payee Vendor Total	



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Neuco	62200	05/06/2022	20-2542-410-00-79	Supplies B & G	1,055.74	22020147	20-2542-410-00-79
					<u>\$1,055.74</u>	Payee Vendor Total	
Neuzil, William	62400	05/20/2022	20-2540-332-00-79	Travel	7.02	0	20-2540-332-00-79
					<u>\$7.02</u>	Payee Vendor Total	
New Connections Academy	62201	05/06/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,617.98	22040607	10-4220-670-00-79-600-14
	62201	05/06/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,617.98	22040607	10-4220-670-00-79-600-14
					<u>\$11,235.96</u>	Payee Vendor Total	
New England Center for Ch	62202	05/06/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	733.95	22041057	10-1200-310-92-79-600-14
					<u>\$733.95</u>	Payee Vendor Total	
North American Corporatio	62203	05/06/2022	20-2542-410-00-79	Supplies B & G	9,335.25	22050017	20-2542-410-00-79
	62203	05/06/2022	20-2542-410-00-79	Supplies B & G	1,891.44	22040017	20-2542-410-00-79
					<u>\$11,226.69</u>	Payee Vendor Total	
North Shore Transit Inc	62329	05/20/2022	40-2552-331-00-79	Contracted Transportation	1,097.79	20222937	40-2552-331-00-79
					<u>\$1,097.79</u>	Payee Vendor Total	
Northwest Community Healt	62330	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	624.00	20222874	10-4210-670-00-79-600-14
					<u>\$624.00</u>	Payee Vendor Total	
Northwest Herald	62331	05/20/2022	10-2630-332-00-74-500-14	Communications Travel	375.40	20222993	10-2630-332-00-74-500-14
					<u>\$375.40</u>	Payee Vendor Total	
Northwestern Illinois Ass	62332	05/20/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	538.93	20222928	10-4220-670-00-79-600-14
	62332	05/20/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	28,909.50	20222977	10-4220-670-00-79-600-14
	62332	05/20/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	795.30	20222977	10-4220-670-00-79-600-14
					<u>\$30,243.73</u>	Payee Vendor Total	
Norton, Gina	62401	05/20/2022	10-1200-310-66-71-300-13	STEP Purchased Services	119.34	0	10-1200-310-66-71-300-13

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					<u>\$119.34</u>	Payee Vendor Total	
Novak, Leah							
	62165	05/06/2022	10-1130-410-00-71-300-13	Inst Supplies HS	452.00	0	10-1130-410-00-71-300-13
					<u>\$452.00</u>	Payee Vendor Total	
Nowak, Matthew							
	62145	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	126.00	0	10-1500-319-00-71-300-13
					<u>\$126.00</u>	Payee Vendor Total	
O'Neill, Brian							
	62166	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	0	10-2310-230-00-74-500-14
	62166	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	0	10-2310-230-00-74-500-14
					<u>\$750.00</u>	Payee Vendor Total	
Oliver, Christopher D							
	62402	05/20/2022	20-2542-410-00-79	Supplies B & G	100.00	0	20-2542-410-00-79
					<u>\$100.00</u>	Payee Vendor Total	
Ombudsman							
	62333	05/20/2022	10-1130-314-06-71-305-13	Alternative School	1,375.00	20223002	10-1130-314-06-71-305-13
					<u>\$1,375.00</u>	Payee Vendor Total	
Omni Commercial Lighting							
	62334	05/20/2022	20-2542-323-00-79	Repairs & Maint Buildings	220.00	22020177	20-2542-323-00-79
	62429	05/27/2022	20-2542-323-00-79	Repairs & Maint Buildings	515.04	22020177	20-2542-323-00-79
	62429	05/27/2022	20-2542-323-00-79	Repairs & Maint Buildings	252.76	22050177	20-2542-323-00-79
					<u>\$987.80</u>	Payee Vendor Total	
On Target Sales							
	62335	05/20/2022	10-1504-410-00-71-300-15	Baseball Boys Supplies HS	1,173.75	20222049	10-1504-410-00-71-300-15
	62335	05/20/2022	10-1504-410-00-71-300-15	Baseball Boys Supplies HS	2,278.50	20222049	10-1504-410-00-71-300-15
					<u>\$3,452.25</u>	Payee Vendor Total	
Oriental Trading Company							
	62104	04/29/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	197.34	20222167	10-1200-410-92-79-600-14
	62104	04/29/2022	10-1200-410-00-79-600-14	Supplies Sp Ed	521.99	20221854	10-1200-410-00-79-600-14
					<u>\$719.33</u>	Payee Vendor Total	
Ortiz, Mario							
	62146	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	55.00	0	10-1500-319-00-71-300-13
	62241	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00		10-1500-319-00-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					<u>\$120.00</u>	Payee Vendor Total	
Oticon Inc							
	62336	05/20/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	539.99	20222831	10-1200-410-92-79-600-14
					<u>\$539.99</u>	Payee Vendor Total	
Ottosen DiNolfo Hasenbalg							
	62430	05/27/2022	10-2310-318-00-74-500-14	Legal Board	2,946.50	22040797	10-2310-318-00-74-500-14
					<u>\$2,946.50</u>	Payee Vendor Total	
P & M Distributors Inc							
	62337	05/20/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,409.49	20222938	10-2560-415-00-72-220-13
	62337	05/20/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	205.30	20222978	10-2560-415-00-74-210-13
	62337	05/20/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	248.48	20223066	10-2560-415-00-74-210-13
	62337	05/20/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	641.46	20223066	10-2560-415-00-72-220-13
					<u>\$2,504.73</u>	Payee Vendor Total	
Pacana, Chris							
	62147	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
					<u>\$65.00</u>	Payee Vendor Total	
Pacific Learning Inc							
	62338	05/20/2022	10-2213-310-00-79-600-14	Special Svcs Pur Svc	197.50	20222956	10-2213-310-00-79-600-14
	62338	05/20/2022	10-2213-310-00-79-600-14	Special Svcs Pur Svc	1,975.00	20222956	10-2213-310-00-79-600-14
					<u>\$2,172.50</u>	Payee Vendor Total	
Paddock Publications Inc							
	62339	05/20/2022	20-2540-350-00-79	Newspaper bids	149.50	20222994	20-2540-350-00-79
					<u>\$149.50</u>	Payee Vendor Total	
PAHCS II Northwestern Med							
	62340	05/20/2022	10-2130-220-00-79-600-14	Health Services Insurance	370.00	22051547	10-2130-220-00-79-600-14
	62340	05/20/2022	10-2130-220-00-79-600-14	Health Services Insurance	70.00	22051547	10-2130-220-00-79-600-14
	62340	05/20/2022	10-2130-220-00-79-600-14	Health Services Insurance	70.00	22051547	10-2130-220-00-79-600-14
	62340	05/20/2022	10-2642-390-00-74-500-14	Purchased Service Human Res	35.00	22051547	10-2642-390-00-74-500-14
	62340	05/20/2022	40-2550-310-00-79	Prof & Tech Service Trans	380.00	20222881	40-2550-310-00-79
	62340	05/20/2022	10-2130-220-00-79-600-14	Health Services Insurance	70.00	22051547	10-2130-220-00-79-600-14
					<u>\$995.00</u>	Payee Vendor Total	
Pakkos Enterprises							
	62341	05/20/2022	10-2410-490-00-71-300-13	HS Staff Recognition	438.24	20222939	10-2410-490-00-71-300-13

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	62341	05/20/2022	10-2410-491-00-71-300-13	Rebate Supplies High School	4,721.76	20222939	10-2410-491-00-71-300-13
					<u>\$5,160.00</u>	Payee Vendor Total	
Partnering for Prevention							
	62342	05/20/2022	10-1130-390-00-71-300-13	Consulting HS	5,812.50	20223003	10-1130-390-00-71-300-13
					<u>\$5,812.50</u>	Payee Vendor Total	
Patlin Inc							
	62343	05/20/2022	40-2554-410-00-79	Fleet Supplies	398.53	20223008	40-2554-410-00-79
					<u>\$398.53</u>	Payee Vendor Total	
Pepsi-Cola Gen Bot Inc							
	62204	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	93.20	22041487	10-2560-415-00-71-300-13
	62204	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	863.35	22041487	10-2560-415-00-71-300-13
	62204	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	163.10	22041487	10-2560-415-00-71-300-13
	62204	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	128.15	22041487	10-2560-415-00-71-300-13
	62204	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	753.32	22041487	10-2560-415-00-71-300-13
	62344	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	699.46	22051487	10-2560-415-00-71-300-13
	62344	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	714.16	22051487	10-2560-415-00-71-300-13
	62431	05/27/2022	10-2560-415-00-71-300-13	Cafe Food HS	264.30	22051487	10-2560-415-00-71-300-13
					<u>\$3,679.04</u>	Payee Vendor Total	
Petrosky, David							
	62148	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	165.00	0	10-1500-319-00-71-300-13
					<u>\$165.00</u>	Payee Vendor Total	
Petty Cash-HHS SpEd							
	62105	04/29/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	30.92	0	10-1200-410-92-79-600-14
	62105	04/29/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	160.00	0	10-1200-310-92-79-600-14
					<u>\$190.92</u>	Payee Vendor Total	
Petty Cash-LIGHT							
	62205	05/06/2022	10-1200-310-66-71-300-13	STEP Purchased Services	21.00	0	10-1200-310-66-71-300-13
					<u>\$21.00</u>	Payee Vendor Total	
Pfeffer, Kelly A							
	62403	05/20/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	18.55	0	10-1200-310-92-79-600-14
	62167	05/06/2022	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	112.63	0	10-2210-410-92-79-600-14
	62167	05/06/2022	10-1200-332-00-79-600-14	Travel Sp Ed	16.61	0	10-1200-332-00-79-600-14
					<u>\$147.79</u>	Payee Vendor Total	



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Plumbers Paradise							
	62206	05/06/2022	20-2542-410-00-79	Supplies B & G	10,080.00	20222740	20-2542-410-00-79
					<u>\$10,080.00</u>	Payee Vendor Total	
PlumbMaster Inc							
	62345	05/20/2022	20-2542-410-00-79	Supplies B & G	728.76	20222940	20-2542-410-00-79
	62345	05/20/2022	20-2542-410-00-79	Supplies B & G	97.04	20223048	20-2542-410-00-79
					<u>\$825.80</u>	Payee Vendor Total	
Pocket Profe							
	62346	05/20/2022	10-1100-310-89-79-605-14	Title I Instruc Pur Svc	6,000.00	20222941	10-1100-310-89-79-605-14
					<u>\$6,000.00</u>	Payee Vendor Total	
Pope, Bob							
	62149	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
					<u>\$65.00</u>	Payee Vendor Total	
Positive Promotions Inc							
	62106	04/29/2022	40-2554-410-00-79	Fleet Supplies	501.75	20222685	40-2554-410-00-79
					<u>\$501.75</u>	Payee Vendor Total	
Postmaster							
	202241212	04/30/2022	10-1520-410-30-71-305-13	HS Newspaper Supplies	679.21		10-1520-410-30-71-305-13
					<u>\$679.21</u>	Payee Vendor Total	
ProCare Therapy							
	62347	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	4,070.00	20222913	10-1101-310-00-79-605-14
	62347	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	4,560.50	20222942	10-1101-310-00-79-605-14
	62347	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	4,512.00	20223049	10-1101-310-00-79-605-14
	62347	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	5,105.00	20222875	10-1101-310-00-79-605-14
					<u>\$18,247.50</u>	Payee Vendor Total	
Quest Food Management							
	62348	05/20/2022	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	3,880.95	20222979	10-2560-310-00-71-300-13
	62348	05/20/2022	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	1,474.76	20222979	10-2560-310-00-71-300-13
	62348	05/20/2022	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	3,000.00	20222979	10-2560-315-00-74-500-14
	62348	05/20/2022	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	3,000.00	20223067	10-2560-315-00-74-500-14
	62348	05/20/2022	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	1,319.32	20223067	10-2560-310-00-71-300-13
	62348	05/20/2022	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	3,471.90	20223067	10-2560-310-00-71-300-13
					<u>\$16,146.93</u>	Payee Vendor Total	

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Raptor Technologies LLC							
	62349	05/20/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	5,950.00	20222908	10-2546-390-00-79-600-14
					<u>\$5,950.00</u>	Payee Vendor Total	
Reed, Richard							
	62404	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	98.64	0	10-2560-415-00-71-300-13
	62404	05/20/2022	10-2561-332-00-79-605-14	Dir Food Service Travel	82.48	0	10-2561-332-00-79-605-14
					<u>\$181.12</u>	Payee Vendor Total	
Reeves, Casey							
	62168	05/06/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	187.91	0	10-1120-490-02-72-220-13
					<u>\$187.91</u>	Payee Vendor Total	
Regional Office of Educat							
	62350	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	160.00	20222980	10-4210-670-00-79-600-14
	62350	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	200.00	20222980	10-4210-670-00-79-600-14
	62350	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	80.00	20222980	10-4210-670-00-79-600-14
	62350	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	120.00	20222980	10-4210-670-00-79-600-14
	62350	05/20/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	800.00	20222980	10-4210-670-00-79-600-14
	62350	05/20/2022	20-2540-640-00-79	Dues & Fees	175.00	20222987	20-2540-640-00-79
	62350	05/25/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	(160.00)	20222980	10-4210-670-00-79-600-14
	62350	05/25/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	(200.00)	20222980	10-4210-670-00-79-600-14
	62350	05/25/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	(80.00)	20222980	10-4210-670-00-79-600-14
	62350	05/25/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	(120.00)	20222980	10-4210-670-00-79-600-14
	62350	05/25/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	(800.00)	20222980	10-4210-670-00-79-600-14
	62350	05/25/2022	20-2540-640-00-79	Dues & Fees	(175.00)	20222987	20-2540-640-00-79
	62415	05/25/2022	20-2540-640-00-79	Dues & Fees	175.00	20222987	20-2540-640-00-79
					<u>\$175.00</u>	Payee Vendor Total	
Renkosik, Doug							
	62405	05/20/2022	20-2540-332-00-79	Travel	79.79	0	20-2540-332-00-79
					<u>\$79.79</u>	Payee Vendor Total	
Revtrak, Inc.							
	20224808	04/30/2022	10-2523-319-00-79-600-14	Banking Fees	1,458.26	360	10-2523-319-00-79-600-14
					<u>\$1,458.26</u>	Payee Vendor Total	
Ricker, Krysta							
	62406	05/20/2022	10-1110-332-00-71-100-13	Teacher Travel Leggee	27.05	0	10-1110-332-00-71-100-13



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					<u>\$27.05</u>	Payee Vendor Total	
Robles, Noel							
	62223	05/12/2022	10-3600-390-82-79-605-14	Community Svcs Purchased Svcs	375.00	20223044	10-3600-390-82-79-605-14
					<u>\$375.00</u>	Payee Vendor Total	
Rodriguez, Tom							
	62407	05/20/2022	10-2520-332-00-74-500-14	Travel Fiscal	50.17	0	10-2520-332-00-74-500-14
					<u>\$50.17</u>	Payee Vendor Total	
Rogowski, Charlie							
	62150	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	126.00	0	10-1500-319-00-71-300-13
					<u>\$126.00</u>	Payee Vendor Total	
Roser, Jennifer							
	62169	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	118.05	0	10-2310-230-00-74-500-14
					<u>\$118.05</u>	Payee Vendor Total	
Route 47 Taxi Transportat							
	62351	05/20/2022	40-2552-331-00-79	Contracted Transportation	6,300.00	20223057	40-2552-331-00-79
					<u>\$6,300.00</u>	Payee Vendor Total	
Rubalcaba, Emanuel							
	62151	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	165.00	0	10-1500-319-00-71-300-13
	62242	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00		10-1500-319-00-71-300-13
					<u>\$230.00</u>	Payee Vendor Total	
Rush Truck Center Huntley							
	62107	04/29/2022	40-2550-323-00-79	Repairs and Maintenance	650.65	22030737	40-2550-323-00-79
	62107	04/29/2022	40-2550-323-00-79	Repairs and Maintenance	185.00	22030737	40-2550-323-00-79
	62107	04/29/2022	40-2550-323-00-79	Repairs and Maintenance	(133.00)	22030737	40-2550-323-00-79
	62107	04/29/2022	40-2554-410-00-79	Fleet Supplies	256.08	22030747	40-2554-410-00-79
	62107	04/29/2022	40-2554-410-00-79	Fleet Supplies	234.72	22030747	40-2554-410-00-79
	62107	04/29/2022	40-2554-410-00-79	Fleet Supplies	624.90	22030747	40-2554-410-00-79
	62107	04/29/2022	40-2554-410-00-79	Fleet Supplies	72.00	22030747	40-2554-410-00-79
	62107	04/29/2022	40-2554-410-00-79	Fleet Supplies	38.88	22030747	40-2554-410-00-79
	62107	04/29/2022	40-2550-323-00-79	Repairs and Maintenance	922.45	22030737	40-2550-323-00-79
	62107	04/29/2022	40-2550-323-00-79	Repairs and Maintenance	3,025.17	22040737	40-2550-323-00-79
	62207	05/06/2022	40-2550-323-00-79	Repairs and Maintenance	169.00	22050737	40-2550-323-00-79
	62207	05/06/2022	40-2550-323-00-79	Repairs and Maintenance	189.90	22050737	40-2550-323-00-79

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	62207	05/06/2022	40-2554-410-00-79	Fleet Supplies	1,301.78	22050747	40-2554-410-00-79
	62207	05/06/2022	40-2554-410-00-79	Fleet Supplies	395.12	22050747	40-2554-410-00-79
	62352	05/20/2022	40-2554-410-00-79	Fleet Supplies	395.12	20222921	40-2554-410-00-79
	62352	05/20/2022	40-2554-410-00-79	Fleet Supplies	848.51	20222921	40-2554-410-00-79
	62352	05/20/2022	40-2554-410-00-79	Fleet Supplies	1,119.33	20223009	40-2554-410-00-79
	62352	05/20/2022	40-2554-410-00-79	Fleet Supplies	279.93	20223009	40-2554-410-00-79
	62352	05/20/2022	40-2554-410-00-79	Fleet Supplies	1,918.40	20223009	40-2554-410-00-79
	62352	05/20/2022	40-2554-410-00-79	Fleet Supplies	2,916.62	22050747	40-2554-410-00-79
	62352	05/20/2022	40-2554-410-00-79	Fleet Supplies	283.02	22050747	40-2554-410-00-79
	62352	05/20/2022	40-2554-410-00-79	Fleet Supplies	(66.50)	22050747	40-2554-410-00-79
	62352	05/20/2022	40-2554-410-00-79	Fleet Supplies	167.87	22050747	40-2554-410-00-79
	62432	05/27/2022	40-2554-410-00-79	Fleet Supplies	82.60	22050747	40-2554-410-00-79
					<u>\$15,877.55</u>	Payee Vendor Total	
Safety Kleen Systems Inc							
	62433	05/27/2022	40-2550-310-00-79	Prof & Tech Service Trans	200.00	22041067	40-2550-310-00-79
	62433	05/27/2022	40-2550-310-00-79	Prof & Tech Service Trans	2.91	22051067	40-2550-310-00-79
					<u>\$202.91</u>	Payee Vendor Total	
Santas Village LLC							
	62208	05/06/2022	20-2542-322-00-79-605-14	Snow Removal	16,401.00	22020247	20-2542-322-00-79-605-14
					<u>\$16,401.00</u>	Payee Vendor Total	
Sara, Lindsay							
	62408	05/20/2022	10-1200-310-66-71-300-13	STEP Purchased Services	72.95	0	10-1200-310-66-71-300-13
					<u>\$72.95</u>	Payee Vendor Total	
Sardelli, Dustin							
	62243	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	55.00	0	10-1500-319-00-71-300-13
					<u>\$55.00</u>	Payee Vendor Total	
Savvas Learning Co LLC							
	62353	05/20/2022	10-1100-423-00-74-500-14	New Adoption	427.00	20222825	10-1100-423-00-74-500-14
	62353	05/20/2022	10-1100-423-00-74-500-14	New Adoption	34.16	20222825	10-1100-423-00-74-500-14
	62434	05/27/2022	10-1100-423-00-74-500-14	New Adoption	5,916.00	20222824	10-1100-423-00-74-500-14
	62434	05/27/2022	10-1100-423-00-74-500-14	New Adoption	473.28	20222824	10-1100-423-00-74-500-14
	62434	05/27/2022	10-1100-423-00-74-500-14	New Adoption	528.66	20222826	10-1100-423-00-74-500-14
	62434	05/27/2022	10-1100-423-00-74-500-14	New Adoption	4,338.45	20222826	10-1100-423-00-74-500-14
	62434	05/27/2022	10-1100-423-00-74-500-14	New Adoption	2,269.79	20222826	10-1100-423-00-74-500-14



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	62434	05/27/2022	10-1100-423-00-74-500-14	New Adoption	1,769.00	20222825	10-1100-423-00-74-500-14
	62434	05/27/2022	10-1100-423-00-74-500-14	New Adoption	3,103.00	20222825	10-1100-423-00-74-500-14
	62434	05/27/2022	10-1100-423-00-74-500-14	New Adoption	3,364.00	20222825	10-1100-423-00-74-500-14
	62434	05/27/2022	10-1100-423-00-74-500-14	New Adoption	658.88	20222825	10-1100-423-00-74-500-14
					<u>\$22,882.22</u>	Payee Vendor Total	
Schlueter, Jennifer							
	62170	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					<u>\$390.00</u>	Payee Vendor Total	
Schmuhl, Jessica							
	62409	05/20/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	27.22	0	10-1120-410-09-72-220-13
					<u>\$27.22</u>	Payee Vendor Total	
Schocks Towing							
	62354	05/20/2022	40-2550-323-00-79	Repairs and Maintenance	750.00	20223010	40-2550-323-00-79
					<u>\$750.00</u>	Payee Vendor Total	
School Health Corporation							
	62108	04/29/2022	10-2130-410-00-79-600-14	Supplies Health	15.55	20220062	10-2130-410-00-79-600-14
	62108	04/29/2022	10-2130-410-00-79-600-14	Supplies Health	31.30	20220060	10-2130-410-00-79-600-14
	62108	04/29/2022	10-2130-410-00-79-600-14	Supplies Health	39.85	20220065	10-2130-410-00-79-600-14
	62108	04/29/2022	10-2130-410-00-79-600-14	Supplies Health	617.62	20220065	10-2130-410-00-79-600-14
	62108	04/29/2022	10-2130-410-00-79-600-14	Supplies Health	102.53	20220063	10-2130-410-00-79-600-14
	62209	05/06/2022	10-2130-410-00-79-600-14	Supplies Health	17.97	20220065	10-2130-410-00-79-600-14
					<u>\$824.82</u>	Payee Vendor Total	
School Specialty LLC							
	992200286	04/29/2022	10-1120-710-00-74-210-13	Heineman Non-Capitalized Eqpt	2,669.93	20222495	10-1120-710-00-74-210-13
	992200293	05/06/2022	10-1120-710-00-74-210-13	Heineman Non-Capitalized Eqpt	1,887.50	20222494	10-1120-710-00-74-210-13
					<u>\$4,557.43</u>	Payee Vendor Total	
Schoolbells Ltd							
	62355	05/20/2022	40-2552-331-00-79	Contracted Transportation	27,053.00	20222988	40-2552-331-00-79
					<u>\$27,053.00</u>	Payee Vendor Total	
SchoolMint Inc							
	62109	04/29/2022	10-1130-410-00-71-300-13	Inst Supplies HS	338.00	20222798	10-1130-410-00-71-300-13
					<u>\$338.00</u>	Payee Vendor Total	
Schuring & Schuring Inc							



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	62356	05/20/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	1,425.19	22041387	10-2560-415-00-74-210-13
	62356	05/20/2022	10-2560-415-00-74-150-13	Cafe Food Conley	1,175.50	22041377	10-2560-415-00-74-150-13
	62356	05/20/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	2,055.35	22041373	10-2560-415-00-72-110-13
	62356	05/20/2022	10-2560-415-00-72-120-13	Cafe Food Martin	2,647.73	22041374	10-2560-415-00-72-120-13
	62356	05/20/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,184.90	22041375	10-2560-415-00-72-220-13
	62356	05/20/2022	10-2560-415-97-79-600-14	All Children Snacks	102.83	22041397	10-2560-415-97-79-600-14
	62356	05/20/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,420.44	22041367	10-2560-415-00-74-140-13
	62356	05/20/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	2,603.06	22041317	10-2560-415-00-71-100-13
	62356	05/20/2022	10-2560-415-00-71-300-13	Cafe Food HS	2,182.53	22041327	10-2560-415-00-71-300-13
					<u>\$14,797.53</u>	Payee Vendor Total	
Schwerzler, Therese							
	62410	05/20/2022	10-2410-332-00-71-300-13	Prin Travel HS	8.31		10-2410-332-00-71-300-13
					<u>\$8.31</u>	Payee Vendor Total	
Seal of Illinois							
	62357	05/20/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	10,955.52	20222943	10-4220-670-00-79-600-14
					<u>\$10,955.52</u>	Payee Vendor Total	
SEDOM of McHenry County							
	62416	05/25/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	160.00	20222980	10-4210-670-00-79-600-14
	62416	05/25/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	200.00	20222980	10-4210-670-00-79-600-14
	62416	05/25/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	80.00	20222980	10-4210-670-00-79-600-14
	62416	05/25/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	120.00	20222980	10-4210-670-00-79-600-14
	62416	05/25/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	800.00	20222980	10-4210-670-00-79-600-14
					<u>\$1,360.00</u>	Payee Vendor Total	
Service Sanitation Inc							
	62358	05/20/2022	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	311.97	20222981	10-1500-320-00-71-300-13
	62358	05/20/2022	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	322.98	20222981	10-1500-320-00-71-300-13
					<u>\$634.95</u>	Payee Vendor Total	
Shea, Bob							
	62244	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	61.00		10-1500-319-00-71-300-13
					<u>\$61.00</u>	Payee Vendor Total	
Sheahan, Andrea							
	62171	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	0	10-2310-230-00-74-500-14
					<u>\$375.00</u>	Payee Vendor Total	



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Shi, Haihong	62411	05/20/2022	10-2520-332-00-74-500-14	Travel Fiscal	32.76		10-2520-332-00-74-500-14
					<u>\$32.76</u>	Payee Vendor Total	
Smigiel, Allan	62245	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00		10-1500-319-00-71-300-13
					<u>\$62.00</u>	Payee Vendor Total	
SNA Depository	62359	05/20/2022	10-2561-640-00-79-600-14	Dir Food Service Dues & Fees	152.50	20222923	10-2561-640-00-79-600-14
					<u>\$152.50</u>	Payee Vendor Total	
Spotter Staffing LLC	62360	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,250.00	20222929	10-1101-310-00-79-605-14
	62360	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,812.50	20222944	10-1101-310-00-79-605-14
	62360	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,812.50	20222982	10-1101-310-00-79-605-14
	62360	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,812.50	20223050	10-1101-310-00-79-605-14
	62360	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,812.50	20223050	10-1101-310-00-79-605-14
	62360	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,812.50	20222876	10-1101-310-00-79-605-14
					<u>\$16,312.50</u>	Payee Vendor Total	
Starnes, Sara	62172	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	0	10-2310-230-00-74-500-14
					<u>\$375.00</u>	Payee Vendor Total	
Stepping Stones Group	62361	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,012.50	20222914	10-1101-310-00-79-605-14
	62361	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,822.50	20222983	10-1101-310-00-79-605-14
					<u>\$2,835.00</u>	Payee Vendor Total	
Sukel, Casey	62173	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	62173	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	62173	05/06/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					<u>\$1,170.00</u>	Payee Vendor Total	
Summit School Inc	62362	05/20/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,174.05	20222984	10-4220-670-00-79-600-14
					<u>\$1,174.05</u>	Payee Vendor Total	
Sunbelt Staffing LLC							



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	62363	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,000.00	20222915	10-1101-310-00-79-605-14
	62363	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,990.00	20222915	10-1101-310-00-79-605-14
	62363	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,079.54	20222915	10-1101-310-00-79-605-14
	62363	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,400.00	20222915	10-1101-310-00-79-605-14
	62363	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,714.50	20223011	10-1101-310-00-79-605-14
	62363	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,560.00	20223011	10-1101-310-00-79-605-14
	62363	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,014.06	20223011	10-1101-310-00-79-605-14
	62363	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,579.03	20223011	10-1101-310-00-79-605-14
	62363	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,562.91	20223011	10-1101-310-00-79-605-14
	62363	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,956.00	20223011	10-1101-310-00-79-605-14
	62363	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,634.00	20223011	10-1101-310-00-79-605-14
	62363	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,400.00	20223011	10-1101-310-00-79-605-14
					<u>\$30,890.04</u>	Payee Vendor Total	
Sunrise Southwest LLC							
	62364	05/20/2022	40-2552-331-00-79	Contracted Transportation	2,843.42	20223051	40-2552-331-00-79
	62364	05/20/2022	40-2552-331-00-79	Contracted Transportation	3,177.94	20222837	40-2552-331-00-79
					<u>\$6,021.36</u>	Payee Vendor Total	
Swiderski, James							
	62246	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	126.00		10-1500-319-00-71-300-13
					<u>\$126.00</u>	Payee Vendor Total	
Talerico Martin Corp							
	62210	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	305.84	22040378	10-2560-415-00-71-300-13
	62210	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	84.80	22040378	10-2560-415-00-71-300-13
	62210	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	31.02	22040378	10-2560-415-00-71-300-13
	62210	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	84.80	22040378	10-2560-415-00-71-300-13
	62210	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	84.80	22040378	10-2560-415-00-71-300-13
	62210	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	337.44	22040378	10-2560-415-00-71-300-13
	62210	05/06/2022	10-2560-415-00-71-300-13	Cafe Food HS	84.80	22040378	10-2560-415-00-71-300-13
	62210	05/06/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	81.18	22040377	10-2560-415-00-74-210-13
	62210	05/06/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	63.42	22040377	10-2560-415-00-74-210-13
					<u>\$1,158.10</u>	Payee Vendor Total	
Taylor, David							
	62152	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
					<u>\$65.00</u>	Payee Vendor Total	



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Teachers Retirement Syste							
	202204280	04/30/2022	10459	TRS SSP	366.00		10-481
	202241105	04/30/2022	10459	TRS SSP	366.00		10-481
	202242205	04/30/2022	10451	TRS Payable	236,650.68		10-481
	202242205	04/30/2022	10468	TRS Health Ins	38,695.22		10-468
	20224705	04/30/2022	10451	TRS Payable	235,767.87		10-481
	20224705	04/30/2022	10468	TRS Health Ins	38,619.10		10-468
					<u>\$550,464.87</u>	Payee Vendor Total	
Teaching Strategies LLC							
	62365	05/20/2022	10-1125-490-00-79-600-14	Supplies Preschool	48.00	20222931	10-1125-490-00-79-600-14
	62365	05/20/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	150.00	20222931	10-1800-410-84-79-605-14
	62365	05/20/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	250.00	20222931	10-1800-410-84-79-605-14
					<u>\$448.00</u>	Payee Vendor Total	
Team Reil Inc							
	62366	05/20/2022	20-2543-323-00-79	Repairs-Grounds	120.00	20223004	20-2543-323-00-79
	62366	05/20/2022	20-2543-323-00-79	Repairs-Grounds	115.00	20223004	20-2543-323-00-79
	62366	05/20/2022	20-2543-323-00-79	Repairs-Grounds	329.00	20223004	20-2543-323-00-79
					<u>\$564.00</u>	Payee Vendor Total	
Tenant Sales and Service							
	62211	05/06/2022	20-2542-410-00-79	Supplies B & G	74.00	20222228	20-2542-410-00-79
	62367	05/20/2022	20-2542-410-00-79	Supplies B & G	75.90	20222990	20-2542-410-00-79
	62367	05/20/2022	20-2542-410-00-79	Supplies B & G	311.00	20222990	20-2542-410-00-79
	62367	05/20/2022	20-2542-410-00-79	Supplies B & G	999.40	20222990	20-2542-410-00-79
	62367	05/20/2022	20-2542-410-00-79	Supplies B & G	68.20	20222990	20-2542-410-00-79
					<u>\$1,528.50</u>	Payee Vendor Total	
The Huntley Education Ass							
	202241812	04/30/2022	10460	IEA Dues Payable	27,087.16		10-460
	202242912	04/30/2022	10460	IEA Dues Payable	27,047.16		10-460
					<u>\$54,134.32</u>	Payee Vendor Total	
Thermosystems Building Sy							
	992200303	05/20/2022	20-2542-410-00-79	Supplies B & G	294.44	20222916	20-2542-410-00-79
	992200303	05/20/2022	20-2542-390-00-79	Other Purchased Service	885.00	20223015	20-2542-390-00-79
	992200303	05/20/2022	20-2542-390-00-79	Other Purchased Service	1,625.75	20223015	20-2542-390-00-79
	992200303	05/20/2022	20-2542-390-00-79	Other Purchased Service	2,543.50	20223015	20-2542-390-00-79



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	992200303	05/20/2022	20-2542-390-00-79	Other Purchased Service	708.00	20223015	20-2542-390-00-79
					<u>\$6,056.69</u>	Payee Vendor Total	
Thinnes, Roger							
	62153	05/06/2022	10-1500-319-00-71-300-13	Sports Officials HS	108.00	0	10-1500-319-00-71-300-13
					<u>\$108.00</u>	Payee Vendor Total	
Thomson Reuters							
	62212	05/06/2022	10-2660-470-00-79-600-14	Software Technology	1,066.12	22050307	10-2660-470-00-79-600-14
					<u>\$1,066.12</u>	Payee Vendor Total	
T-Mobile							
	62213	05/06/2022	20-2540-340-00-79	Telephone - Districtwide	3,000.00	22050357	20-2540-340-00-79
	62368	05/20/2022	20-2540-340-00-79	Telephone - Districtwide	2,550.00	22050357	20-2540-340-00-79
					<u>\$5,550.00</u>	Payee Vendor Total	
TPI Tyler Press Inc							
	62214	05/06/2022	10-1120-360-00-74-210-13	Printing Heineman	1,150.00	20222687	10-1120-360-00-74-210-13
					<u>\$1,150.00</u>	Payee Vendor Total	
Trane							
	992200304	05/20/2022	20-2542-410-00-79	Supplies B & G	842.76	20223006	20-2542-410-00-79
					<u>\$842.76</u>	Payee Vendor Total	
Tredroc Tire Services LLC							
	62215	05/06/2022	40-2554-410-00-79	Fleet Supplies	2,839.95	22020837	40-2554-410-00-79
	62435	05/27/2022	40-2554-410-00-79	Fleet Supplies	747.95	22050837	40-2554-410-00-79
					<u>\$3,587.90</u>	Payee Vendor Total	
Truax, Brian							
	62412	05/20/2022	10-2410-490-00-71-300-13	HS Staff Recognition	56.68	0	10-2410-490-00-71-300-13
					<u>\$56.68</u>	Payee Vendor Total	
TSA Consulting Group Inc							
	202241803	04/30/2022	10455	Annuities Payable	76,378.67		10-481
	202242903	04/30/2022	10455	Annuities Payable	73,714.34		10-481
					<u>\$150,093.01</u>	Payee Vendor Total	
United Way of McHenry Co							
	62110	04/29/2022	10461	United Way Payable	11.43	0	10-498
					<u>\$11.43</u>	Payee Vendor Total	



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Unity School Bus Parts, I							
	62369	05/20/2022	40-2554-410-00-79	Fleet Supplies	306.20	20222922	40-2554-410-00-79
					<u>\$306.20</u>	Payee Vendor Total	
USA Fire Protection Inc							
	62111	04/29/2022	20-2542-410-00-79	Supplies B & G	378.00	20222804	20-2542-410-00-79
	62370	05/20/2022	20-2542-323-00-79	Repairs & Maint Buildings	982.00	20222917	20-2542-323-00-79
					<u>\$1,360.00</u>	Payee Vendor Total	
Verizon Wireless							
	62112	04/29/2022	20-2540-340-00-79	Telephone - Districtwide	4,960.72	22041607	20-2540-340-00-79
	62216	05/06/2022	20-2540-340-00-79	Telephone - Districtwide	126.44	22051607	20-2540-340-00-79
					<u>\$5,087.16</u>	Payee Vendor Total	
VEX Robotics Inc							
	62113	04/29/2022	10-1100-423-00-74-500-14	New Adoption	187.41	20222418	10-1100-423-00-74-500-14
	62113	04/29/2022	10-1100-423-00-74-500-14	New Adoption	3,894.00	20222418	10-1100-423-00-74-500-14
					<u>\$4,081.41</u>	Payee Vendor Total	
VILLAGE OF ALGONQUIN							
	62114	04/29/2022	20-2540-370-00-79	Water/Sewer	925.60	0	20-2540-370-00-79
	62114	04/29/2022	20-2540-370-00-79	Water/Sewer	1,215.54	0	20-2540-370-00-79
	62114	04/29/2022	20-2540-370-00-79	Water/Sewer	483.06	0	20-2540-370-00-79
	62114	04/29/2022	20-2540-370-00-79	Water/Sewer	956.12	0	20-2540-370-00-79
	62114	04/29/2022	20-2540-370-00-79	Water/Sewer	10.00	0	20-2540-370-00-79
	62217	05/06/2022	20-2546-310-00-71-305	Resource Officer	9,807.48	22050137	20-2546-310-00-71-305
					<u>\$13,397.80</u>	Payee Vendor Total	
Village of Huntley							
	62115	04/29/2022	20-2540-370-00-79	Water/Sewer	684.40	0	20-2540-370-00-79
					<u>\$684.40</u>	Payee Vendor Total	
Village of Huntley							
	62116	04/29/2022	20-2546-310-00-71-305	Resource Officer	715.00	20222813	20-2546-310-00-71-305
	62116	04/29/2022	20-2546-310-00-71-305	Resource Officer	812.50	20222813	20-2546-310-00-71-305
	62116	04/29/2022	20-2546-310-00-71-305	Resource Officer	195.00	20222813	20-2546-310-00-71-305
	62371	05/20/2022	20-2546-310-00-71-305	Resource Officer	325.00	20222924	20-2546-310-00-71-305
	62371	05/20/2022	20-2546-310-00-71-305	Resource Officer	162.50	20222924	20-2546-310-00-71-305
	62371	05/20/2022	20-2546-310-00-71-305	Resource Officer	260.00	20222924	20-2546-310-00-71-305
	62371	05/20/2022	20-2546-310-00-71-305	Resource Officer	6,201.67	22051517	20-2546-310-00-71-305

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					<u>\$8,671.67</u>	Payee Vendor Total	
Village of Lake in the Hi							
	62117	04/29/2022	20-2546-310-00-71-305	Resource Officer	5,951.00	22040687	20-2546-310-00-71-305
	62247	05/19/2022	20-2543-530-00-79	Improvements not Buildings	250.00	20223076	20-2543-530-00-79
					<u>\$6,201.00</u>	Payee Vendor Total	
Virtual Connections Acade							
	62218	05/06/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,394.06	22041757	10-4220-670-00-79-600-14
	62218	05/06/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,394.06	22041757	10-4220-670-00-79-600-14
					<u>\$10,788.12</u>	Payee Vendor Total	
Viveros, Christo Varela							
	62248	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	120.00		10-1500-319-00-71-300-13
					<u>\$120.00</u>	Payee Vendor Total	
VSP of Illinois NFP							
	62219	05/06/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	41.58	22050457	10-2310-220-00-79-600-14
	62372	05/20/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	7,366.48	22050457	10-2310-220-00-79-600-14
					<u>\$7,408.06</u>	Payee Vendor Total	
W.W. Norton & Company							
	62373	05/20/2022	10-1130-420-00-71-300-13	HS Curriculum Textbooks	30.00	20220888	10-1130-420-00-71-300-13
	62373	05/20/2022	10-1130-420-00-71-300-13	HS Curriculum Textbooks	450.00	20220888	10-1130-420-00-71-300-13
	62373	05/20/2022	10-1130-420-00-71-300-13	HS Curriculum Textbooks	300.00	20220888	10-1130-420-00-71-300-13
					<u>\$780.00</u>	Payee Vendor Total	
Wards Science							
	62118	04/29/2022	10-1130-410-67-71-300-13	PLTW Supplies	492.84	20222353	10-1130-410-67-71-300-13
	62374	05/20/2022	10-1130-410-67-71-300-13	PLTW Supplies	492.84	20222353	10-1130-410-67-71-300-13
					<u>\$985.68</u>	Payee Vendor Total	
Warehouse Direct Cardinal							
	62119	04/29/2022	10-2130-410-00-79-600-14	Supplies Health	34.05	20220069	10-2130-410-00-79-600-14
					<u>\$34.05</u>	Payee Vendor Total	
Watters, Jerry							
	62249	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00		10-1500-319-00-71-300-13
					<u>\$65.00</u>	Payee Vendor Total	
West, Theodore							
	62120	04/29/2022	10-1500-319-00-71-300-13	Sports Officials HS	62.00	0	10-1500-319-00-71-300-13



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	62250	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
					<u>\$127.00</u>	Payee Vendor Total	
WEX BANK							
	62220	05/06/2022	10-1700-464-21-71-300-13	Driver Education Gasoline	430.07	22040777	10-1700-464-21-71-300-13
	62220	05/06/2022	10-1700-464-21-71-300-13	Driver Education Gasoline	6.45	22040777	10-1700-464-21-71-300-13
	62375	05/20/2022	10-1700-464-21-71-300-13	Driver Education Gasoline	137.33	22040777	10-1700-464-21-71-300-13
	62375	05/20/2022	10-1700-464-21-71-300-13	Driver Education Gasoline	2.06	22040777	10-1700-464-21-71-300-13
					<u>\$575.91</u>	Payee Vendor Total	
Whalen, Kelley							
	62174	05/06/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	45.99	0	10-1110-410-00-71-100-13
					<u>\$45.99</u>	Payee Vendor Total	
Wiedemann, Thomas							
	62251	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	92.00	0	10-1500-319-00-71-300-13
	62251	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	32.50	0	10-1500-319-00-71-300-13
					<u>\$124.50</u>	Payee Vendor Total	
Williams, Kelly							
	62121	04/29/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	400.00	0	10-2310-230-00-74-500-14
					<u>\$400.00</u>	Payee Vendor Total	
Wilson Language Training							
	62122	04/29/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	993.60	20222741	10-1110-410-00-72-110-13
	62122	04/29/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	233.28	20222741	10-1110-410-00-72-110-13
	62122	04/29/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	233.28	20222707	10-1110-410-00-72-110-13
	62376	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	82.80	20222814	10-1100-421-00-74-500-14
	62376	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	575.00	20222814	10-1100-421-00-74-500-14
	62376	05/20/2022	10-1100-421-00-74-500-14	Materials K-12	460.00	20222814	10-1100-421-00-74-500-14
					<u>\$2,577.96</u>	Payee Vendor Total	
Winkler, Kirk							
	62252	05/19/2022	10-1500-319-00-71-300-13	Sports Officials HS	65.00	0	10-1500-319-00-71-300-13
					<u>\$65.00</u>	Payee Vendor Total	
Winston Knolls Education							
	62221	05/06/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,034.62	22041747	10-4220-670-00-79-600-14
					<u>\$5,034.62</u>	Payee Vendor Total	
Yale Center for Emotional							

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	62377	05/20/2022	10-2213-310-00-79-600-14	Special Svcs Pur Svc	1,000.00	20222945	10-2213-310-00-79-600-14
					<u>\$1,000.00</u>	Payee Vendor Total	
Zero Card							
	202242509	04/30/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	34.06		10-1100-220-00-79-600-14
	20224409	04/30/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	128.45		10-1100-220-00-79-600-14
					<u>\$162.51</u>	Payee Vendor Total	
Zhao, Tianya							
	62413	05/20/2022	10-2520-332-00-74-500-14	Travel Fiscal	49.14		10-2520-332-00-74-500-14
					<u>\$49.14</u>	Payee Vendor Total	
Zieglers Ace Hardware							
	62123	04/29/2022	20-2542-410-00-79	Supplies B & G	16.58	22030267	20-2542-410-00-79
	62222	05/06/2022	20-2542-410-00-79	Supplies B & G	13.58	22030267	20-2542-410-00-79
	62222	05/06/2022	20-2542-410-00-79	Supplies B & G	50.96	22030267	20-2542-410-00-79
	62222	05/06/2022	20-2542-410-00-79	Supplies B & G	(29.98)	22030267	20-2542-410-00-79
	62222	05/06/2022	20-2542-410-00-79	Supplies B & G	64.97	22030267	20-2542-410-00-79
	62378	05/20/2022	20-2542-410-00-79	Supplies B & G	12.99	22040267	20-2542-410-00-79
	62378	05/20/2022	20-2542-410-00-79	Supplies B & G	3.98	22040267	20-2542-410-00-79
	62436	05/27/2022	20-2542-410-00-79	Supplies B & G	3.04	22040267	20-2542-410-00-79
					<u>\$136.12</u>	Payee Vendor Total	
ZSN Systems & Solutions							
	62379	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,587.50	20222930	10-1101-310-00-79-605-14
	62379	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,430.00	20222930	10-1101-310-00-79-605-14
	62379	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,100.00	20223052	10-1101-310-00-79-605-14
	62379	05/20/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,205.00	20223052	10-1101-310-00-79-605-14
					<u>\$11,322.50</u>	Payee Vendor Total	
				Report Total	<u><u>\$3,535,169.56</u></u>		



Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 2, 2022

Subject: **Monthly Fiscal Updates**
Committee of the Whole Meeting, June 2, 2022
Finance Committee

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:

- ✓ **May month-end Close** - See the Preliminary Year-end Executive Summary
- ✓ **Extracurricular Committee** – During the month, the Committee met and reviewed the remaining dollars under the collective bargaining contract and has opted to increase all base stipends within the extracurricular schedule by 2.01%. - ***This recommendation is shared under separate cover.***
- ✓ **Budget & 5 Year Plan** - Continuing the process of accumulating data and resources for the District's FY23 Budget and 5 Year Plan. The next draft of the budget will be shared at an upcoming Board Meeting.
- ✓ **Operational Efficiency Goal** - **The** District's Strategic Plan outlines a desired outcome that the District will remain sustainable to meet the needs of the students and community. Under that outcome, there is a further long-term goal to "Innovate to more efficiently operate within the District." Please see the following updates during the month:
 - **Propane Bus Rebates** – As discussed a few months ago, the District applied for the ILPGA \$4k per bus rebate. This past week the District received notice that we will receive the rebate and the check will be in the mail this week. The total rebate this year will be \$36k for the 9 Propane Buses we recently ordered.
 - **DCFS Transportation Reimbursement** - During the month, the District learned of an additional reimbursement opportunity. Districts that incur additional transportation costs for transporting a DCFS youth in care student to their school of origin will be reimbursed 50 percent of their actual costs by DCFS. The other 50 percent is claimable as Regular Transportation expenditures. We are currently completing this application as it is due by July 15th.
 - **EPA Bus Rebate (Clean School Bus Program) Application** – During the month, we applied for the EPA's Clean School Buses Program, requesting rebate assistance to purchase 6 additional electric buses and 3 propane buses.

As background, the Infrastructure Investment and Jobs Act provides \$5 billion for the replacement of existing school buses with clean and zero-emission (ZE) school buses. For each fiscal year between 2022 and 2026, \$500 million is available to fund zero-emission and clean school buses, and \$500 million is available to fund only zero-emission school buses. State and local governmental entities that provide bus service, including public school districts are eligible. The Infrastructure Law allows EPA to prioritize certain applicants specifically high-need school districts and low-income areas. Unfortunately, McHenry County is not one of these locations. Thus, we will be part of a lottery process to determine if we are awarded. The EPA anticipates notifying applicants of their selection status within approximately 60 days of the application deadline of August 19, 2022.

SPECIFIC TASKS TO ADDRESS DURING JUNE 2021

- **June (TBD)** – Investigation and Ascertainment of Prevailing Rate of Wages: Requires a School Board to adopt a resolution establishing prevailing rates for its area, publicly post or keep available for inspection the prevailing rate of wages, file a certified copy of the resolution with the Secretary of State and the Department of Labor in Springfield no later than July 15 of each year, and publish a legal notice of its wage rate determination within 30 days of the filing (820 ILCS 130/9).
- **June (TBD)** – Prepare for Year-End Closing:
- **June 30** – Last day of the fiscal year for most Illinois school districts.

COMING UP IN JULY 2020

- First day of the new fiscal year for most Illinois school districts
- Prevailing Wage: School districts must file a certified copy of the prevailing rate of wages with the Secretary of State and the Department of Labor in Springfield, and publish a legal notice of its wage rate determination within 30 days of the filing (820 ILCS 130/9).
- ESSA Site-Based Reporting data based on June 30 financials is submitted through IWAS.
- Begin initial submission of new TRS Pay-Period Reporting
- File IDEA Part B Grants Completion/Final Expenditure Report



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: June 2, 2022

Subject: **Activity Fund Balance Report**
Committee of the Whole Meeting – June 2, 2022
Finance Committee

Presented for the Committee's review is the Activity Fund Balance Report as of April 30, 2022.



Huntley Community School District 158

650 Dr. John Burkey Drive
 Algonquin, Illinois 60102
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April 30, 2022 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	\$ 87,825.40	\$ 259.51	\$ 405.21	\$ 87,679.70
Scholarships	20,580.89	-	-	20,580.89
D158 Foundation	3,614.78	-	-	3,614.78
Early Childhood	3,579.26	356.67	86.74	3,849.19
Gifted	2,500.00	-	-	2,500.00
Mackeben	19,015.14	6,762.70	7,032.74	18,745.10
Heineman	48,313.97	7,937.52	2,251.67	53,999.82
Conley	15,324.29	10,177.21	1,360.28	24,141.22
Chesak	28,259.19	853.33	185.59	28,926.93
Leggee	20,547.57	1,183.67	150.62	21,580.62
Martin	39,281.86	13,697.50	10,299.26	42,680.10
Marlowe	95,492.57	5,948.25	7,723.88	93,716.94
High School Athletics	289,186.06	32,484.16	30,324.01	291,346.21
High School Activities	279,662.27	139,430.75	131,556.09	287,536.93
Total All Funds	\$ 953,183.25	\$ 219,091.27	\$ 191,376.09	\$ 980,898.43

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

Mackeben: The \$6,800 of revenue was from the Library book fair \$6,800. The majority of the (\$7,000) of expenditures was for the Library book fair cost (\$6,800).

Heineman: The majority of the \$7,900 of revenue was from 8th Grade Six Flags trip \$6,800, Charitable Contributions fundraising \$900, and Track \$900. The majority of the (\$2,300) of expenditures was for Chorus/Band Fox Valley Honor Band conductor (\$1,000), PE supplies (\$600), and Snow Hawks apparel (\$400).

Conley: The majority of the \$10,200 of revenues was from Library book fair \$10,000. The majority of the (\$1,400) of expenditures was for School Store supplies (\$1,300).

Martin: The majority of the (\$13,700) of revenue was from Library book fair \$9,700 and Field Trips \$3,600. The majority of the (\$10,300) of expenditures was for the Library book fair (\$9,700) and band (\$400).

Marlowe: The majority of the \$5,900 of revenue was from 8th Grade Six Flags trip \$2,700, PE roller skating activity \$2,400, and Yearbook \$500. The majority of the (\$7,700) of expenditures was for PE roller skating activity & apparel (\$6,300), Musical shirts (\$500), Pop supplies (\$300), and In & Out staff lunches (\$300).

High School Athletics: The majority of the \$32,500 of revenue was from Soccer \$11,400, Athletics \$4,500, Girls Lacrosse \$4,200, Baseball \$4,100, Boys Lacrosse \$2,900, Girls Track \$1,200, and Softball \$600. The majority of the (\$30,300) of expenditures was for Football apparel (\$13,900), Soccer apparel (\$5,100), Athletics apparel & supplies (\$2,600), Girls Basketball summer leagues registration (\$2,400), Swimming spirit wear (\$1,900), Boys Volleyball supplies (\$1,100), Boys Track supplies & meals (\$900), Girls Track supplies & meals (\$800), and Boys & Girls Cross Country hats (\$700).

High School Activities: The majority of the \$139,400 of revenue was from Student Council \$125,800, PE \$5,200, Journalism \$2,600, Drama Club \$1,400, Dean's Activity \$1,000, NHS \$750, Fishing Club \$700, and Community Service Club \$600. The majority of the (\$131,600) of expenditures was for Student Council prom venue & buses and IASC State Convention lodging (\$108,200), Journalism school paper printing (\$5,800), PE roller skating event (\$4,900), Assessments PSAT testing tables & food (\$4,700), In & Out Senior shirts & supplies (\$4,000), Ski Club trips (\$1,800), and Science Club shirts (\$500).

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



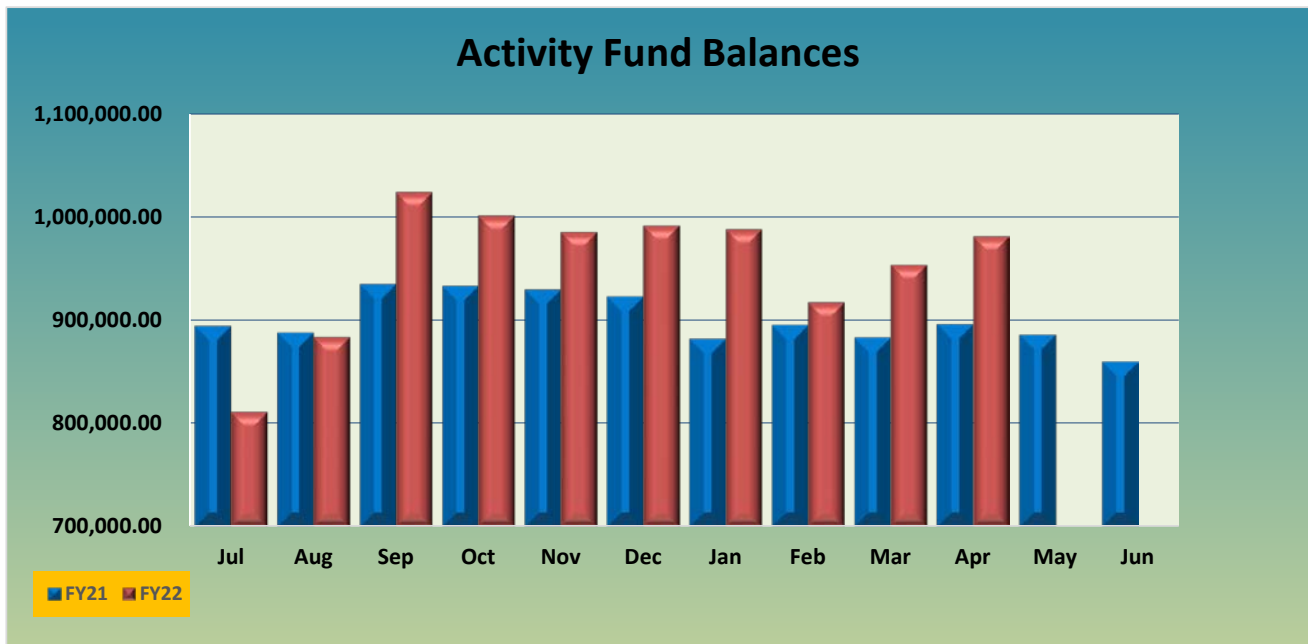
Huntley Community School District 158

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

April 30, 2022 Financial Executive Summary - Activity Accounts

Major transactions for the Month include:

Major Cash Expenditures		Description	Major Revenues Received	
Hyatt Regency O'Hare	93,767.89	2022 HS Prom venue balance	HS Student Council	125,841.06
Edge Sports Apparel, The	18,803.00	HS Football & Soccer apparel	HS Soccer	11,358.75
Scholastic Book Fairs	15,833.86	Martin & Mackeben book fairs	Conley Library	9,980.63
Huntley Community School Dist 158	12,904.46	P-Card charges (2/21 - 3/20)	Martin Library	9,731.63
Signature Chicago	8,400.00	2022 HS Prom buses balance	Mackeben Library	6,762.70
AIA Services LLC	6,563.40	HS Senior shirts & athletics apparel	Heineman 8th Grade Trips	6,762.00
Castle PrinTech	5,837.70	HS Newspaper printing	HS PE	5,227.60
B. R. Sports Ltd	5,000.00	Marlowe PE outing / skate rentals	HS Athletic Varsity	4,499.10
M & M Limousine Service Inc	4,485.60	2022 HS Prom buses balance	HS Girls Lacrosse	4,226.71
Skatertime School Programs Inc	4,432.00	HS PE outing / skate rentals	HS Baseball	4,140.00
Ed's Rental & Sales Inc # 3	4,298.75	HS SAT/AP testing tables	Martin Fieldtrips	3,570.00
Dundee Township Park District	2,400.00	HS Girls Basketball summer league	HS Boys Lacrosse	2,860.00
Wyndham Springfield City Center	1,021.52	HS STUCO ISAC convention hotel	Marlowe 8th Grade	2,667.00
Schlafer, Patricia	1,000.00	HMS Chorus/Band conductor	HS Journalism	2,642.64
Correct Digital Displays Inc	890.00	HS Basketball scoreboard repairs	Marlowe PE	2,415.00
Churros Y Chocolate Inc	800.00	Conley staff appreciation event	HS Girls Volleyball	2,181.50
Image Apparel Solutions	674.40	HS Boys/Girls Cross Country hats	HS Drama Club	1,380.00
Millare, Mark	500.00	HS PE self-defense instructor	HS Girls Track	1,200.00



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		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
100	District In & Out	0.00	0.00	4,775.72	3,074.40	(1,701.32)	3,650.42	1,949.10
101	Interest/Service Charge	18.30	117.46	23.30	938.13	914.83	62,843.21	63,758.04
102	District Pepsi Account	386.91	142.05	5,159.53	3,523.93	(1,635.60)	12,699.44	11,063.84
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	7,500.00	26.43	1,000.00	1,026.43
112	Foundation Grants	0.00	0.00	597.05	3,110.40	2,513.35	75.00	2,588.35
113	Schaffenegger Memorial	0.00	0.00	0.00	0.00	0.00	20,580.89	20,580.89
118	Gifted Program	0.00	0.00	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	237.04	0.00	1,203.50	2,970.19	1,766.69	2,403.49	4,170.18
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	6,795.70	6,762.70	6,795.70	6,899.75	104.05	5,670.75	5,774.80
1212	Mackeben Market Day	0.00	0.00	0.00	0.00	0.00	526.40	526.40
1240	Mackeben In & Out	0.00	0.00	2,153.75	3,666.41	1,512.66	1,944.60	3,457.26
1400	Heineman LRC	0.00	0.00	1,273.22	761.08	(512.14)	1,398.87	886.73
1401	Heineman Snow Hawks	421.50	0.00	21,605.49	23,450.00	1,844.51	627.12	2,471.63
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	391.49	391.49	5.21	396.70
1405	Heineman Service Club	0.00	0.00	17.97	2.00	(15.97)	16.08	0.11
1406	Heineman Chorus/Band	1,040.00	80.00	3,865.70	6,654.02	2,788.32	3,503.58	6,291.90
1407	Heineman Wrestling	0.00	0.00	0.00	180.00	180.00	102.31	282.31
1408	Heineman Cheerleading	0.00	0.00	1,995.59	1,894.00	(101.59)	1,014.54	912.95
1409	Heineman Track	0.00	0.00	0.00	3,233.00	3,233.00	917.38	4,150.38
1410	Heineman Charitable Contributions	0.00	930.52	1,000.00	4,352.98	3,352.98	1,195.87	4,548.85
1411	Heineman Cross Country	0.00	0.00	0.00	0.00	0.00	153.53	153.53
1412	Heineman Volleyball	0.00	0.00	873.98	888.00	14.02	81.41	95.43
1413	Heineman PE	557.18	0.00	4,957.18	5,810.00	852.82	852.29	1,705.11
1414	Heineman Student Council	0.00	0.00	95.01	168.50	73.49	856.46	929.95
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	0.00	0.00	20,312.00	21,631.00	1,319.00	5,381.31	6,700.31
1419	Heineman Athletics	127.00	0.00	610.65	187.00	(423.65)	1,807.11	1,383.46

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Fund Balance Report

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Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
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	300.42	100.00	(200.42)	979.22	778.80
1425	Heineman Engineering Club	0.00	0.00	41.00	0.00	(41.00)	64.34	23.34
1440	Heineman In & Out	61.99	165.00	395.49	675.81	280.32	453.77	734.09
1441	Heineman Foods Club	0.00	0.00	114.55	922.00	807.45	1,210.74	2,018.19
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	0.00	0.00	277.80	54.66	(223.14)	3,771.63	3,548.49
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	44.00	6,762.00	44.00	7,874.00	7,830.00	3,340.89	11,170.89
1481	Heineman 8th Grade Team 1	0.00	0.00	249.99	244.67	(5.32)	90.00	84.68
1482	Heineman 8th Grade Team 2	0.00	0.00	50.00	104.66	54.66	1,537.06	1,591.72
1701	Conley School Store	1,269.23	0.00	1,715.44	264.00	(1,451.44)	2,962.32	1,510.88
1702	Conley Pop	0.00	41.58	524.78	139.01	(385.77)	562.39	176.62
1703	Conley Recycling	0.00	0.00	0.00	0.00	0.00	106.94	243,106.94
1704	Conley PBIS	0.00	0.00	0.00	0.00	0.00	2.00	2.00
1706	Conley Band	0.00	45.00	150.98	45.00	(105.98)	372.92	266.94
1707	Conley Jean Fund	0.00	0.00	289.95	0.00	(289.95)	309.19	19.24
1708	Conley Disc Golf Club	29.99	0.00	835.81	1,555.00	719.19	0.00	719.19
1709	Conley Field Trips	0.00	110.00	3,403.13	2,068.00	(1,335.13)	2,692.91	1,357.78
1710	Conley Library	0.00	9,980.63	9,350.17	19,023.50	9,673.33	1,315.63	10,988.96
1712	Conley Art	61.06	0.00	61.06	2,426.86	2,365.80	1,519.17	3,884.97
1713	Conley Yearbook	0.00	0.00	0.00	20.00	20.00	2,043.55	2,063.55
1740	Conley In & Out	0.00	0.00	4,894.93	5,800.50	905.57	2,138.58	3,044.15
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	(3,714.02)	(3,714.02)	3,714.02	0.00
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	86.74	356.67	664.60	356.67	(307.93)	4,157.12	3,849.19
202	Chesak Pop	0.00	53.33	492.15	272.23	(219.92)	310.98	91.06
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	2,637.91	2,637.91	2,034.87	4,672.78
205	Chesak Yearbook	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Fund Balance Report

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Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
206	Chesak Music	16.99	0.00	1,324.74	28.40	(1,296.34)	5,364.21	4,067.87
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	16,611.47	19,660.11	3,048.64	10,725.77	13,774.41
212	Chesak Dine & Share	0.00	0.00	95.32	898.07	802.75	310.70	1,113.45
240	Chesak In & Out	168.60	800.00	5,972.79	2,197.71	(3,775.08)	8,811.10	5,036.02
301	Leggee School Store	0.00	0.00	0.00	0.00	0.00	9,415.46	9,415.46
302	Leggee Pop	16.72	271.20	112.36	457.84	345.48	54.54	400.02
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	3,302.22	3,302.22	1,481.33	4,783.55
306	Leggee Fundraisers	0.00	0.00	671.05	0.00	(671.05)	679.05	8.00
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	33.33	0.00	(33.33)	1,021.44	988.11
310	Leggee Library	0.00	0.00	0.00	15.00	15.00	0.00	15.00
311	Leggee Recreation	44.65	912.47	253.13	1,888.72	1,635.59	459.09	2,094.68
313	Leggee Yearbook	0.00	0.00	1,426.17	0.00	(1,426.17)	1,430.40	4.23
340	Leggee In & Out	89.25	0.00	127.89	1,525.86	1,397.97	100.95	1,498.92
400	Marlowe LRC	(9.83)	63.25	771.81	63.25	(708.56)	1,216.51	244,507.95
401	Marlowe Pop	327.20	152.00	2,616.76	3,247.29	630.53	1,555.14	2,185.67
402	Marlowe Fundraiser Funds	0.00	0.00	0.00	0.00	0.00	404.25	404.25
403	Marlowe Yearbook	0.00	510.00	1,984.33	810.00	(1,174.33)	14,486.56	13,312.23
404	Marlowe School Store	0.00	0.00	0.00	2,806.00	2,806.00	2,338.65	5,144.65
405	Marlowe Student Council	26.47	0.00	356.48	412.55	56.07	356.74	412.81
406	Marlowe Chorus/Band	193.25	0.00	19,634.75	21,555.00	1,920.25	6,440.41	8,360.66
407	Marlowe Wrestling	0.00	0.00	547.50	500.00	(47.50)	1,260.71	1,213.21
408	Marlowe Cheerleading	0.00	0.00	2,735.92	2,438.00	(297.92)	2,112.83	1,814.91
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	0.00	0.00	184.31	80.00	(104.31)	1,594.30	1,489.99
417	Marlowe Girls Basketball	0.00	0.00	1,889.02	2,162.00	272.98	755.35	1,028.33
418	Marlowe Outdoor Activity	0.00	0.00	32,464.72	36,300.00	3,835.28	9,061.73	12,897.01

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Fund Balance Report

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Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
419	Marlowe Athletics	0.00	0.00	192.93	0.00	(192.93)	4,013.49	3,820.56
420	Marlowe Boys Basketball	114.49	0.00	1,057.94	0.00	(1,057.94)	9,930.93	8,872.99
421	Marlowe Snow Stangs	0.00	0.00	22,696.00	23,025.00	329.00	0.00	329.00
422	Marlowe Tech Lab	0.00	0.00	0.00	0.00	0.00	139.97	139.97
423	Marlowe Art Class	0.00	0.00	410.09	810.00	399.91	3,292.58	3,692.49
424	Marlowe PE	6,308.32	2,415.00	12,358.32	5,350.00	(7,008.32)	9,378.44	2,370.12
425	Marlowe Ecology	0.00	0.00	0.00	0.00	0.00	1,156.11	1,156.11
426	Marlowe Poms	0.00	0.00	4,029.17	2,630.00	(1,399.17)	7,663.82	6,264.65
427	Marlowe Musical	457.36	0.00	884.72	1,052.00	167.28	560.96	728.24
428	Marlowe Explorers Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440	Marlowe In & Out	306.62	141.00	1,781.05	868.00	(913.05)	2,368.56	1,455.51
441	Marlowe Foods Club	0.00	0.00	122.70	220.00	97.30	186.53	283.83
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	2,667.00	714.62	3,044.00	2,329.38	3,861.33	6,190.71
500	HS Leos Club	0.00	530.75	1,030.00	1,941.26	911.26	0.00	911.26
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	245,543.31
503	HS Yearbook	334.00	(52.64)	11,848.12	3,484.03	(8,364.09)	8,711.87	347.78
504	HS Girls Cross Country	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505	HS Student Council	108,189.03	125,841.06	141,521.16	175,800.82	34,279.66	2,216.65	36,496.31
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	305.58	131.49	1,910.19	1,625.09	(285.10)	1,182.24	897.14
509	HS Math Club	0.00	0.00	157.65	200.00	42.35	311.57	353.92
510	HS Girls Golf	0.00	0.00	5,219.18	7,521.17	2,301.99	4,490.04	6,792.03
511	HS Drama Club	0.00	1,380.00	5,169.62	6,474.60	1,304.98	1,324.34	2,629.32
512	HS Pom Poms	0.00	60.00	74,903.18	54,708.93	(20,194.25)	24,276.67	4,082.42
513	HS Ski Club	1,815.00	0.00	24,768.84	24,270.00	(498.84)	4,298.47	3,799.63
514	HS World Languages Club	0.00	0.00	0.00	0.00	0.00	769.86	769.86
515	HS Boys Track	896.85	300.00	4,759.83	7,113.40	2,353.57	5,640.64	7,994.21
516	HS Dean Activity	450.84	1,005.33	4,873.15	13,712.18	8,839.03	13,806.62	22,645.65
517	HS HOSA Medical Club	0.00	170.00	724.70	2,696.00	1,971.30	741.63	2,712.93
518	HS NHS	96.66	748.80	3,500.91	1,046.80	(2,454.11)	8,626.23	6,172.12
519	HS Co-Op (VICA)	0.00	0.00	500.00	0.00	(500.00)	11,926.23	11,426.23
520	HS Musical	0.00	0.00	541.24	645.00	103.76	576.22	679.98

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Fund Balance Report

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Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
521	HS Athletic Varsity	2,575.08	4,499.10	26,127.68	36,164.69	10,037.01	13,083.10	23,120.11
522	HS Girls Volleyball	0.00	2,181.50	38,425.50	36,869.64	(1,555.86)	15,126.36	13,570.50
523	HS Boys Golf	0.00	0.00	7,228.08	11,781.35	4,553.27	1,721.07	6,274.34
524	HS Softball	321.95	633.00	13,452.93	10,788.30	(2,664.63)	10,756.04	8,091.41
525	HS Baseball	455.44	4,140.00	9,398.09	15,855.29	6,457.20	2,183.50	8,640.70
526	HS Girls Basketball	2,400.00	0.00	10,695.08	14,046.76	3,351.68	5,567.96	8,919.64
527	HS Boys Basketball	0.00	0.00	26,256.59	28,198.08	1,941.49	8,408.70	10,350.19
528	HS Cheerleading	149.70	110.00	69,850.10	83,984.48	14,134.38	26,676.62	40,811.00
529	HS Wrestling	32.82	0.00	14,319.43	3,086.00	(11,233.43)	17,600.05	6,366.62
530	HS Boys Cross Country	674.40	0.00	5,915.30	4,032.58	(1,882.72)	3,810.80	1,928.08
531	HS FBLA	0.00	0.00	1,106.33	2,186.68	1,080.35	10,599.31	11,679.66
532	HS Local Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
533	HS Speech	200.00	0.00	1,051.00	350.00	(701.00)	3,000.46	2,299.46
534	HS Academic Team	0.00	0.00	182.00	45.00	(137.00)	141.76	4.76
535	HS Journalism	5,837.70	2,642.64	36,094.79	42,636.43	6,541.64	11,810.16	18,351.80
536	HS Soccer	5,065.94	11,358.75	26,153.34	55,480.22	29,326.88	49,778.78	79,105.66
537	HS Field Trips	0.00	495.00	296.00	1,344.00	1,048.00	482.75	1,530.75
538	HS Football	13,937.00	486.00	137,819.72	117,466.03	(20,353.69)	51,811.11	31,457.42
539	HS Special Olympics	0.00	0.00	0.00	0.00	0.00	445.09	445.09
540	HS In & Out	3,991.46	0.00	14,239.56	18,713.73	4,474.17	3,357.72	7,831.89
541	HS Tech & Ind Arts	0.00	0.00	12,696.50	12,028.40	(668.10)	3,656.66	2,988.56
542	HS PE	4,932.00	5,227.60	35,764.20	59,701.56	23,937.36	8,371.32	32,308.68
543	HS Girls Track	764.35	1,200.00	6,270.74	14,757.00	8,486.26	7,014.02	15,500.28
544	HS Blooms Courtyard	0.00	0.00	4,487.73	0.00	(4,487.73)	5,313.84	826.11
545	HS Tennis	0.00	0.00	4,664.01	3,256.96	(1,407.05)	1,643.65	236.60
546	HS Media Center	0.00	0.00	0.00	0.00	0.00	2,052.25	2,052.25
547	HS Buddies Club	0.00	0.00	3,212.06	5,382.00	2,169.94	1,347.25	3,517.19
548	HS Robotics Club	0.00	0.00	19,434.24	10,893.00	(8,541.24)	18,204.03	9,662.79
549	HS Assessments	4,713.38	0.00	6,717.37	1,221.00	(5,496.37)	36,131.59	30,635.22
550	HS Community Service Club	0.00	630.72	605.58	630.72	25.14	2,770.12	2,795.26
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	0.00	2,199.53	3,445.15	1,245.62	1,479.10	2,724.72
553	HS Recycling	0.00	0.00	0.00	329.00	329.00	550.58	879.58
554	HS Art Club	0.00	0.00	583.98	752.00	168.02	372.55	540.57
555	HS Boys Lacrosse	0.00	2,860.00	0.00	2,860.00	2,860.00	1,229.66	4,089.66
556	HS Marching Band	0.00	0.00	19,915.67	10,369.16	(9,546.51)	16,475.30	6,928.79

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Fund Balance Report

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Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
557	HS Culinary Club	0.00	0.00	35.08	0.00	(35.08)	269.99	234.91
558	HS Fashion Club	162.40	0.00	496.26	522.00	25.74	504.37	530.11
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	722.50	2,345.70	1,623.20	909.68	2,532.88
561	HS Girls Bowling	0.00	0.00	48.00	0.00	(48.00)	415.02	367.02
562	HS Swimming	1,924.00	0.00	12,328.01	13,323.00	994.99	648.78	1,643.77
563	HS Fishing Club	0.00	680.00	2,670.00	3,776.00	1,106.00	184.04	1,290.04
564	HS Science Club	528.04	0.00	1,160.39	194.50	(965.89)	4,658.44	3,692.55
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	56.00	56.00	3,169.14	3,225.14
567	HS Orchestra	0.00	0.00	0.00	0.00	0.00	0.00	0.00
568	HS Medical Academy	0.00	0.00	1,186.49	1,046.00	(140.49)	360.21	219.72
569	HS Operation Click	0.00	0.00	0.00	(2,065.70)	(2,065.70)	2,065.70	0.00
570	HS SES Program	0.00	0.00	435.91	0.00	(435.91)	1,173.08	737.17
571	HS Girls Lacrosse	0.00	4,226.71	6,978.73	8,478.38	1,499.65	8,177.85	9,677.50
572	HS Autos Club	0.00	0.00	523.22	290.00	(233.22)	419.40	186.18
573	HS Boys Volleyball	1,126.48	429.10	1,201.48	3,096.78	1,895.30	264.11	2,159.41
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	0.00	0.00	528.01	400.00	(128.01)	344.07	216.06
577	HS Boys Bowling	0.00	0.00	332.36	0.00	(332.36)	500.00	167.64
598	HS Incubator Pgm	0.00	0.00	831.94	6,500.00	5,668.06	22,817.64	28,485.70
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	55.87	0.00	124.41	124.41	201.66	326.07
703	Martin Recycling	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704	Martin Art	218.10	0.00	218.10	2,389.97	2,171.87	7,533.44	9,705.31
706	Martin Band	405.00	60.00	2,294.10	2,225.00	(69.10)	793.04	723.94
709	Martin Fieldtrips	0.00	3,570.00	2,475.00	3,570.00	1,095.00	5,355.00	6,450.00
710	Martin Library	9,676.16	9,731.63	19,006.06	19,008.82	2.76	10,190.13	10,192.89
712	Martin Fundraising	0.00	280.00	0.00	2,683.20	2,683.20	3,330.68	6,013.88
713	Martin Yearbook	0.00	0.00	0.00	0.00	0.00	4,181.37	4,181.37
740	Martin In & Out	0.00	0.00	0.00	0.00	0.00	386.85	386.85
		<u>\$191,376.09</u>	<u>\$219,091.27</u>	<u>\$1,140,952.92</u>	<u>\$1,262,275.10</u>	<u>\$121,322.18</u>	<u>\$859,576.25</u>	<u>\$980,898.43</u>



Huntley Community School District 158

650 Dr. John Burkey Drive

Algonquin, Illinois 60102

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April 2022 Financial Executive Summary

The April 2022 month and YTD results are as follows:

Operating Funds: 10, 20, 40, 50, and 70	FY22 April	FY22 YTD	FY22 Budget	
Total Local	\$ 6,371,254	\$ 61,574,393	\$ 74,982,871	82%
Total State	3,300,375	27,003,148	\$ 32,084,658	84%
Total Federal	1,396,653	5,287,363	\$ 6,416,491	82%
Operating Revenues	<u>\$ 11,068,283</u>	<u>\$ 93,864,904</u>	<u>\$ 113,484,020</u>	83%
Salaries	\$ 5,854,511	\$ 58,371,580	\$ 70,462,229	83%
Employee Benefits	\$ 1,961,466	\$ 14,254,298	\$ 18,167,369	78%
Purchased Services	\$ 819,164	\$ 8,889,171	\$ 10,266,035	87%
Supplies & Materials	\$ 806,604	\$ 5,431,420	\$ 8,191,907	66%
Capital Outlay	\$ 28,127	\$ 1,347,584	\$ 2,943,071	46%
Other Objects	\$ 163,306	\$ 3,812,663	\$ 4,427,738	86%
Operating Expenses	<u>9,633,177</u>	<u>92,106,717</u>	<u>114,458,349</u>	80%
Net Operating Surplus (Deficit)	<u>\$ 1,435,105</u>	<u>\$ 1,758,187</u>	<u>\$ (974,329)</u>	

All Funds:	FY22 April	FY22 YTD	FY22 Budget	
Total Revenues	\$ 12,110,995	\$ 101,714,034	\$ 125,109,598	81%
Total Expenses	9,633,177	100,855,966	126,378,320	80%
Net All Funds Surplus (Deficit)	<u>\$ 2,477,818</u>	<u>\$ 858,067</u>	<u>\$ (1,268,722)</u>	

The District closed April with an all funds net surplus of \$858k and an operating net surplus of \$1.76M. The majority of the revenue was due to recognition of monthly 2021 Levy as well as EBF, National School Lunch, and MCAT revenue. Total revenues are at 81% of budget, and total expenditures are at 80% of the budget.

April operating revenues of \$11.1M are primarily due to the recognition of \$5.9M levy 2021 property taxes, the receipt of \$2.5M State Evidence Based Funding (EBF), and the recognition of \$345k for April FY22 SpEd Private Facility Tuition, Regular and Special Ed Transportation. Local revenues include \$260k from CPPRT. Federal revenue is primarily from National School Lunch (\$548k - which includes \$158k in USDA Supply Chain Assistance Funds) and ESSER II (\$302k).

Approximately 81% of April operating expenditures cover salaries and benefits. Major expenditures making up the \$819k in operating Purchased Services was for the custodial contract (\$160k), substitute teacher contracted (\$92k), repairs and maintenance buildings (\$59k), and ESSER II custodial services (\$33k). The \$807k of Supplies & Materials includes cafe food (\$207k), inventoriable equipment tech (\$88k), transportation diesel/propane (\$63k), natural gas (\$56k), and supplies buildings and grounds (\$56k). The majority of the \$163k of Other Objects is for special ed tuition.

The District began FY22 with \$59.6 million in cash and as of the end of April 2022, the cash balance approximated \$29.4 million. The District holds \$9.2M with BMO, \$6.6M through PMA, \$2.0M with Fifth Third, and \$11.6 in escrow with UMB.



Huntley Community School District 158

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

April 2022 Financial Executive Summary

Major transactions for April 2022 include:

Non-Salary Major Cash Expenditures		Major Revenues Received/Recognized	
Blue Cross Blue Shield(Medical Ins.)	\$ 1,509,433	Monthly Op Levy 2021 Recognition	\$5,858,271
CDW Government(Technology)	\$ 309,651	Evidence Based Funding	\$2,524,250
ABM Industry Group (Custodial)	\$ 198,388	National School Lunch	\$547,876
Gordon Food Service(Food Service)	\$ 174,046	Monthly MCAT Recognition	\$345,303
BMO Mastercard (P-Card)	\$ 120,664	ESSER II	\$301,880
Constellation New Energy(Na. Gas)	\$ 56,393	IDEA	\$297,071
Blu Petroleum (Trans Fuel)	\$ 46,188	CPPRT	\$259,881
ComEd (Electricity)	\$ 39,240	Title I	\$111,295
Alexander Leigh(SpEd Tuition)	\$ 37,797		
Sunbelt Staffing (Contracted Staff)	\$ 37,478		
ADP LLC (PR/HR Software)	\$ 32,245		
Sportsfield Specialties (O&M)	\$ 29,943		
Schoolbells Ltd(Taxi Services)	\$ 28,141		
Carnegie Learning (Curriculum)	\$ 23,490		
Easterseals (SpEd Tuition)	\$ 21,214		
McHenry Co Dept of Hlth (Screenings)	\$ 20,349		
CT Veach Inc (Grounds Contract plus)	\$ 20,180		

April 2022 ISBE (State) Receivable

FY22 Q4 MCATs	\$345,304
FY22 Q2 Other	\$8,568
FY22 Q3 Other	\$8,568
Total	\$362,440

Monthly Insurance Update:

Claims Paid by Week	Feb 2022	Mar 2022	Apr 2022	FY22 YTD
Week 1	\$ 155,429	\$ 211,226	\$ 146,102	\$ 1,611,824
Week 2	\$ 167,067	\$ 283,851	\$ 133,211	\$ 1,693,820
Week 3	\$ 150,851	\$ (315,573)	\$ 168,352	\$ 1,091,925
Week 4	\$ 420,787	\$ 191,187	\$ 166,641	\$ 1,839,378
Week 5	\$ 68,422	\$ 643,606	\$ 239,039	\$ 1,664,787
Total	\$ 962,557	\$ 1,014,297	\$ 853,345	\$ 7,901,734
Settlement Costs - BC/BS	188,804	189,455	189,239	1,876,941
Average Monthly Claims	\$ 782,240	\$ 794,065	\$ 796,372	
Based upon the last 12 months of claims				
Total Insurance Costs	\$ 1,214,118	\$ 1,146,455	\$ 1,002,495	\$ 8,233,826

Includes employee contributions

FY22 Budget

\$ 10,627,568

April 2022 claims of \$853,345 compares to \$825,651 in April 2021. Average claims per month for FY22 (10 months) is \$790k and compares to \$744k for the same period in FY21. This represents a 6.2% uptick in claims over prior year; however, still within the overall budget set for FY22. FY22 total health costs, including employee contributions, are \$8.2M and trending with budget.

Enrollment in the health insurance plan is 1735 which is a decrease of 3 members from prior year. Material claims over \$10k is 97 for the plan year. Of these 97 material claims, 10 are over \$50k. This compares to 99 claims over \$10k and 10 over \$50k at this time last year.

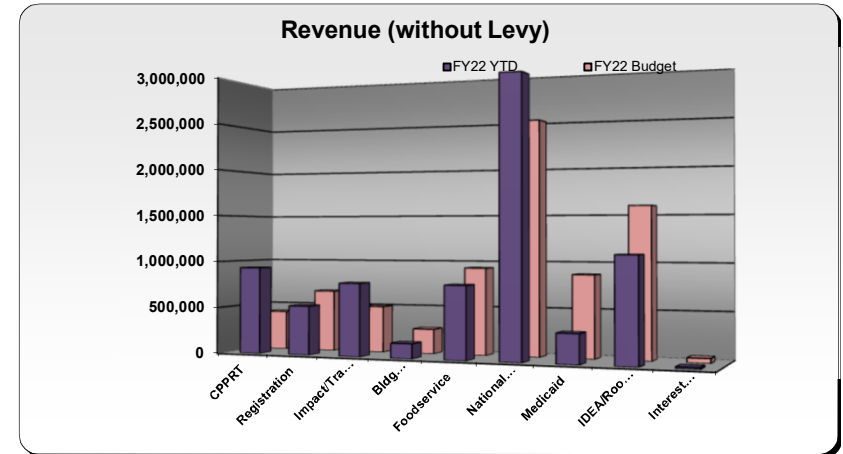
March 2022 Dashboard

Revenue					
	Prior YTD	FY22 YTD	FY22 Budget	%	Variance
Operating Levies	55,345,009	56,394,857	69,487,746	81%	13,092,889
MCATs	3,862,439	3,578,544	3,917,436	91%	338,892
CPPRT	393,304	930,553	421,258	221%	(509,295)
Registration	1,296,798	524,418	661,367	79%	136,949
Impact/Transition Fees	363,201	776,762	500,000	155%	(276,762)
Bldg Rentals	15,906	157,339	265,000	59%	107,661
Foodservice	61,814	771,709	933,357	83%	161,648
National School Lunch	1,578,773	2,940,118	2,500,000	118%	(440,118)
Medicaid	217,329	311,764	875,000	36%	563,236
IDEA/Room & Board	1,188,783	1,095,225	1,591,650	69%	496,425
Interest Earnings-Total	58,994	19,434	50,300	39%	30,866

- 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, but they are starting to pick up.
- ▶ Medicaid and IDEA/Room & Board is on a reimbursement basis.
- ▶ Driven by the economy, interest earnings continue to lag budget.

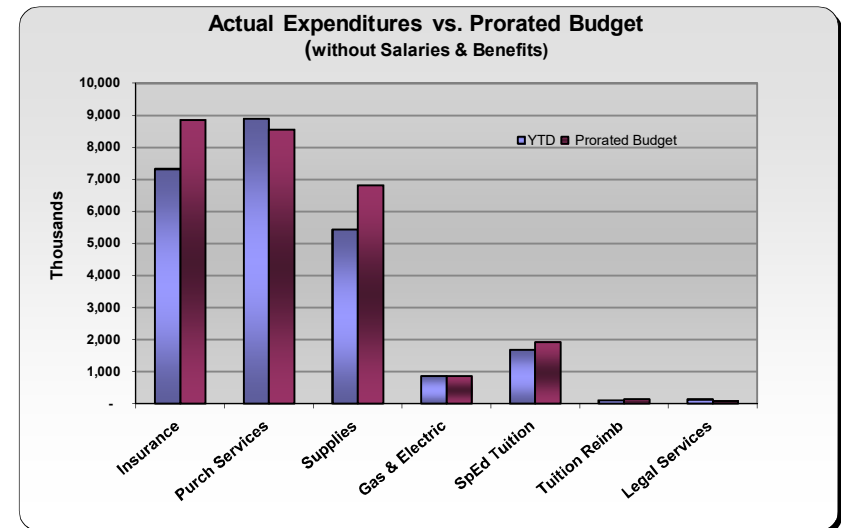


Key Operating Expenditures					
	Prior YTD	FY22 YTD	FY22 Budget	%	Budget Bal.
Salaries & Benefits	67,502,514	72,625,879	88,471,013	82%	15,845,134
Insurance	6,103,282	7,321,983	10,627,568	69%	3,305,585
Purchased Services	7,708,580	8,889,171	10,266,035	87%	1,376,864
Supplies	4,487,970	5,431,420	8,181,646	66%	2,750,226
Gas & Electric	317,842	860,871	1,026,905	84%	166,034
SpEd Tuition	71,798	1,675,438	2,305,000	73%	629,562
Tuition Reimb	136,091	108,728	165,000	66%	56,272
Legal Services	70,240	130,124	100,000	130%	(30,124)

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

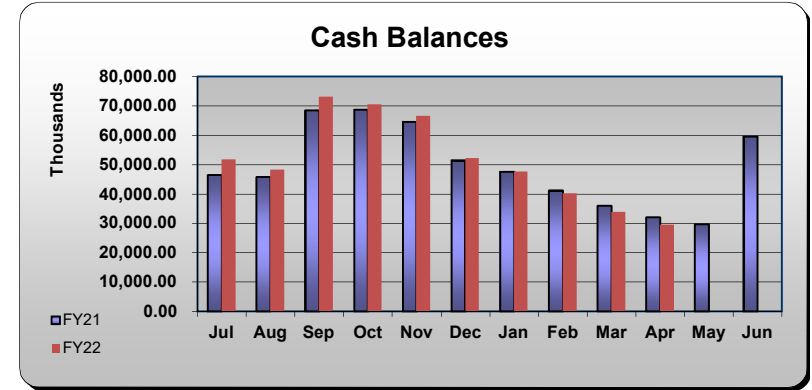
Monthly Notes - Expenditures

- ▶ Legal fees exceed budget due to various Covid and personnel opinions.



March 2022 Dashboard

Balance Sheet - Cash Flow				
	Prior YTD	FY22 YTD	%	Variance
Cash and Investments	31,996,343	29,394,226	92%	(2,602,116)
A/R Total	1,173,495	871,089	74%	(302,406)
A/R State	567,899	537,369	95%	(30,530)
Deferred Revenue	53,314,672	55,452,147	104%	2,137,474
Contracts Payable	7,262,834	7,220,043	99%	(42,791)
Self Insurance Res.	2,158,025	2,487,781	115%	329,756

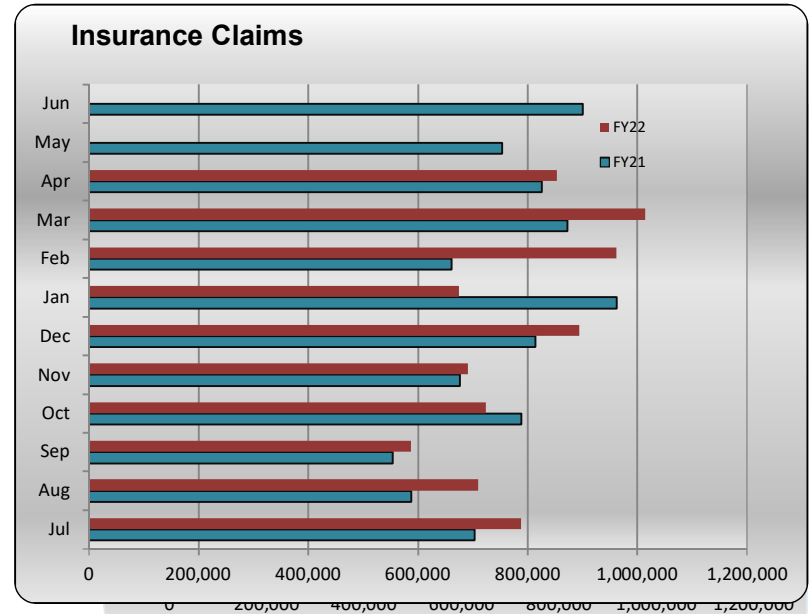


Monthly Notes - Balance Sheet

- ▶ Cash and Investments are (\$2.6M) less than PY due to the current budget deficit for FY22.
- ▶ Total Receivables are (\$300k) less than PY due to the decrease in MCATs and registration fees.
- ▶ Deferred Revenue is \$2.1M greater than PY due to 2021 Levy Recognition.

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.

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	4,664,190.00	44,882,661.33	(55,296,611.00)	(50,632,421.00)	81.17	
1200 Payments In Lieu Of Taxes	259,881.25	930,552.87	(256,808.00)	3,073.25	362.35	
1300 Tuition	0.00	59,207.92	(336,982.02)	(336,982.02)	17.57	
1500 Earnings On Investments	803.70	9,953.08	(14,624.75)	(13,821.05)	68.06	
1600 Food Service	84,141.36	771,709.37	(933,357.41)	(849,216.05)	83.06	
1700 District/School Activity Income	5,615.00	316,362.31	(2,393,613.14)	(2,387,998.14)	13.22	
1800 Textbook Income	14,280.00	524,418.00	(661,367.36)	(646,932.36)	79.32	
1900 Other Local Revenues	103,263.11	354,515.92	(395,623.70)	(292,360.59)	89.61	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	5,132,174.42	47,849,380.80	(60,288,987.38)	(55,156,657.96)	79.37	* Source of Revenue
3001 General State Aide	2,524,254.00	22,718,280.00	(25,778,881.00)	(23,254,627.00)	88.13	
3100 Special Education	97,689.59	1,052,978.35	(1,249,494.04)	(1,151,804.45)	84.27	
3200 Career And Technical Education (Cte) - Tech Prep	0.00	0.00	(34,058.00)	(34,058.00)	0.00	
3300 Bilingual/StateFreeLunch/Dr Ed	0.00	82,069.90	(67,279.86)	(67,279.86)	121.98	
3500 Transportation - Reg/Voc/SpEd	0.00	0.00	0.00	0.00	0.00	
3700 Early Childhood	0.00	199,804.45	(292,033.02)	(292,033.02)	68.42	
3900 Other State Revenue	0.00	0.00	0.00	0.00	0.00	
3000 RECEIPTS/REVENUE FROM STATE SOURCES	2,621,943.59	24,053,132.70	(27,421,745.92)	(24,799,802.33)	87.72	* Source of Revenue
4100 Title V	0.00	0.00	0.00	0.00	0.00	
4200 Child Nutrition	577,523.49	2,940,118.01	(2,520,300.92)	(1,942,777.43)	116.66	
4300 Title I - Low Income	111,295.00	158,244.00	(185,281.00)	(73,986.00)	85.41	
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	297,071.00	1,095,225.00	(1,591,650.14)	(1,294,579.14)	68.81	
4700 CTE	0.00	33,938.00	(33,938.00)	(33,938.00)	100.00	
4800 Federal - ARRA	0.00	0.00	(720,527.00)	(720,527.00)	0.00	
4900 Other Restricted Grants Received From Federal	410,763.58	1,059,838.30	(1,352,323.00)	(941,559.42)	78.37	
4000 RECEIPTS/REVENUE FROM FEDERAL SOURCES	1,396,653.07	5,287,363.31	(6,416,491.06)	(5,019,837.99)	82.40	* 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	

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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	9,150,771.08	77,189,876.81	(94,127,224.36)	(84,976,298.28)	82.01	Fund

Revenue Report

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Huntley Community School District 158

Operations & Maintenance Fund 20						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1100	Designated Levies				
Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget	Account Number
1100 Designated Levies	729,183.08	7,030,107.20	(8,666,041.00)	(7,936,857.92)	81.12	
1500 Earnings On Investments	216.15	2,933.15	(10,511.54)	(10,295.39)	27.90	
1900 Other Local Revenues	44,604.64	205,498.19	(247,119.00)	(201,237.12)	83.67	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	774,003.87	7,238,538.54	(8,923,671.54)	(8,148,390.43)	81.13	* 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	0.00	50,000.00	0.00	0.00	0.00	
3000 RECEIPTS/REVENUE FROM STATE SOURCES	0.00	50,000.00	(2,000,000.00)	(2,000,000.00)	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	774,003.87	7,288,538.54	(10,923,671.54)	(10,148,390.43)	66.73	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	1,042,227.61	9,157,719.49	(11,261,382.00)	(10,219,154.39)	81.32	
1500 Earnings On Investments	272.57	3,699.65	(12,796.66)	(12,524.09)	28.91	
1900 Other Local Revenues	0.00	0.00	0.00	0.00	0.00	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	1,042,500.18	9,161,419.14	(11,274,178.66)	(10,231,678.48)	81.26	* 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	1,042,500.18	9,161,419.14	(11,274,178.66)	(10,231,678.48)	81.26	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	184,268.17	1,776,565.85	(2,189,942.00)	(2,005,673.83)	81.12		
1400 Transportation Fees	0.00	0.00	(69,699.93)	(69,699.93)	0.00		
1500 Earnings On Investments	73.04	988.02	(5,941.31)	(5,868.27)	16.63		
1900 Other Local Revenues	0.00	555.00	0.00	0.00	0.00		
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	184,341.21	1,778,108.87	(2,265,583.24)	(2,081,242.03)	78.48	*	Source of Revenue
3500 Transportation - Reg/Voc/SpEd	247,614.40	2,469,198.06	(2,662,912.00)	(2,415,297.60)	92.73		
3000 RECEIPTS/REVENUE FROM STATE SOURCES	247,614.40	2,469,198.06	(2,662,912.00)	(2,415,297.60)	92.73	*	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	431,955.61	4,247,306.93	(4,928,495.24)	(4,496,539.63)	86.18	Fund	

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	245,203.25	2,363,986.97	(2,914,125.00)	(2,668,921.75)	81.12	
1200 Payments In Lieu Of Taxes	0.00	0.00	(164,450.00)	(164,450.00)	0.00	
1500 Earnings On Investments	76.38	1,035.83	(3,656.19)	(3,579.81)	28.33	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	245,279.63	2,365,022.80	(3,082,231.19)	(2,836,951.56)	76.73	* Source of Revenue
50 Municipal Retirement and Social Security Fund	245,279.63	2,365,022.80	(3,082,231.19)	(2,836,951.56)	76.73	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	212.12	448.25	(1,371.07)	(1,158.95)	32.69	
1900 Other Local Revenues	0.00	687,259.97	(350,000.00)	(350,000.00)	196.36	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	212.12	687,708.22	(351,371.07)	(351,158.95)	195.72	* 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	212.12	687,708.22	(351,371.07)	(351,158.95)	195.72	Fund

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	35,426.75	341,535.94	(421,027.00)	(385,600.25)	81.12	
1500 Earnings On Investments	28.17	373.35	(1,371.07)	(1,342.90)	27.23	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	<u>35,454.92</u>	<u>341,909.29</u>	<u>(422,398.07)</u>	<u>(386,943.15)</u>	<u>80.94</u>	* Source of Revenue
70 Working Cash Fund	<u>35,454.92</u>	<u>341,909.29</u>	<u>(422,398.07)</u>	<u>(386,943.15)</u>	<u>80.94</u>	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	0.18	2.37	(27.42)	(27.24)	8.64	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	0.18	2.37	(27.42)	(27.24)	8.64	* Source of Revenue
90 Fire Prevention and Safety Fund or Fund Group	0.18	2.37	(27.42)	(27.24)	8.64	Fund
Report Total:	<u>11,680,177.59</u>	<u>101,281,784.10</u>	<u>(125,109,597.55)</u>	<u>(113,427,987.72)</u>	<u>80.96</u>	

Expenditure Report - Board of Education

Printed: 5/16/2022 10:34 AM
Huntley Community School District 158

Educational Fund 10								
Function	1000	INSTRUCTION						
Object	100	SALARIES						
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number	
100 SALARIES	3,992,860.13	39,308,713.16	0.00	47,927,016.00	8,549,655.84	82.14		
200 EMPLOYEE BENEFITS	1,445,939.20	7,735,436.31	1,509,884.55	9,987,156.00	712,527.14	92.86		
300 PURCHASED SERVICES	151,068.82	1,207,132.62	96,078.73	1,345,743.00	(199,115.00)	116.96		
400 SUPPLIES & MATERIALS	140,162.17	1,424,802.02	1,108,704.03	2,427,316.00	(88,830.43)	103.55		
500 CAPITAL OUTLAY	0.00	61,848.51	21,721.18	52,829.00	(32,805.69)	164.62		
600 OTHER OBJECTS	620.00	19,320.50	0.00	2,017,994.00	1,997,787.10	1.00		
700 NON-CAPITALIZED EQUIPMENT	5,087.93	40,117.09	92,821.98	136,638.00	(1,277.37)	100.93		
1000 INSTRUCTION	5,735,738.25	49,797,370.21	2,829,210.47	63,894,692.00	10,937,941.59	82.83		* Function
100 SALARIES	1,524,114.35	15,675,232.26	0.00	17,883,651.00	2,237,210.74	87.51		
200 EMPLOYEE BENEFITS	244,274.22	2,558,148.82	156,153.91	3,118,540.00	410,072.74	86.90		
300 PURCHASED SERVICES	243,814.71	3,402,863.49	440,920.16	3,691,303.00	(79,268.20)	102.09		
400 SUPPLIES & MATERIALS	397,362.97	1,976,511.56	1,555,528.59	3,240,593.00	(277,014.10)	108.35		
500 CAPITAL OUTLAY	0.00	108,063.45	57,430.43	35,000.00	(133,742.88)	521.22		
600 OTHER OBJECTS	4,320.00	58,432.32	450.00	97,200.00	36,645.70	62.30		
700 NON-CAPITALIZED EQUIPMENT	0.00	3,842.32	0.00	21,947.00	18,104.68	17.51		
2000 SUPPORT SERVICES	2,413,886.25	23,783,094.22	2,210,483.09	28,088,234.00	2,212,008.68	92.19		* Function
100 SALARIES	5,175.00	70,966.46	0.00	80,000.00	9,033.54	88.71		
300 PURCHASED SERVICES	0.00	18,272.00	0.00	17,300.00	(1,347.00)	107.79		
400 SUPPLIES & MATERIALS	68.99	3,893.16	0.00	3,500.00	861.17	83.61		
3000 COMMUNITY SERVICES	5,243.99	93,131.62	0.00	100,800.00	8,547.71	91.67		* Function
300 PURCHASED SERVICES	843.75	32,886.00	0.00	10,000.00	(2,467.25)	107.96		
600 OTHER OBJECTS	151,752.55	1,675,438.30	388,751.57	2,305,000.00	152,155.70	93.40		
4000 PAYMENTS TO OTHER DISTRICTS AND GOVERNMENTAL UNITS	152,596.30	1,708,324.30	388,751.57	2,315,000.00	149,688.45	93.59		* Function
10 Educational Fund	8,307,464.79	75,381,920.35	5,428,445.13	94,398,726.00	13,308,186.43	85.91		Fund

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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	100,425.91	1,187,895.61	0.00	1,441,493.00	253,597.39	82.41	
200 EMPLOYEE BENEFITS	(4,822.88)	142,927.05	0.00	243,364.00	100,436.95	58.73	
300 PURCHASED SERVICES	371,954.02	3,512,113.37	620,495.60	4,740,043.00	565,018.22	88.54	
400 SUPPLIES & MATERIALS	170,939.59	1,355,516.58	240,446.00	1,723,962.00	77,423.89	95.51	
500 CAPITAL OUTLAY	19,356.58	144,226.73	698,440.00	1,855,242.00	1,012,575.27	45.42	
600 OTHER OBJECTS	(645.00)	3,018.10	2,515.00	2,600.00	(3,408.10)	231.08	
2000 SUPPORT SERVICES	657,208.22	6,345,697.44	1,561,896.60	10,006,704.00	2,005,643.62	80.33	* 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	657,208.22	6,345,697.44	1,561,896.60	10,006,704.00	2,005,643.62	80.33	Fund

Expenditure Report - Board of Education

Printed: 5/16/2022 10:34 AM
Huntley Community School District 158

Debt Service Fund or Fund Group 30							
Function	5000	DEBT SERVICE					
Object	600	OTHER OBJECTS					
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number
600 OTHER OBJECTS	0.00	11,061,361.82	0.00	11,207,911.00	146,549.18	98.69	
5000 DEBT SERVICE	0.00	11,061,361.82	0.00	11,207,911.00	146,549.18	98.69	* Function
30 Debt Service Fund or Fund Group	0.00	11,061,361.82	0.00	11,207,911.00	146,549.18	98.69	Fund

Expenditure Report - Board of Education

Printed: 5/16/2022 10:34 AM
Huntley Community School District 158

Transportation Fund 40								
Function	2000	SUPPORT SERVICES						
Object	100	SALARIES						
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number	
100 SALARIES	231,935.59	2,128,772.99	0.00	2,971,484.00	842,711.01	71.64		
200 EMPLOYEE BENEFITS	(9,714.98)	962,804.35	0.00	1,621,752.00	658,947.65	59.37		
300 PURCHASED SERVICES	51,482.28	715,903.82	57,917.98	461,646.00	(328,102.54)	171.07		
400 SUPPLIES & MATERIALS	98,070.43	670,696.53	148,995.50	786,275.00	(57,127.33)	107.27		
500 CAPITAL OUTLAY	8,770.10	9,470.10	1,097,091.42	1,000,000.00	(108,530.10)	110.85		
600 OTHER OBJECTS	2,170.45	12,494.60	190.10	4,944.00	(7,740.70)	256.57		
2000 SUPPORT SERVICES	382,713.87	4,500,142.39	1,304,195.00	6,846,101.00	1,000,157.99	85.39	*	Function
40 Transportation Fund	382,713.87	4,500,142.39	1,304,195.00	6,846,101.00	1,000,157.99	85.39		Fund

Expenditure Report - Board of Education

Printed: 5/16/2022 10:34 AM
Huntley Community School District 158

Municipal Retirement and Social Security Fund 50								
Function	1000	INSTRUCTION						
Object	200	EMPLOYEE BENEFITS						
Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number	
200 EMPLOYEE BENEFITS	99,215.25	1,010,261.75	0.00	1,306,954.00	296,692.25	77.30		
1000 INSTRUCTION	99,215.25	1,010,261.75	0.00	1,306,954.00	296,692.25	77.30	*	Function
200 EMPLOYEE BENEFITS	185,694.31	1,835,628.47	0.00	1,889,603.00	53,974.53	97.14		
2000 SUPPORT SERVICES	185,694.31	1,835,628.47	0.00	1,889,603.00	53,974.53	97.14	*	Function
200 EMPLOYEE BENEFITS	880.74	9,091.72	0.00	0.00	(9,091.72)	0.00		
3000 COMMUNITY SERVICES	880.74	9,091.72	0.00	0.00	(9,091.72)	0.00	*	Function
50 Municipal Retirement and Social Security Fund	285,790.30	2,854,981.94	0.00	3,196,557.00	341,575.06	89.31	Fund	

Expenditure Report - Board of Education

Printed: 5/16/2022 10:34 AM
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	0.00	711,862.54	0.24	712,060.00	197.22	99.97	
5000 DEBT SERVICE	0.00	711,862.54	0.24	712,060.00	197.22	99.97	* Function
60 Capital Projects Fund or Fund Group	0.00	711,862.54	0.24	712,060.00	197.22	99.97	Fund
Report Total:	9,633,177.18	100,855,966.48	8,294,536.97	126,368,059.00	16,802,309.50	86.73	



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: June 2, 2022

Subject: **Revenue Contract Approval**
Committee of the Whole Meeting – June 2, 2022
Finance Committee

Presented are Fundraising Contract and Agreement form for the organization listed below.

<u>Organization Benefited</u>	<u>Vendor</u>	<u>Net Revenue</u>
Chesak Elementary	Art to Remember	\$3000
Heineman Middle School	Rite Bite Butterbraid	\$5000

RECOMMENDATION

Administration requests that the Finance Committee recommends the Board of Education approve the contracts and agreements form at the June 16, 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: May 5 2022 School: Chesak

Name of School Organization: Art Activity

Sponsor / Coach's Name: Both Sund Phone: x 5842

Starting Date of Event: 8/31/22 Ending Date of Event: 11/30/22

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 3,000 - ✓

Type of Sale / Event: Fundraiser, product order sale ✓

Will a Vendor Be Used: Yes* No * Attach all contracts and agreements to this form.

Name of Vendor (if applicable): Art to Remember

Type of Product or Service Provided by Vendor: Products made with student art.

How will non-monetary items/compensation be distributed? N/A

Name of Activity Account: Art Activity Activity Account #: 204

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).

[Signature]
Sponsor Signature

5-5-2022
Date

[Signature]
Principal Signature – I certify that it is a minimum of 45 days prior to the desired starting date of the event

5-6-2022
Date

[Signature]
Chief Financial Officer Signature

5-12-2022
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

Date of Board Approval: _____

Crowdfunding Authorization Form Fiscal Services

All crowdfunding activities require pre-approval. Crowdfunding services must have at least a three-star rating on Charity Navigator. Please complete this form **in its entirety** and submit the form to your building principal a minimum of **45 days prior** to posting the event online. The Principal will then forward all documents to the Chief Financial Officer.

Requesting Authorization for: Crowdfunding Other _____

Today's Date: May 3, 2022 School: Heineman Middle School

Name of School Organization: Music Department

Sponsor / Teacher / Coach's Name: Moore/Jorgensen/Rohde/Whitaker Phone: 659-4300

Starting Date of Event: October 24, 2022 Ending Date of Event: November 4, 2022

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 5,000

Describe Sale/Event: Rite Bite Butterbraid Pastry

Will a Vendor Be Used: Yes* No * Attach all contracts and agreements to this form.

Name of Vendor (if applicable): Rite Bite

Type of Product or Service Provided by Vendor: Butterbraid/Pastry

Name of Crowdfunding Platform (if applicable): NA

Crowdfunding Platform Website (if applicable): NA

How will compensation be used/distributed? Students will fundraise directly for their own individual field trip account

Name of Activity Account: HMS Music Department Activity Account #: 1406

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval / non-approval for crowdfunding events over \$1,000 which require Board approval.

Kimly Moore
Sponsor Signature

5/4/22
Date

[Signature]
Principal Signature - I certify that it is a minimum of 30 days prior to posting online

5/4/22
Date

[Signature]
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 Date of Board Approval: _____

Building Principal / Sponsor / Teacher / Coach's Copy



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/Treasurer

Date: June 2, 2022

Subject: **Signatories for Bank/Financial Accounts**
Committee of the Whole Meeting, June 2, 2022
Finance Committee

Huntley Community School District 158 requires two signatories on all disbursement accounts.

RECOMMENDATION

Administration requests that the Finance Committee recommends that Mark Altmayer, CFO/Treasurer and Scott Rowe, Superintendent be approved as signatories for all bank/financial accounts at the June 16, 2022 Regular Board Meeting.



Huntley Community School District 158

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

To: Board of Education

From: Mark Altmayer, Chief Financial Officer / Treasurer

Date: June 2, 2022

Subject: **Designation of Depositories**
Committee of the Whole Meeting, June 2, 2022
Finance Committee

For the Committee's review, in accordance with Section 8-7 of the School Code 105ILCS 5/8-7, below is a listing of depositories for funds of the School District. The naming of the official depositories follows our policy of periodic review and approval for the overall cash management and treasury procedures. A resolution is attached that authorizes the school Treasurer to take all necessary actions to assume and exercise the functions of school Treasurer as well as authorize depositories of School District Funds. The depositories are as follows:

Fifth Third Securities
Harris Bank N.A.
Illinois School District Liquid Asset Fund Plus
JP Morgan Chase
The Bank of New York Mellon Trust Co N.A.
U.S. Bank
UMB Bank

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the attached resolution, listing the abovementioned financial institutions as the official depositories for funds of the School District, as well as authorize the school Treasurer to take all necessary actions to assume and exercise the functions of school Treasurer at the June 16, 2022 Regular Board Meeting.

**RESOLUTION OF THE BOARD OF EDUCATION OF
HUNTLEY COMMUNITY SCHOOL DISTRICT 158
DESIGNATING DEPOSITORIES FOR SCHOOL DISTRICT FUNDS**

WHEREAS, Huntley Community School District 158, McHenry and Kane Counties, Illinois (the "School District") has appointed the School Treasurer in accordance with Section 8-7 of the School Code, 105ILCS 5/8-7.

NOW, THEREFORE, be it hereby resolved by the Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Illinois, as follows:

- 1) The foregoing recitals are hereby found to be full, true and correct and are incorporated into this Resolution by reference as if set forth fully herein.
- 2) The School Treasurer is hereby authorized and directed to take all other necessary actions to assume and exercise the functions of school Treasurer, including without limitation the following:
- 3) To inspect, as necessary, all cashbooks, loan books, district account books and journals to copy or reproduce such portions thereof as the School Treasurer deems necessary for the performance of his duties.
- 4) The depositories on Exhibit A hereto are hereby designated as authorized depositories of School District Funds.

This Resolution shall take effect immediately upon its passage.

Adopted this 16th day of June 2022.

AYES: _____

NAYES: _____

ABSENT: _____

President, Board of Education

Attest:

Secretary, Board of Education

Exhibit A

Fifth Third Securities
Harris Bank N.A.
Illinois School District Liquid Asset Fund Plus
JP Morgan Chase
The Bank of New York Mellon Trust Co N.A.
U.S. Bank
UMB Bank

To: Board of Education and Administration

From: Extracurricular Committee
Mark Altmayer, CFO

Date: June 2, 2022

Subject: **2022-2023 Extracurricular Committee Recommendation**
Committee of the Whole Meeting, June 2, 2022
Finance Committee

In April, the Board approved the additional, amended, eliminated and trial activity extracurricular stipends leaving approximately \$24k to be used to increase base salaries within the extracurricular and athletic salary schedules. The remaining balance of \$23,917 will increase base stipends by 2.01%. Please see the summary and chart below for further details.

Per the Collective Bargaining Agreement (CBA):

7) On an annual basis, the Board of Education is providing the Extracurricular Committee additional funds to be used at the Committee's discretion. These funds can be used for new additional activities or athletic stipends, activity or athletic lane changes, and/or an increase to the base schedules for high school athletics/activities or middle school athletics/activities. The additional funds by year are as follows:

a) School Year 2022-2023 - \$35,000

8) On an annual basis, the Committee is encouraged to analyze all stipends being paid to make sure that the dollars being spent are maximizing opportunities for students. If the Committee decides to eliminate a stipend and/or a stipend position, these eliminated stipend dollars can be added to the pool of funds above for new additional stipends, activity or athletic lane changes, and/or an increase to the base schedules for high school athletics/activities, middle school athletics/activities. The committee will present a recommendation to the Board of Education by the end of April each year.

Summary

Per the CBA, in summary, the Extracurricular Committee recommends the following, leaving approximately \$24k for possible base stipend increases. The Committee is meeting within the month to determine the use of these funds, and will keep the Board apprised.



Huntley Community School District 158

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Summary Totals	Financial Impact
Contractual Funds per CBA	\$35,000
Stipend Eliminations	\$8,570
Less:	
Amendments	-\$812
Additional Stipend Positions	-\$17,141
Trial Activities	-\$1,700
Reamining Funds	\$23,917.00

RECOMMENDATION

The Extracurricular Committee recommends the Board of Education approve the increase in extracurricular and athletic base salaries by 2.01% as noted above and in accordance with the HEA Collective bargaining Agreement.



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: June 2, 2022

Subject: **Appointment of Treasurer / Treasurer's Bond**
Committee of the Whole Meeting, June 2, 2022
Finance Committee

RECOMMENDATION

Administration requests that the Finance Committee recommends the Board of Education approve Mr. Mark Altmayer as Treasurer for FY23 at the June 16, 2022 Regular Board meeting.

June 16, 2022

To: Regional Superintendent of Schools of McHenry County

NOTICE OF APPOINTMENT OF SCHOOL TREASURER

Please be advised that the Board of Education of Huntley Community School District 158 of McHenry and Kane Counties, Illinois has this day in compliance with the provisions of 105 ILCS 5/8.1 of the School Code of Illinois appointed Mark Altmayer whose address is _____, Illinois, as our School Treasurer for a term of twelve (12) months beginning July 1, 2022 and extending through June 30, 2023 and renewable annually thereafter.

Complying with the provisions of 105 ILCS 5/8.2 of the abovementioned Statutes, we have fixed the amount of bond for the treasurer in the amount of \$_____ which said bond, Lyndon Southern Insurance Company being surety on bond, we have duly approved and one copy of said bond is herewith transmitted to you for your approval and files. Second copy to be approved and returned to school district.

President

Secretary

School District No. 158, McHenry County, Illinois
Name of firm or persons acting as Surety on Bond: Lyndon Southern Insurance Company
Term of bond: From July 01, 2022 to June 30, 2023

Name and address to which checks are to be mailed:

Mr. Mark Altmayer, Treasurer
Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, Illinois 60102



Huntley Community School District 158

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

DATE: June 2, 2022
TO: Building and Grounds Committee and Administration
FROM: Doug Renkosik, Director of Operations and Maintenance
RE: O & M Updates (R)
Committee of the Whole meeting, June 2, 2022

Below is a recap of activities in the O&M Department that have taken place since the May 19, 2022, BOE meeting and highlights of upcoming events.

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. Guaranteed Energy Savings contract RFP 2020-32 BAS JACE upgrades and Orchestrate software implementation. *–phase 2 of JACE replacement is substantially complete and close-out process is commencing.*
2. Continued participation in the Water Energy Conservation Strategic Energy Management Cohort pilot program. *Smart water meter commissioning completed. Software start-up and water conservation enhancements opportunities evaluation to commence. O&M Office is waiting for a follow-up orientation on downloaded data with system provider prior to moving forward with future water conservation efforts at Huntley High School.*
3. Continued leading the IASBO subcommittee on Facilities Management for the development of a Learning Library for “School Business Officials 101”. *A second recording is complete and a third is in the planning stage.*
4. Construction administration for the following capital projects has commenced:
 - a. Pavement Improvements at Marlowe Middle School
 - b. Roof System Replacement Phase 4 at Huntley High School.
 - c. Asphalt Crack Fill and Traffic Paint at multiple locations
 - d. Track Resurfacing at Marlowe Middle School
5. Continued working with ESG on the 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. Developing a facility assessment of Chesak Elementary School and Huntley High School
 - c. Identifying other energy conservation improvement opportunities

d. Analyzing utility supply rates

6. Continued negotiations with The Trane Company for consideration of a service contract extension for the Preventative Maintenance Service agreement for the care of four Trane chillers on D158 properties which includes the east chiller at Huntley High School and chillers at Leggee, Chesak, and Martin Elementary Schools.
7. Continued discussions with Veregy, formerly known as The CTS Group, for consideration of a service contract extension for the HVAC controls building automation system (BAS) agreement for remote/phone support services.
8. Continued the search for a replacement vehicle for one of the cargo vans in the O&M department fleet.
9. Three responses were received RFP for the electrical infrastructure for District158's EV bus initiative. These proposals are presently under evaluation. On-site presentations from all three service providers took place at the District 158 Administration Center in mid-May.
10. Continued coordination of project development services for pavement improvements to support District158's EV bus initiative. It has been determined that the bid release will be postponed until December 2022 to provide interested contractors the ability to price out labor and supplies with more cost certainty.
11. Bids for Snow Removal were received and opened on May 9, 2022. Five bids were received. The apparent low bidder was interviewed and their references are under evaluation.
12. Once again, on May 17th, ComEd billing Department was notified of D158's inability to access their online interval data to verify billed amounts once again. Therefore, no solar savings dashboard is provided at this time.

DR/jk



Huntley Community School District 158

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

DATE: June 2, 2022

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: Construction Administration Consulting Services for the Pavement Improvements Bid 2022-19 (A)
Committee of the Whole meeting June 2, 2022
Building Committee Agenda

Background:

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 a budget of \$1,041,000.00 for pavement improvements in the Marlowe Middle School car parking lot and grading and pavement repairs in the area between the north and west side of the school and the bus lot asphalt.

A Bid Specification and Drawings were released to bid on February 11, 2022.

Bids were opened on March 15, 2022.

The Board of Education approved the award of the bid to Champion Paving for this project at their April 21, 2022, Regular Board Meeting.

Attached is HR Green's proposed Professional Services Agreement for Construction Administration Consulting Services for this project to be managed just as several large-scale Pavement improvements projects have been managed in the past.

Recommendation:

The Administration requests the Building Committee consider recommending the Board of Education approve as attached the Professional Services Agreement with HR Green dated 2-15-22 at their June 16, 2022, Regular Board Meeting.

DR/jk



PROFESSIONAL SERVICES AGREEMENT

For

**Huntley Community School District 158
2022 Pavement Improvement
Construction Engineering Services**

Scott Rowe Ed D.
Superintendent of Schools
Huntley Community School District 158
District 158 Administrative Center
650 Dr. John Burkey Drive
Algonquin, IL 60102

Todd Destree, P.E., CPESC
Senior Construction Project Manager
HR Green, Inc.
1391 Corporate Drive, Suite 203
McHenry, IL 60050
Project Number: 211336.01

2/15/2022

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- 1.0 PROJECT UNDERSTANDING
- 2.0 SCOPE OF SERVICES
- 3.0 DELIVERABLES AND SCHEDULES INCLUDED IN THIS AGREEMENT
- 4.0 ITEMS NOT INCLUDED IN AGREEMENT/SUPPLEMENTAL SERVICES
- 5.0 SERVICES BY OTHERS
- 6.0 PROFESSIONAL SERVICES FEE
- 7.0 TERMS AND CONDITIONS



THIS **AGREEMENT** is between the Village of Streamwood (hereafter "CLIENT") and HR GREEN, INC. (hereafter "COMPANY").

1.0 Project Understanding

1.1 General Understanding

HR Green will provide Construction Observation Services for the Huntley Community School District 158, 2022 Pavement Improvement project. HR Green will be on site to ensure that items are being constructed and materials being utilized are in general conformance with the approved plans and specifications.

2.0 Scope of Services

The CLIENT agrees to employ COMPANY to perform the following services:

HR Green will provide Construction Observation Services on a time and material, not-to-exceed contract amount basis. The man-hours provided for construction observation are based upon HR Green providing the District with approximately (10) ten weeks of construction observation services. Any additional work due to an extended schedule dictated by the contractor's performance or unanticipated work due to site conditions shall warrant a contract addendum.

The following is a breakdown of the various tasks associated with the construction observation which will be completed by HR Green, Inc.:

A. Start Up

HR Green will complete a preconstruction video of the proposed construction area to document the existing conditions prior to the start of construction.

HR Green will ensure that the project details, construction timelines and any impacts that the project may create will be coordinated with the District prior to the start of construction.

HR Green will mark, measure and document contract removal payment items prior to the contractor starting work.

HR Green anticipates a Construction Technician will be onsite for approximately sixteen (16) hours to complete the above noted coordination and construction preparation. A total of sixteen (16) hours have been allotted to complete the project start up.



B. Construction Observation

HR Green will be on-site to observe and verify that items are being constructed and materials being utilized are in general conformance with the approved plans and specifications.

HR Green will complete Inspector's Daily Reports (IDRs) and a daily diary, measure and document contract quantities, complete payment estimates, change orders, and weekly reports. HR Green shall keep the District informed as to the progress of construction.

HR Green anticipates that a Construction Engineer will be on-site for approximately fifty (50) hours per week for 9 weeks. A total of four hundred fifty (450) hours have been allotted for daily field construction observation for this project.

C. Meetings

HR Green will attend both a pre-bid and preconstruction meeting at the District with the contractor and subcontractors. A total of eight (8) hours have been allotted for the Senior Project Manager to attend the pre-bid and preconstruction meeting. HR Green will prepare the agendas and complete the meeting minutes for the preconstruction meeting.

D. Project Close Out

HR Green anticipates approximately eighty (80) hours to complete the project closeout and final documentation for this project. This task includes the preparation of final job records, completion of punchlist, final payment estimate and final change order.

3.0 Deliverables and Schedules Included in this Agreement

COMPANY will provide Engineers Final Payment Estimate and Request for Approval of Change in Plans.

Upon project closure, COMPANY will provide the project job box containing the final records, field books, calculations, testing reports and evidence of material inspection.

4.0 Items not included in Agreement/Supplemental Services

The following items are not included as part of this AGREEMENT:

- Survey Services
- QA Material Testing



Supplemental services not included in the AGREEMENT can be provided by COMPANY under separate agreement, if desired.

5.0 Services by Others

None

6.0 Professional Services Fee

6.1 Fees

The fee for services will be based on time and material basis with a not to exceed amount of \$57,646.00.

6.2 Invoices

Invoices for COMPANY's services shall be submitted, on a monthly basis. Invoices shall be due and payable upon receipt in accordance with the Illinois Prompt Payment Act 50 ILCS 505.

6.3 Extra Services

Any service required but not included as part of this AGREEMENT shall be considered extra services. Extra services will be billed on a Time and Material basis with prior approval of the CLIENT.

6.4 Exclusion

This fee does not include attendance at any meetings or public hearings other than those specifically listed in the Scope of Services. These service items are considered extra and are billed separately on an hourly basis.

6.5 Payment

The CLIENT AGREES to pay COMPANY on the following basis:

Time and material basis with a Not to Exceed fee of \$57,646.



7.0 Terms and Conditions

The following Terms and Conditions are incorporated into this AGREEMENT and made a part of it.

7.1 Standard of Care

Services provided by COMPANY under this AGREEMENT will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality.

7.2 Entire Agreement

This AGREEMENT and its attachments constitute the entire understanding between CLIENT and COMPANY relating to COMPANY's services. Any prior or contemporaneous agreements, promises, negotiations, or representations not expressly set forth herein are of no effect. Subsequent modifications or amendments to this AGREEMENT shall be in writing and signed by the parties to this AGREEMENT. If the CLIENT, its officers, agents, or employees request COMPANY to perform extra services pursuant to this AGREEMENT, CLIENT will pay for the additional services even though an additional written agreement is not issued or signed.

7.3 Time Limit and Commencement of Services

This AGREEMENT must be executed within ninety (90) days to be accepted under the terms set forth herein. The services will be commenced immediately upon receipt of this signed AGREEMENT.

7.4 Suspension of Services

If the Project or the COMPANY'S services are suspended by the CLIENT for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this AGREEMENT, the COMPANY shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the CLIENT shall compensate the COMPANY for expenses incurred as a result of the suspension and resumption of its services, and the COMPANY'S schedule and fees for the remainder of the Project shall be equitably adjusted.

If the COMPANY'S services are suspended for more than ninety (90) days, consecutive or in the aggregate, the COMPANY may terminate this AGREEMENT upon giving not less than five (5) calendar days' written notice to the CLIENT.

If the CLIENT is in breach of this AGREEMENT, the COMPANY may suspend performance of services upon five (5) calendar days' notice to the CLIENT. The COMPANY shall have no liability to the CLIENT, and the CLIENT agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this AGREEMENT by the CLIENT. Upon receipt of payment in full of all outstanding sums due from the CLIENT, or curing of such other breach which caused the COMPANY to suspend services, the COMPANY shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

7.5 Books and Accounts

COMPANY will maintain books and accounts of payroll costs, travel, subsistence, field, and incidental expenses for a period of five (5) years. Said books and accounts will be available at all reasonable times for examination by CLIENT at the corporate office of COMPANY during that time.

7.6 Insurance

COMPANY will maintain insurance for claims under the Worker's Compensation Laws, and from General Liability and Automobile claims for bodily injury, death, or property damage, and Professional Liability insurance caused by the negligent performance by COMPANY'S employees of the functions and services required under this AGREEMENT.

7.7 Termination or Abandonment

Either party has the option to terminate this AGREEMENT. In the event of failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, then the obligation to provide further services under this AGREEMENT may be terminated upon seven (7) days' written notice. If any portion of the services is terminated or abandoned by CLIENT, the provisions of this Schedule of Fees and Conditions



in regard to compensation and payment shall apply insofar as possible to that portion of the services not terminated or abandoned. If said termination occurs prior to completion of any phase of the project, the fee for services performed during such phase shall be based on COMPANY's reasonable estimate of the portion of such phase completed prior to said termination, plus a reasonable amount to reimburse COMPANY for termination costs.

7.8 Waiver

COMPANY's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.

7.9 Severability

If any provision of this AGREEMENT is declared invalid, illegal, or incapable of being enforced by any Court of competent jurisdiction, all of the remaining provisions of this AGREEMENT shall nevertheless continue in full force and effect, and no provision shall be deemed dependent upon any other provision unless so expressed herein.

7.10 Successors and Assigns

All of the terms, conditions, and provisions hereof shall inure to the benefit of and are binding upon the parties hereto, and their respective successors and assigns, provided, however, that no assignment of this AGREEMENT shall be made without written consent of the parties to this AGREEMENT.

7.11 Third-Party Beneficiaries

Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the COMPANY. The COMPANY's services under this AGREEMENT are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against the COMPANY because of this AGREEMENT or the performance or nonperformance of services hereunder. The CLIENT and COMPANY agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors and other entities involved in this project to carry out the intent of this provision.

7.12 Governing Law and Jurisdiction

The CLIENT and the COMPANY agree that this AGREEMENT and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Illinois without regard to any conflict of law provisions, which may apply the laws of other jurisdictions.

It is further agreed that any legal action between the CLIENT and the COMPANY arising out of this AGREEMENT or the performance of the services shall be brought in a court of competent jurisdiction in the State of Illinois.

7.13 Dispute Resolution

Mediation. In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the CLIENT and COMPANY agree that all disputes between them arising out of or relating to this AGREEMENT shall be submitted to non-binding mediation unless the parties mutually agree otherwise. The CLIENT and COMPANY further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, sub-consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

7.14 Attorney's Fees

If litigation arises for purposes of collecting fees or expenses due under this AGREEMENT, the Court in such litigation shall award reasonable costs and expenses, including attorney fees, to the party justly entitled thereto. In awarding attorney fees, the Court shall not be bound by any Court fee schedule, but shall, in the interest of justice, award the full amount of costs, expenses, and attorney fees paid or incurred in good faith.



7.15 Ownership of Instruments of Service

All reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates and other documents including all documents on electronic media prepared by COMPANY as instruments of service shall remain the property of COMPANY. COMPANY shall retain these records for a period of five (5) years following completion/submission of the records, during which period they will be made available to the CLIENT at all reasonable times.

7.16 Reuse of Documents

All project documents including, but not limited to, plans and specifications furnished by COMPANY under this project are intended for use on this project only. Any reuse, without specific written verification or adoption by COMPANY, shall be at the CLIENT's sole risk, and CLIENT shall defend, indemnify and hold harmless COMPANY from all claims, damages and expenses including attorneys' fees arising out of or resulting therefrom.

Under no circumstances shall delivery of electronic files for use by the CLIENT be deemed a sale by the COMPANY, and the COMPANY makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the COMPANY be liable for indirect or consequential damages as a result of the CLIENT's use or reuse of the electronic files.

7.17 Failure to Abide by Design Documents or To Obtain Guidance

The CLIENT agrees that it would be unfair to hold COMPANY liable for problems that might occur should COMPANY'S plans, specifications or design intents not be followed, or for problems resulting from others' failure to obtain and/or follow COMPANY'S guidance with respect to any errors, omissions, inconsistencies, ambiguities or conflicts which are detected or alleged to exist in or as a consequence of implementing COMPANY'S plans, specifications or other instruments of service. Accordingly, the CLIENT waives any claim against COMPANY, and agrees to defend, indemnify and hold COMPANY harmless from any claim for injury or losses that results from failure to follow COMPANY'S plans, specifications or design intent, or for failure to obtain and/or follow COMPANY'S guidance with respect to any alleged errors, omissions, inconsistencies, ambiguities or conflicts contained within or arising as a result of implementing COMPANY'S plans, specifications or other instruments of service. The CLIENT also agrees to compensate COMPANY for any time spent and expenses incurred remedying CLIENT's failures according to COMPANY'S prevailing fee schedule and expense reimbursement policy.

7.18 Opinion of Probable Construction Cost

As part of the Deliverables, COMPANY may submit to the CLIENT an opinion of probable cost required to construct work recommended, designed, or specified by COMPANY, if required by CLIENT. COMPANY is not a construction cost estimator or construction contractor, nor should COMPANY'S rendering an opinion of probable construction costs be considered equivalent to the nature and extent of service a construction cost estimator or construction contractor would provide. This requires COMPANY to make a number of assumptions as to actual conditions that will be encountered on site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; the cost and extent of labor, equipment and materials the contractor will employ; contractor's techniques in determining prices and market conditions at the time, and other factors over which COMPANY has no control. Given the assumptions which must be made, COMPANY cannot guarantee the accuracy of its opinions of cost, and in recognition of that fact, the CLIENT waives any claim against COMPANY relative to the accuracy of COMPANY'S opinion of probable construction cost.

7.19 Design Information in Electronic Form

Because electronic file information can be easily altered, corrupted, or modified by other parties, either intentionally or inadvertently, without notice or indication, COMPANY reserves the right to remove itself from its ownership and/or involvement in the material from each electronic medium not held in its possession. CLIENT shall retain copies of the work performed by COMPANY in electronic form only for information and use by CLIENT for the specific purpose for which COMPANY was engaged. Said material shall not be used by CLIENT or transferred to any other party, for use in other projects, additions to this project, or any other purpose for which the material was not strictly intended by COMPANY without COMPANY'S express written permission. Any unauthorized use or reuse or modifications of this material shall be at CLIENT'S sole risk. Furthermore,



the CLIENT agrees to defend, indemnify, and hold COMPANY harmless from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the modification or reuse of these materials.

The CLIENT recognizes that designs, plans, and data stored on electronic media including, but not limited to computer disk, magnetic tape, or files transferred via email, may be subject to undetectable alteration and/or uncontrollable deterioration. The CLIENT, therefore, agrees that COMPANY shall not be liable for the completeness or accuracy of any materials provided on electronic media after a 30-day inspection period, during which time COMPANY shall correct any errors detected by the CLIENT to complete the design in accordance with the intent of the contract and specifications. After 40 days, at the request of the CLIENT, COMPANY shall submit a final set of sealed drawings, and any additional services to be performed by COMPANY relative to the submitted electronic materials shall be subject to separate agreement. The CLIENT is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the COMPANY and electronic files, the signed or sealed hard-copy construction documents shall govern.

7.20 Information Provided by Others

The CLIENT shall furnish, at the CLIENT's expense, all information, requirements, reports, data, surveys and instructions required by this AGREEMENT. The COMPANY may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The COMPANY shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the CLIENT and/or the CLIENT's consultants and contractors.

COMPANY is not responsible for accuracy of any plans, surveys or information of any type including electronic media prepared by any other consultants, etc. provided to COMPANY for use in preparation of plans. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the COMPANY from any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising out of or connected in any way with the services performed by other consultants engaged by the CLIENT.

COMPANY is not responsible for accuracy of topographic surveys provided by others. A field check of a topographic survey provided by others will not be done under this AGREEMENT unless indicated in the Scope of Services.

7.21 Force Majeure

The CLIENT agrees that the COMPANY is not responsible for damages arising directly or indirectly from any delays for causes beyond the COMPANY's control. CLIENT agrees to defend, indemnify, and hold COMPANY, its consultants, agents, and employees harmless from any and all liability, other than that caused by the negligent acts, errors, or omissions of COMPANY, arising out of or resulting from the same. For purposes of this AGREEMENT, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war or other emergencies; disease epidemic or pandemic; failure of any government agency to act in a timely manner; failure of performance by the CLIENT or the CLIENT'S contractors or consultants; or discovery of any hazardous substances or differing site conditions. Severe weather disruptions include but are not limited to extensive rain, high winds, snow greater than two (2) inches and ice. In addition, if the delays resulting from any such causes increase the cost or time required by the COMPANY to perform its services in an orderly and efficient manner, the COMPANY shall be entitled to a reasonable adjustment in schedule and compensation.

7.22 Job Site Visits and Safety

Neither the professional activities of COMPANY, nor the presence of COMPANY'S employees and sub-consultants at a construction site, shall relieve the general contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. COMPANY and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The CLIENT agrees that the general contractor is solely responsible for job site safety, and warrants that this intent shall be made evident in the CLIENT's AGREEMENT with the general contractor. The CLIENT also agrees that the CLIENT, COMPANY and COMPANY'S consultants shall be indemnified and shall be made



additional insureds on the general contractor's and all subcontractor's general liability policies on a primary and non-contributory basis.

7.23 Hazardous Materials

CLIENT hereby understands and agrees that COMPANY has not created nor contributed to the creation or existence of any or all types of hazardous or toxic wastes, materials, chemical compounds, or substances, or any other type of environmental hazard or pollution, whether latent or patent, at CLIENT's premises, or in connection with or related to this project with respect to which COMPANY has been retained to provide professional services. The compensation to be paid COMPANY for said professional services is in no way commensurate with, and has not been calculated with reference to, the potential risk of injury or loss which may be caused by the exposure of persons or property to such substances or conditions. Therefore, to the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold COMPANY, its officers, directors, employees, and consultants, harmless from and against any and all claims, damages, and expenses, whether direct, indirect, or consequential, including, but not limited to, attorney fees and Court costs, arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acid, alkalis, toxic chemicals, liquids gases, or any other materials, irritants, contaminants, or pollutants in or into the atmosphere, or on, onto, upon, in, or into the surface or subsurface of soil, water, or watercourses, objects, or any tangible or intangible matter, whether sudden or not.

It is acknowledged by both parties that COMPANY'S Scope of Services does not include any services related to asbestos or hazardous or toxic materials. In the event COMPANY or any other party encounters asbestos or hazardous or toxic materials at the job site, or should it become known in any way that such materials may be present at the job site or any adjacent areas that may affect the performance of COMPANY'S services, COMPANY may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until the CLIENT retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrants that the job site is in full compliance with applicable laws and regulations.

Nothing contained within this AGREEMENT shall be construed or interpreted as requiring COMPANY to assume the status of a generator, storer, transporter, treater, or disposal facility as those terms appear within the Resource Conservation and Recovery Act, 42 U.S.C.A., §6901 et seq., as amended, or within any State statute governing the generation, treatment, storage, and disposal of waste.

7.24 Certificate of Merit

The CLIENT shall make no claim for professional negligence, either directly or in a third party claim, against COMPANY unless the CLIENT has first provided COMPANY with a written certification executed by an independent design professional currently practicing in the same discipline as COMPANY and licensed in the State in which the claim arises. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of a design professional performing professional services under similar circumstances; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to COMPANY not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any judicial proceeding.

7.25 Limitation of Liability

In recognition of the relative risks and benefits of the Project to both the CLIENT and the COMPANY, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and sub-consultants shall not exceed \$200,000.00, or the COMPANY'S total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

7.26 Construction Observation Without Design

It is agreed that the professional services of COMPANY are limited to a review and observation of the work of the contractor to ascertain that such work is proceeding in general accordance with the contract documents and



that such contract documents have not been prepared by the COMPANY. Unless otherwise stated, the CLIENT warrants that any documents provided to COMPANY by the CLIENT or by the prior consultant may be relied upon as to their accuracy and completeness without independent investigation by the successor consultant and that the CLIENT has the right to provide such documents to COMPANY free of any claims of copyright or patent infringement or violation of any other party's rights in intellectual property. It is further agreed that the CLIENT will defend, indemnify and hold harmless COMPANY from any claim or suit whatsoever, including all payments, expenses or costs, arising from or alleged to have arisen from an error or omission in the plans, specifications or contract documents. COMPANY agrees to be responsible for its employees own negligent acts, errors or omissions in the performance of their professional services.

7.27 Construction Observation

COMPANY shall visit the project at appropriate intervals (as described in the scope of services) during construction to become generally familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Contract Documents. The CLIENT has not retained COMPANY to make detailed inspections or to provide exhaustive or continuous project review and observation services. COMPANY does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the project.

If the CLIENT desires more extensive project observation or full-time project representation, the CLIENT shall request in writing such services be provided by COMPANY as Additional Services in accordance with the terms of the AGREEMENT.

7.28 Soliciting Employment

Neither party to this AGREEMENT will solicit an employee of the other nor hire or make an offer of employment to an employee of the other that is working on this PROJECT, without prior written consent of the other party, during the time this AGREEMENT is in effect.

7.29 Municipal Advisor

The COMPANY is not a Municipal Advisor registered with the Security and Exchange Commission (SEC) as defined in the Dodd-Frank Wall Street Reform and Consumer Protection Act. When the CLIENT is a municipal entity as defined by said Act, and the CLIENT requires project financing information for the services performed under this AGREEMENT, the CLIENT will provide the COMPANY with a letter detailing who their independent registered municipal advisor is and that the CLIENT will rely on the advice of such advisor. A sample letter can be provided to the CLIENT upon request.



This AGREEMENT is approved and accepted by the CLIENT and COMPANY upon both parties signing and dating the AGREEMENT. Services will not begin until COMPANY receives a signed agreement. COMPANY's services shall be limited to those expressly set forth in this AGREEMENT and COMPANY shall have no other obligations or responsibilities for the Project except as agreed to in writing. The effective date of the AGREEMENT shall be the last date entered below.

Sincerely,

HR GREEN, INC.

 Todd Destree, PE,
 CPESC

Approved by:

Printed/Typed Name: Andrew Mrowicki, PE

Title: President - Construction Date: 2/15/2022

Huntley Community School District 158

Accepted by: _____

Printed/Typed Name: _____

Title: _____ Date: _____

Version 2.3

Local Public Agency	County	Section Number
Huntley School District 158	McHenry	

AVERAGE HOURLY PROJECT RATES

Exhibit E Cost Estimate of Consultants Services Worksheet Fixed Raise

SHEET 1 OF 1

PAYROLL	AVG	TOTAL PROJ. RATES			Project Start Up			Construction Observation			Administration			Meetings			Project Close Out			
		HOURLY RATES	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Business Development Manager	78.00	0.0																		
Senior Construction Project Manager	78.00	8.0	1.56%	1.21									8	100.00%	78.00					
Construction Engineer III	78.00	0.0																		
Construction Engineer II	38.95	0.0																		
Construction Engineer I	28.24	0.0																		
Construction Technician III	44.03	0.0																		
Construction Technician II	37.26	0.0																		
Construction Technician I	31.40	506.0	98.44%	30.91	16	100.00%	31.40	450	100.00%	31.40							40	100.00%	31.40	
Administrative Manager	39.66	0.0																		
Project Manager	63.86	0.0																		
		0.0																		
		0.0																		
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TOTALS		514.0	100%	\$32.12	16.0	100.00%	\$31.40	450.0	100%	\$31.40	0.0	0%	\$0.00	8.0	100%	\$78.00	40.0	100%	\$31.40	



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Professional Services Agreement
 Huntley Community School District 158
 2022 Pavement Improvements
 Construction Engineering Services
 Project Number: 220088
 February 15, 2022
 Page 12 of 12

02052021



Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: June 2, 2022

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: Snow Removal Services RFP # 2022-40 (A)
Committee of the Whole Meeting, June 2, 2022
Building Committee Agenda

Background:

The present service contract for Snow Removal Services expired on April 30, 2022.

A Bid Specification was released and an advertisement for bids was published on April 13, 2022.

Five proposals were received and opened on May 9, 2022.

A summary of the bids is attached along with the bid evaluation formula calculations.

Recommendation:

The Administration requests the Building Committee recommend the Board of Education award a three-year service agreement to Arctic Snow and Ice Control, Inc. at the unit prices in their Bid Form included without the Performance Bond at the June 16, 2022 Regular Board Meeting.

DR/jk

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

BID TALLY SHEET

BID OPENING MAY 9 @ 2:30 P.M.

SNOW REMOVAL SERVICES Bid # 2022-40

Bidder	Arctic	JDK	Plote	Snow	Tovar
Addendum 1 noted	X	X	X	X	X
Bid Bond	X	See note 1	X	X	X
Hold Harmless Agreement	X	X	X	X	X
List of Equipment	X	X	X	X	See note 2
Reference List	X	X	X	X	X
Schedule of Rates Unit Price work	X	X	X	X	Not listed
Professional Association Records	X	None listed	None listed	None listed	X
Base Bid - All Three Campuses - 1 Year Contract					
Flat Rate Including ice melt 1" - 3"	\$22,000.00	None	\$34,000.00	\$25,560.00	\$37,986.00
Flat Rate Including ice melt 3" - 6"	\$22,500.00	for	\$35,150.00	\$25,560.00	\$58,300.00
Flat Rate Including ice melt 6" - 9"	\$23,000.00	one year	\$37,650.00	\$28,800.00	\$78,621.00
Flat Rate Including ice melt 9"-12"	\$23,500.00		\$38,000.00	\$28,800.00	\$98,833.00
Flat Rate ice melt Per Ton Applied	\$250.00		\$225.00	\$195.00	\$285.00
Minimum ice melt tons per unit price District	15		15	15	15
Flat Rate liquid ice melt Per App	\$4,800.00		\$4,850.00	\$4,500.00	\$3,700.00
Performand Payment Bond cost	\$25,400.00		\$2,500.00	\$8,300.00	\$7,665.00
Bid Evaluation Calculation	\$343,500.00	#VALUE!	\$472,850.00	\$363,690.00	\$691,420.00
Alternate Bid-All Three Campuses -3 years Contract					
Flat Rate Including ice melt 1" - 3"	\$22,000.00	\$28,305.00	\$36,000.00	\$25,560.00	\$37,986.00
Flat Rate Including ice melt 3" - 6"	\$22,500.00	\$37,795.00	\$37,150.00	\$25,560.00	\$58,300.00
Flat Rate Including ice melt 6" - 9"	\$23,000.00	\$47,045.00	\$40,650.00	\$28,800.00	\$78,621.00
Flat Rate Including ice melt 9"-12"	\$23,500.00	\$57,205.00	\$41,000.00	\$28,800.00	\$98,833.00
Flat Rate ice melt Per Ton Applied	\$250.00	\$230.00	\$245.00	\$195.00	\$285.00
Minimum ice melt tons per unit price District	15	15	15	15	15
Flat Rate liquid ice melt Per App	\$4,800.00	\$6,045.00	\$5,400.00	\$4,500.00	\$3,700.00
Performand Payment Bond cost	\$25,400.00	\$34,496.50	\$6,500.00	\$24,900.00	\$22,995.00
Bid Evaluation Calculation (3 yr total)	\$343,500.00	\$477,165.00	\$504,650.00	\$363,690.00	\$691,420.00

Bid Evaluation Calculated Cost = (26 x Flat Rate ice melt Only (per ton furnished and applied) x number of tons of ice melt stated above for bid evaluation purposes only (15)) + (6 x 1" to 3" snowfall w ice melt application bid price) + (3 x greater than 3" up to 6" snowfall w ice melt application bid price) + (1 x greater than 6" up to 9" snowfall w ice melt application bid price) + (1 x greater than 9" up to 12" snowfall w ice melt application bid price)

Bid Evaluation Calculation

Combined Bid x=SUM((26*15*B17)+(6*B13)+(3*B14)+B15+B16)

Special Notes

#1 - \$34,496.50 cashier's check

#2 - list will be provided at time of award

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, Director

DATE: June 2, 2022

RE: Recommended Changes for Board Policy
PRESS Updates – May 2022, Issue 109

POLICY RECOMMENDATIONS

PRESS UPDATE – May 2022, Issue 109

- **2:230** **Public Participation at Board of Education Meetings and Petitions to the Board**
Policy is updated regarding time minimums and maximums for public participation during board meetings and for continuous improvement. Style change is made to the Legal References. Additionally, Administration requests the time for public participation remain at a maximum of 3 minutes.
- **4:10** **Fiscal and Business Management**
Non-substantive changes to Policy. Style change is made to the Legal References. Cross References added in response to a five-year review.
- **4:70** **Resource Conservation**
Update to Legal References in response to a five-year review.
- **5:40** **Communicable and Chronic Infectious Disease**
Style change is made to the Legal References. Cross References updated to add policy 4:180, *Pandemic Preparedness; Management; and Recovery*.
- **5:70** **Religious Holidays**
Style change is made to the Legal References.
- **5:80** **Court Duty**
The Policy and Legal References are updated in response to a five-year review. In addition, under the *Witness Duty* and *Jury Duty* headings, Administration requests “a licensed employee” be changed to “an employee”.
- **5:240** **Suspension**
Style change is made to the Legal References and the Cross References are updated in response to a five-year review.
- **6:80** **Teaching About Controversial Issues**
Legal References are added in response to a five-year review.
- **6:140** **Education of Homeless Children**
Updates to Legal References and Cross References in response to a five-year review.

- **6:290 Homework**
The Policy is updated and a Cross Reference is added in response to a five-year review.
- **7:15 Student and Family Privacy Rights**
Updates to the Policy and Legal References are made in response to a five-year review.
- **7:270 Administering Medicines to Students**
Legal References are updated in response to the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/, amended by P.A. 101-363. Cross References are also updated.
- **7:285 Food Allergy Management Program -- RENAMED**
The Policy, Legal References, and Cross References are updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-413, requiring district to adopt or update by 8-17-22 an anaphylaxis policy addressing prevention of and response to anaphylaxis in accordance with ISBE's model policy, titled, *Anaphylaxis Response Policy for Illinois Schools*, and for continuous improvement.

Recommendation

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

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

LRW
Attachments

Update Memo

Please distribute to board members and appropriate staff.

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PRESS Issue 109 Topic Bundles p. 2



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Next Issue: Legislative Update

Online Instructions

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

1. Go to www.iasb.com and click on the  button.
2. Enter your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address. Use the “forgot your password?” link. Make sure to check your spam folder from info@iasb.com, if you do not see it in your email inbox.
 - If you are still having difficulty logging in, please contact your District’s Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty signing on to www.iasb.com, please contact Ummehani Faizullahbhoj at ufaizullahbhoj@iasb.com.
3. Click the  button on the top navigator bar. This will bring you to your account page
4. Under **My Account Links**, click on **PRESS Login**.

PRESS

Policy Reference Education Subscription Service

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

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

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

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

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

PRESS Bundles

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

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 5.

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

Have feedback on **PRESS** materials?

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

Anaphylaxis Management

105 ILCS 5/2-3.182, added by P.A. 102-413, requires every school board to adopt or update its anaphylaxis policy to align with the model policy released by the Ill. State Board of Education (ISBE) on 2-17-22. Districts have six months from receipt of ISBE's model, or until 8-17-22, to adopt the policy, which must address "guidelines and procedures" to be followed both for prevention of anaphylaxis and response to medical emergencies resulting from anaphylaxis. This law repealed the section of the School Code that previously required boards to adopt a policy addressing life-threatening food allergies, in accordance with the *Guidelines for Managing Life-Threatening Food Allergies in Schools* issued by ISBE and the Ill. Dept. of Public Health. ISBE's new model policy, titled *Anaphylaxis Response Policy for Illinois Schools*, replaces the former guidelines. To assist subscribers in addressing the new policy requirement, sample **PRESS** policy 7:285, *Anaphylaxis Prevention, Response, and Management Program*, and its accompanying sample administrative procedure, 7:285-AP, *Anaphylaxis Prevention, Response, and Management Program*, have been renamed and updated.

The following **PRESS** materials are updated in response to this legislation:

- 2:150-AP, Superintendent Committees
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon
- 7:270-E1, School Medication Authorization Form
- 7:285, Anaphylaxis Prevention, Response, and Food Allergy Management Program - RENAMED
- 7:285-AP, Implementing a Food Allergy Anaphylaxis Prevention, Response, and Management Program - RENAMED

Health Care Right of Conscience Act

During the last veto session, the 102nd General Assembly passed legislation to address claims by employees that they could not be compelled to be vaccinated or tested for COVID-19 based on their rights under the Health Care Right of Conscience Act (HCRCA), amended by P.A. 102-667. The HCRCA was amended to make clear that it is not a violation for any person or entity to impose or enforce any measures that involve provision of services by health care personnel that are intended to prevent the spread of COVID-19. After this amendment was passed, the Governor continued to issue Executive Orders requiring vaccination or testing of school personnel; however, the enforceability of those orders has been under challenge in the Illinois courts. Boards should continue to work with their local health departments and board attorneys in addressing COVID-19 mitigations.

PRESS Terminology

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

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

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

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

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

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

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

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

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

The following **PRESS** materials are updated in response to these developments:

4:180, Pandemic Preparedness; Management; and Recovery
5:40, Communicable and Chronic Infectious Disease
5:40-AP, Communicable and Chronic Infectious Disease

Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule and/or continuous improvement changes, including subscriber feedback. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 5.

The following **PRESS** materials are updated:

2:230, Public Participation at School Board Meetings and Petitions to the Board
4:10, Fiscal and Business Management
4:180-AP1, School Action Steps for Pandemic Influenza or Other Virus/Disease
7:10-AP1, Accommodating Transgender, Nonbinary, Students or Gender Non-Conforming Students - **RENAMED**

Five-Year Review Updates

PRESS Editors have a quality assurance goal to ensure that each piece of the 1400+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 435 separate pieces of material, including policies, administrative procedures, and related exhibits. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 5.

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

3:70, Succession of Authority
4:60-AP4, E1, Internal Procedures for Procurement Transactions
4:70, Resource Conservation
4:110-AP2, Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; and Bus Driving Comments
4:170-AP1, E1, Accident or Injury Form
4:170-AP1, E2, Memo to Staff Members Regarding Contacts by Media About a Crisis
4:170-AP4, National Terrorism Advisory System
5:70, Religious Holidays
5:80, Court Duty
5:110, Recognition for Service
5:130-AP, Email Retention
5:140, Solicitations By or From Staff
5:220-E, Unsatisfactory Performance Report for Substitute Teachers
5:240, Suspension
5:270-E, Notice of Employment

6:70, Teaching About Religions
6:70-AP, Teaching About Religions
6:80, Teaching About Controversial Issues
6:120-AP3, Service Animals
6:120-AP3, E1, Guidelines for Service Animals in School Facilities
6:140, Education of Homeless Children
6:140-AP, Education of Homeless Children
6:250-E, Resource Person and Volunteer Information Form and Waiver of Liability
6:290, Homework
6:330, Achievement and Awards
7:10-AP2, Accommodating Breastfeeding Students
7:15, Student and Family Privacy Rights
7:60-AP2, Establishing Student Residency
7:140-AP, Use of Metal Detectors and Searches for Student Safety - **RENAMED**
7:300-E1, Agreement to Participate
7:300-E3, Authorization for Medical Treatment
7:340-AP1, E2, Using a Photograph or Video Recording of a Student
7:340-AP1, E5, Biometric Information Collection Authorization
8:20-E, Application and Procedures for Use of School Facilities

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

Progress Report — The contents of this table frequently change.

Topics	Our Response
<p>Law Requires School Districts and Community College Districts to Update Their Dual Credit Partnership Agreements</p> <p>110 ILCS 27/40, added by P.A. 102-516, requires community college districts, in partnership with the appropriate high schools, to modify their dual credit programs by 8-20-22 to ensure students with disabilities can access dual credit courses. Partnership agreements with community college districts must be updated to address services and/or accommodations for students with disabilities.</p>	<p>This new requirement for partnership agreements was addressed in 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i> (at f/n 4) in PRESS Issue 108.</p>
<p>Notice to Parents/Guardians of Anaphylactic Policy</p> <p>105 ILCS 5/2-3.182(c) requires districts to annually notify parents/guardians of the anaphylactic policy and who they may contact for information about the individualized aspects of the policy.</p>	<p>7:190-E2, <i>Student Handbook Checklist</i>, will be updated in the fall legislative PRESS issue. Annual notification through a student handbook is a way for districts to comply with the new notification requirement in this law.</p>
<p>Law Requires Districts to Appoint DCFS Liaisons by Beginning of the 2022-2023 School Year</p> <p>105 ILCS 5/10-20.59, amended by P.A. 102-199, eff. 7-1-22, requires each school district to designate at least one employee to act as a liaison to the Dept. of Children and Family Services (DCFS) by the beginning of the 2022-2023 school year. The liaison facilitates the enrollment and transfer of records of students in DCFS custody. Previously, the appointment of a liaison was optional.</p>	<p>7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i>; 7:250, <i>Student Support Services</i>; and the 7:340 suite of materials will be updated in the fall legislative PRESS issue.</p>
<p>Federal K-12 Cybersecurity Bill Becomes Law</p> <p>The federal K-12 Cybersecurity Act of 2021, Public Law 117-47, eff. 10-8-21, requires the U.S. Dept. of Homeland Security’s (DHS) Cybersecurity and Infrastructure Security Agency (CISA) to, within one year, study cybersecurity risks facing K-12 schools and provide voluntary recommendations, including guidelines, to assist schools in facing those risks. Within 120 days after developing the recommendations, CISA must develop an online training toolkit designed for K-12 officials and make the information available on the DHS website.</p>	<p>Once the new federal guidance is released, we will update relevant PRESS materials, including those in the 7:345 suite.</p>
<p>Legislation Addresses Residential Placement Crisis</p> <p>To address the ongoing residential placement crisis facing Illinois students with disabilities, the Ill. Council of School Attorneys (ICSA) worked with ISBE and other stakeholders to amend 105 ILCS 5/14-7.02 via Public Act 102-703. The amendment allows districts to residentially place a student in a non-ISBE approved nonpublic special education facility on an emergency and student-specific basis when certain conditions are met.</p>	<p>No PRESS materials are affected. ICSA <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (Revised Sept. 2021, published by ICSA) will be updated mid-2022.</p>
<p>Optional Policy Language Prohibiting the Use of Isolated Time Out, Time Out, and Physical Restraint Coming This Fall</p> <p>105 ILCS 5/2-3.130(f), added by P.A. 102-339, exempts districts from the requirement to submit a plan to ISBE for reducing the use of isolated time out, time out, and physical restraint (RTO) if they meet certain criteria, including that they have adopted a written policy prohibiting the use of RTO. PRESS Editors are collaborating with ISBE’s Student Care Dept. to update sample policy 7:190, <i>Student Behavior</i>, with optional language prohibiting the use of RTO that addresses this statutory criterion. ISBE encourages districts to make updates based on this forthcoming language and plans to allow for resubmission of policies.</p>	<p>7:190, <i>Student Behavior</i>, will be updated in the fall legislative PRESS issue.</p>

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	<input type="checkbox"/>
2:150-AP, Superintendent Committees	The procedure is updated in response to: <ol style="list-style-type: none"> 1. 105 ILCS 5/2-3.182, added by P.A. 102-664, requiring districts to adopt or update a policy to prevent and manage anaphylaxis prevention and medical emergencies. The <u>Anaphylaxis Food Allergy Prevention, Response, and Management Committee</u> is renamed. 2. 105 ILCS 5/2-3.130(e), added by P.A. 102-339, requiring districts to develop and implement a plan for reducing and eventually eliminating the use of isolated time out, time out, and physical restraint. A new committee, Time Out and Physical Restraint Oversight Team, is added. 	<input type="checkbox"/>
2:230, Public Participation at School Board Meetings and Petitions to the Board	The policy and footnotes are updated in response to subscriber feedback regarding time minimums and maximums for public participation during school board meetings and for continuous improvement. Minimum time periods are deleted in the policy. Footnote 1 is updated in response to the Empowering Public Participation Act, 5 ILCS 850/, added by P.A. 102-348, and a new option to insert a time limit for public participation is added to footnote 2. Footnote 4 is updated in response to recent legal updates concerning public comment periods. A style change is made to the Legal References.	<input type="checkbox"/>
3:70, Succession of Authority	The policy is unchanged.	<input type="checkbox"/>
4:10, Fiscal and Business Management	The policy is updated in response to continuous improvement changes. A style update is made to the Legal References. The footnotes are updated in response to 105 ILCS 5/17-2A, amended by P.A. 102-671, extending the time period during which a district may transfer money from specified funds for any purpose through 6-30-24, and for continuous improvement. The Cross References are updated to add policy 4:20, <i>Fund Balances</i> , and policy 4:60, <i>Purchases and Contracts</i> . The Administrative Procedure Cross References are updated to reflect a title change.	<input type="checkbox"/>
4:60-AP4, E1, Internal Procedures for Procurement Transactions	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:70, Resource Conservation	The Legal References and footnote 5 are updated in response to a five-year review.	<input type="checkbox"/>
4:110-AP2, Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; and Bus Driving Comments	The procedure and footnote 2 are updated in response to a five-year review.	<input type="checkbox"/>
4:170-AP1, E1, Accident or Injury Form	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:170-AP1, E2, Memo to Staff Members Regarding Contacts by Media About a Crisis	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:170-AP4, National Terrorism Advisory System	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:180, Pandemic Preparedness; Management; and Recovery	The policy is unchanged. The footnotes are updated in response to the Health Care Right of Conscience Act, 745 ILCS 70/13.5, added by P.A. 102-667, and continuous improvement updates.	<input type="checkbox"/>
4:180-AP1, School Action Steps for Pandemic Influenza or Other Virus/Disease	The procedure and footnotes are updated for continuous improvement.	<input type="checkbox"/>

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

5:40, Communicable and Chronic Infectious Disease	The policy is unchanged. Style updates are made to the Legal References. The footnotes are updated in response to continuous improvement changes. Footnote 2 is updated in response to EEOC Guidance, <i>What You Should Know about COVID-19 and the ADA, Rehabilitation Act, and Other EEO Laws</i> (updated 12-14-21). The Cross References are updated to add policy 4:180, <i>Pandemic Preparedness; Management; and Recovery</i> .	<input type="checkbox"/>
5:40-AP, Communicable and Chronic Infectious Disease	The procedure is updated in response to EEOC Guidance, <i>What You Should Know about COVID-19 and the ADA, Rehabilitation Act, and Other EEO Laws</i> (updated 12-14-21) and continuous improvement changes.	<input type="checkbox"/>
5:70, Religious Holidays	The policy is unchanged. Style updates are made to the Legal References.	<input type="checkbox"/>
5:80, Court Duty	The policy, footnotes, and Legal References are updated in response to a five-year review.	<input type="checkbox"/>
5:110, Recognition for Service	The policy is unchanged. Footnote 1 is updated in response to a five-year review.	<input type="checkbox"/>
5:130-AP, Email Retention	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:140, Solicitations By or From Staff	The policy is unchanged.	<input type="checkbox"/>
5:220-E, Unsatisfactory Performance Report for Substitute Teachers	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:240, Suspension	The policy is unchanged. Style updates are made to the Legal References. The footnotes and Cross References are updated in response to a five-year review.	<input type="checkbox"/>
5:270-E, Notice of Employment	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:70, Teaching About Religions	The policy is unchanged. Footnote 2 is updated in response to a five-year review.	<input type="checkbox"/>
6:70-AP, Teaching About Religions	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:80, Teaching About Controversial Issues	Legal References are added and footnote 2 is updated in response to a five-year review.	<input type="checkbox"/>
6:120-AP3, Service Animals	The procedure and Legal References are updated in response to a five-year review.	<input type="checkbox"/>
6:120-AP3, E1, Guidelines for Service Animals in School Facilities	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:140, Education of Homeless Children	The policy, footnotes, and Cross References are updated in response to a five-year review. Style updates are made to the Legal References.	<input type="checkbox"/>
6:140-AP, Education of Homeless Children	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:250-E, Resource Person and Volunteer Information Form and Waiver of Liability	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>

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

6:290, Homework	The policy and footnotes are updated, and a Cross Reference is added, in response to a five-year review.	<input type="checkbox"/>
6:330, Achievement and Awards	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:10-AP1, Accommodating Transgender, Nonbinary, Students or Gender Non-Conforming Students	RENAMED. The procedure is updated for continuous improvement.	<input type="checkbox"/>
7:10-AP2, Accommodating Breastfeeding Students	The Legal References and footnote 1 are updated in response to a five-year review.	<input type="checkbox"/>
7:15, Student and Family Privacy Rights	The policy, Legal References and footnotes are updated in response to a five-year review. Footnote 13 now includes a discussion of the interplay between the Protection of Pupil Rights Act, 20 U.S.C. § 1232h, the Children’s Privacy Protection and Parental Empowerment Act, 325 ILCS 17/, and the Student Online Personal Protection Act, 105 ILCS 85/.	<input type="checkbox"/>
7:60-AP2, Establishing Student Residency	The procedure is updated in response to a five-year review and 105 ILCS 5/10-22.5a, amended by P.A. 102-126, giving military personnel up to 60 days <u>six months</u> to submit documentation proving their child’s residency.	<input type="checkbox"/>
7:140-AP, Use of Metal Detectors <u>and Searches</u> for Student Safety	RENAMED. The procedure is updated in response to a five-year review.	<input type="checkbox"/>
7:270, Administering Medicines to Students	The Legal References are updated in response to the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/, amended by P.A. 101-363. The footnotes and Cross References are updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-413, requiring districts to adopt or update by 8-17-22 an anaphylaxis policy addressing prevention of and response to anaphylaxis in accordance with ISBE’s model policy, titled <i>Anaphylaxis Response Policy for Illinois Schools</i> . Other continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>
7:270-AP1, Dispensing Medication	The procedure is updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-413, requiring districts to adopt or update by 8-17-22 an anaphylaxis policy addressing prevention of and response to anaphylaxis in accordance with ISBE’s model policy, titled, <i>Anaphylaxis Response Policy for Illinois Schools</i> , and for continuous improvement.	<input type="checkbox"/>
7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon	The procedure is updated for the reasons stated in 7:270-AP1, <i>Dispensing Medication</i> , above.	<input type="checkbox"/>
7:270-E1, School Medication Authorization Form	The exhibit is updated for the reasons stated in 7:270-AP1, <i>Dispensing Medication</i> , above.	<input type="checkbox"/>
7:285, <u>Anaphylaxis Prevention, Response, and Food Allergy Management Program</u>	RENAMED. The policy, Legal References, footnotes, and Cross References are updated for the reasons stated in 7:270-AP1, <i>Dispensing Medication</i> , above.	<input type="checkbox"/>

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

7:285-AP, Implementing a Food Allergy Anaphylaxis Prevention, Response, and Management Program	RENAMED. The procedure is updated for the reasons stated 7:270-AP1, <i>Dispensing Medication</i> , above.	<input type="checkbox"/>
7:300-E1, Agreement to Participate	The exhibit is updated in response to a five-year review. The hold harmless language in the agreement is now limited to students 18 years or older and their parents/guardians.	<input type="checkbox"/>
7:300-E3, Authorization for Medical Treatment	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:340-AP1, E2, Using a Photograph or Video Recording of a Student	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:340-AP1, E5, Biometric Information Collection Authorization	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
8:20-E, Application and Procedures for Use of School Facilities	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>

PRESS Issue 109 Trivia

161 PRM pages • 222 footnotes • 40,474 words

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The **Policy Reference Education Subscription Service (PRESS)** Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on **PRESS** Issues. We appreciate their contributions and thank them sincerely.

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Special Acknowledgement to IASB Employees

The following individuals provide us with excellent assistance between and during the drafting of **PRESS** Issues. We also thank them and appreciate their dedication and contributions to the quality of this service.

James Wagner, Office of General Counsel, preparation, formatting, quality assurance, editor, State and federal regulations monitor

Ummehani Faizullahoy, Office of General Counsel, preparation, formatting, quality assurance, editor, State and federal regulations monitor

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School Board

Public Participation at School Board Meetings and Petitions to the Board¹

For an overall minimum of 30 minutes² d) During each regular and special open meeting of the Board, any person may comment to or ask questions of the School Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below.³ The Board

Commented [DJ1]: Text that formerly appeared in f/n 2 has been moved to f/n 1.

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

¹ The Open Meetings Act (OMA) requires public bodies to have rules (a policy) on public participation. Public comment is synonymous with public participation. They are used interchangeably in the footnotes below. 5 ILCS 120/. Customize this policy to ensure it is responsive to the community's public participation needs.

OMA and the School Code grant any person the right to address a school board during any open meeting. See 5 ILCS 120/2.06, 105 ILCS 5/10-6 (board of directors), 5/10-16 (board of education), and PAO 19-2. See f/ns 2, 4, and 5, and 6 below for more detailed discussions.

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

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

² OMA and the School Code grant any person the right to address a school board during any open meeting. See 5 ILCS 120/2.06, 105 ILCS 5/10-6 (board of directors), 5/10-16 (board of education), and PAO 19-2. See f/ns 4, 5, and 6 below for more detailed discussions.

The length of this sample policy's minimum overall public participation time is at the local board's discretion. Ensure the length of time here and in #3.b. match. Customize this policy to ensure it is responsive to the community's public participation needs.

³ This sentence combines 105 ILCS 5/10-16 and 5 ILCS 120/2.06(g). Prohibiting public comment and/or restricting public comment to written filings violates the mandates and overarching purpose of OMA. Roxana CUSD No. 1 v. EPA, 998 N.E.2d 961 (Ill.App.4th 2013).

While some courts have upheld public bodies limiting public comment to certain subjects, such as only subjects on the agenda or only related to the business of the public body, this sample policy does not provide default sample text for limiting public comment to certain subjects. This is because 105 ILCS 5/10-16 requires school boards to allow members of the public "to comment to or ask questions of the board." The cases in which courts upheld limiting public comment to certain subjects involved public bodies with no governing statutes that required the public body to allow the public "to comment to or ask questions of the board."

Consult with the board attorney for guidance before adopting a maximum time limit for public participation; public comment rules are frequently challenged. The Ill. Public Access Counselor (PAC) has issued only unpublished, non-binding opinions approving of 30- and 60-minute overall time limits for public comment under OMA. The PAC has issued a binding opinion finding that a public body violated OMA when, pursuant to an unrecorded rule, it limited public comment on a controversial topic to 15 minutes. Public Access Opinion (PAO) 19-2. The PAC noted that while the lack of an adopted policy on the time period for public comment did not "necessarily mean that public comment must be allowed to continue indefinitely," the public body presented "no evidence that limiting comments was necessary to maintain decorum or that extending the comment period would have unduly interfered with the orderly transaction of public business." Id. If the board wants to establish a maximum time limit for public participation, it may revise the first sentence of the paragraph as follows:

listens to comments or questions during public participation; responses to comments to or questions of the Board are most often managed through policy 3:30, *Chain of Command*.⁴ During public participation, there will be a 20-minute⁵ minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:⁶

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President. [This includes following the directives of the Board President to maintain order and decorum for all.](#)

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

⁴ For a maximum of 60 minutes during each regular and special open meeting of the Board, any person may comment to or ask questions of the School Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below. The time limit for public participation at a meeting may be extended upon the majority vote of the Board members at the regular or special meeting.

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

⁴ The law does not require board members to respond during public participation, and best practices for meetings instruct board members to refrain from engaging in commentary with members of the public during public participation.

⁵ See 5 ILCS 120/2.06, 105 ILCS 5/10-16, and PAO 19-2. Like the length of time for overall public participation discussed in ¶n 2 above, the length of this sample policy's 20-minute minimum total length of time for any one subject is also at the local board's discretion. Customize this policy to ensure it is responsive to the community's public participation needs. Ensure the length of time here and in #3.b. match. Because the time limit for public participation in this sample policy is set at five minutes, a multiple of five minutes is chosen for ease of tracking. See also the discussion in ¶ns 5 and 6 below.

⁶ OMA does not but PAO 19-2 does provide specific rules. These guidelines may be amended. The guidelines for public comment and the time minimums and limits (if any) should be reviewed with the board attorney. Restrictions on public comment during board meetings must respect free speech rights guaranteed by the First Amendment. Do not use viewpoint-based restrictions on public comment time unless approved by the board attorney. Many decisions address the tension between free speech and rules for public comment during meetings. See, for example:

Mnyofu v. Rich Twp. High Sch. Bd. Dist., 2007 WL 1308523 (N.D.Ill. 2007)(school boards may impose guidelines for running meetings to maintain effectiveness).

PAO 19-2 (the ~~Ill. Public Access Counselor~~ (PAC) ordered a board to refrain from applying unestablished and unrecorded rules to restrict public comment at future meetings stating, "Though a public body has inherent authority to conduct its meetings in an efficient manner and need not allow public comment to continue indefinitely, there was no evidence that capping public comment to 15 minutes was necessary to maintain decorum or that extending the comment period would have unduly interfered with the orderly transaction of public business.").

[PAO 21-9 \(The PAC found a board violated OMA when it required public comments about retention of a coach to be made in closed, rather than open, session\).](#)

Lowery v. Jefferson Co. Bd of Educ., 586 F.3d 427 (6th Cir. 2009)(upheld a rule prohibiting speakers from being frivolous, repetitive, or harassing).

Steinburg v. Chesterfield County Planning Comm'ission, 527 F.3d 377 (4th Cir. 2008), *cert. denied* (upheld removal of a man from a public meeting for behaving in a hostile manner).

Norse v. City of Santa Cruz, 629 F.3d 966 (9th Cir. 2010)(remanded a decision upholding community member's removal from city council meeting after community member gave a Nazi salute in presiding officer's direction, which is considered as classic viewpoint discrimination for which city council members were not entitled to qualified immunity).

Fairchild v. Liberty Indep. Sch. Bd. Dist., 597 F.3d 747 (5th Cir. 2010)(upheld a policy banning discussion of personnel matters during public comment; the rationale turned, at least in part, on the Texas open meetings law).

Bach v. Sch. Bd. of the City of Virginia Beach, 139 F.Supp.2d 738 (E.D.Va. 2001)(struck down a rule that prohibited personal attacks during public comments at meetings).

[Ison v. Madison Local Sch. Dist. Bd. of Educ.](#), 3 F.4th 887 (6th Cir. 2021)(found a policy prohibiting statements that were personally directed, abusive, or antagonistic constituted viewpoint discrimination in violation of the First Amendment).

~~1-2.~~ Use a sign-in sheet, if requested. ⁷

~~2-3.~~ Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to five minutes.⁸ In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the Board President may allow a person may be allowed to speak for more than five minutes. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.

~~3-4.~~ Observe, when necessary and appropriate, the Board President's authority to:

- a. ~~Shorten ing of~~ the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak; and/or
- b. ~~Expansion of the overall minimum of 30 minutes for public participation and/or the 20-minute minimum total length of time for any one subject; and/or~~
- ~~e-b.~~ Determination of procedural matters regarding public participation not otherwise covered in Board policy.

~~4-5.~~ Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, Visitors to and Conduct on School Property. ⁹

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet. ¹⁰

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

⁷ Optional. A public commenter cannot be excluded for refusing to provide his or her home address. PAO 14-9. Generally, a board should consult with its attorney regarding the practice of excluding public commenters for reasons relating to the sign-in sheet.

⁸ Time limits for any one person to address the Board during public participation may be adjusted up or down. This sample uses five minutes because it is a frequently-used time limit. See I.A. Rana Enterprises, Inc. v. City of Aurora, 630 F.Supp.2d 912 (N.D.-Ill. 2009) (finding a three-minute time limit reasonable citing Wright v. Anthony, 733 F.2d 575, 577 (8th Cir. 1984) which upheld a five-minute time limit for individual public comments and holding time limits serve “a significant governmental interest in conserving time and in ensuring that others ha[ve] an opportunity to speak”). Note that the Ill. Municipal Code, which applied to the City of Aurora in I.A. Rana Enterprises, Inc., did not have the same requirements as the School Code to allow members of the public to “comment to or ask questions of the board.” I.A. Rana Enterprises, Inc. also predated the 2011 amendments to OMA allowing “[a]ny person an opportunity to address public officials under the rules established and recorded by the public body.”

Based upon I.A. Rana Enterprises, Inc., many attorneys agree that speaker time limits should be a minimum of three minutes per person, but some public bodies have successfully implemented two minutes per person. Consult the board attorney before setting time limits below three minutes.

⁹ See Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill.-App.3d 344 (4th Dist. 2000)(board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent’s exposing a toy gun and a pocketknife at a board meeting).

Initiating lawsuits against citizens over their uncivil public comments is tricky. Always consult the board attorney, and in some instances, a board member may need to consult his or her own private attorney. The Ill. Citizen Participation Act (CPA) (735 ILCS 110/15) provides citizens a mechanism to stop lawsuits brought against them for their public comments. The law, referred to as *anti-SLAPP legislation*, prohibits public officials from suing citizens for “any act or acts in furtherance of [their] rights of petition, speech, association, or to otherwise participate in government.” SLAPP means *Strategic Lawsuits Against Public Participation*.

The CPA does not bar public officials from seeking relief when they can allege that (a) the citizen’s comments were “not genuinely aimed at procuring favorable government action, result, or outcome,” and/or (b) the citizen engaged in defamation or another intentional tort causing the public official damage. See Sandholm v. Kuecker, 962 N.E.2d 418 (Ill. 2012).

LEGAL REF.: [105 ILCS 5/10-6 and 5/10-16.](#)
5 ILCS 120/2.06, Open Meetings Act.
~~[105 ILCS 5/10-6 and 5/10-16.](#)~~

CROSS REF.: 2:220 (School Board Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

DRAFT

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

10 A board of school directors must reply to a written request for consideration of a matter within 60 days from the board's receipt of the request. 105 ILCS 5/10-6. Boards of education may treat petitions or correspondence according to a uniform, locally developed process. ~~[e.g., a board may wish to limit petitions and written correspondence presented to the board to those that are received at the district office via mail or hand delivery.](#)~~

2:230

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Board of Education

Public Participation at Board Meetings and Petitions to the Board

For an overall minimum of 30 minutes during each regular and special open meeting, any person may comment on or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy’s guidelines below. During public participation, there will be a 20-minute minimum total length of time for any one subject. When public participation takes less time than these minimum, it shall end.

Constraints include: (a) Personal attacks will not be tolerated, and (b) Information regarding specific personnel will not be discussed in public forum, and the person should follow protocol for discussion with the Principal or Superintendent on a private basis.

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

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to three minutes. In unusual circumstances, and when the person has made a request to speak for a longer period of time, the person may be allowed to speak for more than three minutes.
3. Observe, when necessary and appropriate, the:
 - a. Shortening of the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak;
 - b. Expansion of the overall minimum of 30 minutes for public participation and/or the 20-minute minimum total length of time for any one subject; and/or
 - c. Determination of procedural matters regarding public participation not otherwise covered in Board policy.
4. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

LEGAL REF.: 5ILCS 120/2.06, Open Meetings Act.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: October 17, 2019

Operational Services

Fiscal and Business Management 1

The Superintendent is responsible for the School District's fiscal and business management.² This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1 as required by State law.³

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Access to the District's Electronic Network*.⁴

Budget Planning

The District's fiscal year is from July 1 until June 30.⁵ The Superintendent shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation.⁶ This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the ~~Illinois~~ State Board of Education's (ISBE) *School District Budget Form*.⁷ To the extent possible, the tentative budget shall be balanced as defined by ~~the State Board of Education~~ ISBE guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by ~~the State Board of Education~~ ISBE guidelines.⁸

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

¹ State or federal law controls this policy's content. Article 17 of the School Code controls budgeting, tax levys, and tax warrants.

² Boards are authorized to hire a chief school business official. 105 ILCS 5/10-22.23a. Districts having a chief school business official may want to replace "Superintendent" with "Chief School Business Official" throughout this policy.

³ 105 ILCS 5/10-17.

⁴ See exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-AP1, E2, *Staff Authorization for Access to the District's Electronic Networks*. Use of electronic networks in the curriculum is covered in policy 6:235, *Access to Electronic Networks*.

⁵ The board sets the fiscal year (105 ILCS 5/17-1) and this sentence should reflect that local decision. [If the board sets an alternative fiscal year, State law provides, "If the beginning of the fiscal year of a district is subsequent to the time that the tax levy due to be made in such fiscal year shall be made, then such annual budget shall be adopted prior to the time such tax levy shall be made." Id. Consult the board attorney for guidance on the impact of an alternative fiscal year on the deadlines in this policy.](#)

⁶ The board must designate a person(s) to prepare a tentative budget. 105 ILCS 5/17-1. The purpose of this policy's directive for the superintendent to present a tentative budget "no later than the first regular meeting in August" is to ensure that the budget can be adopted by September 30 (see f/n 13). A board may amend this directive to give the superintendent additional flexibility by requiring him or her to present a tentative budget "during a regular Board meeting in August."

⁷ Required by 105 ILCS 5/17-1. [See www.isbe.net/Pages/School-District-Joint-Agreement.aspx](http://www.isbe.net/Pages/School-District-Joint-Agreement.aspx). ~~The budget instructions from ISBE detail when a deficit reduction plan must be completed.~~

⁸ [Id. The budget instructions from ISBE detail when a deficit reduction plan must be completed.](#) State law requires the budget to be balanced and, if not, a three-year deficit reduction plan must be developed. ~~105 ILCS 5/17-1.~~

Preliminary Adoption Procedures

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

1. A public hearing on the proposed budget,⁹ and
2. The proposed budget to be available to the public for inspection.¹⁰

The Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing.¹¹ The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, and the public shall be invited to comment, question, or advise the Board.¹²

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define.¹³ To the extent possible, the budget shall be balanced as defined by ~~ISBE the State Board of Education~~; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within three years according to ~~State Board of Education~~ ISBE requirements.¹⁴

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes.¹⁵

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.¹⁶
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.¹⁷
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax

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⁹ At least one public hearing must be held before final action is taken on the budget. 105 ILCS 5/17-1.

¹⁰ The tentative budget must be conveniently available for public inspection for at least 30 days before final action on the budget. 105 ILCS 5/17-1.

¹¹ 105 ILCS 5/17-1 makes the board secretary responsible for this public notice at least 30 days before the hearing. If there is no newspaper published in the district, notice must be given by posting notices in five of the most public places in the district. 105 ILCS 5/17-1.

¹² State law does not address what transpires during the budget hearing.

¹³ Required by 105 ILCS 5/17-1 and 5/17-3.2. See f/n 5.

¹⁴ Required by 105 ILCS 5/17-1. See f/n 8.

¹⁵ Required by 105 ILCS 5/10-7.

¹⁶ Required by 105 ILCS 5/17-1.2, *only if* the district has a website. ~~Do not add~~ Delete this sentence unless the district has a website.

¹⁷ Required by 35 ILCS 200/18-50, which refers to "appropriation and budget ordinances or resolutions." School districts adopt budgets by board resolution. The budget serves as the district's appropriation.

Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.

4. Submit the annual budget, a deficit reduction plan if one is required by ~~ISBE State Board of Education~~ guidelines, and other financial information to ~~ISBE the State Board of Education~~ according to its requirements. ¹⁸

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in the School Code and Truth in Taxation Act. ¹⁹

Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption. ²⁰

Implementation

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

The Board shall act on all interfund loans²¹, interfund transfers²², transfers within funds²³, and transfers from the working cash fund or abatements of it, if one exists. ²⁴

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

¹⁸ Required by 105 ILCS 5/17-1.

¹⁹ 105 ILCS 5/17-11 and 35 ILCS 200/18-55 et seq.

²⁰ 105 ILCS 5/17-1; 23 Ill.Admin.Code Part 100.

²¹ 105 ILCS 5/10-22.33, 5/20-4, 5/20-5, 5/20-8, and 5/20-10 and 23 Ill.Admin.Code §100.50. If the district loans money from the working cash fund to another fund, Section 5/20-10 requires the district to maintain a credit to the working cash fund (meaning that borrowing fund must repay the working cash fund).

²² 105 ILCS 5/17-2A contains the requirements for a permanent transfer. P.A.1024-67143 extended the time period during which a district may transfer money from specified funds for any purpose through June 30, 2024+.

²³ Transfers between the various items in any fund may not exceed in the aggregate ten percent of the total of such fund as set forth in the budget. If the aggregate exceeds 10%, the board must amend the budget. 105 ILCS 5/17-1.

²⁴ The purpose of the working cash fund is to enable the school district "to have in its treasury at all times sufficient money to meet demands for expenses." 105 ILCS 5/20-1. School officials, including board members, are liable "for any sum that may be unlawfully diverted from the working cash fund" 105 ILCS 5/20-6.

105 ILCS 5/20-10 codified a long-held practice and understanding of Ill. school districts. A district may abate (reduce the funds) money from the working cash fund at any time and transfer it to any district fund or funds most in need of the money, provided that the district maintains an amount to the credit of the working cash fund. This was a legislative overturn of a case concluding that any permanent transfer, including abatements, of the working cash fund should be transferred only to the education fund. See G.I.S. Venture v. Novak, 388 Ill.App.3d 184 (2nd Dist. 2009); G.I.S. Venture v. Novak, 385 Ill.Dec. 430 (2nd Dist. 2014). Abolishments (deplete all funds) of the working cash fund must still be transferred to the education fund only.

LEGAL REF.: [105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.](#)
35 ILCS 200/18-55 et seq.
~~105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.~~
23 Ill.Admin.Code Part 100.

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

ADMIN. PROC.: 6:235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (Staff Authorization for Access to the District's Electronic Networks-~~Access~~)

DRAFT

Operational Services

Fiscal and Business Management

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

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management through the use of computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each staff member is responsible for understanding the content of the District's electronic network shall complete an *Authorization for Electronic Network Access*.

Budget Planning

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

Preliminary Adoption Procedures

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

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

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

At the public hearing, the proposed budget shall be reviewed and the public shall be invited to comment, question, or advise the Board.

Final Adoption Procedures

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

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

The Superintendent or designee shall perform each of the following:

1. Post the District’s final annual budget, itemized by receipts and expenditures, on the District’s Internet website; notify parents/guardians and other taxpayers in the district that it is posted and provide the website’s address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year (certified by the District’s Chief Fiscal Officer) with the County Clerk within 30 days of the budget’s adoption.
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act, file the Certificate of Tax Levy with the County Clerk, on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

Any amendments to the budget or certificate of tax levy shall be made as provided in *The School Code* and Truth In Taxation Act.

Budget Amendments

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

Implementation

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

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

LEGAL REF.: 35 ILCS 200/18-55 et seq.
105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
23 Ill. Admin. Code Part 100.

CROSS REF.: 4:40 (Incurring Debt), 6:235 (Access to Electronic Networks).

ADMIN. PROC.: 6:235-AP1, E1 (Student Authorization for Access to the District’s Electronic Networks), 6:235-AP1, E2 (Staff Authorization for Access to the District’s Electronic Network Access)

ADOPTED: May 17, 2001

REVISED: January 18, 2018

Operational Services

Resource Conservation ¹

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

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible. ²
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in the School Code, if economically and practically feasible. ³
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream; and (c) be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the District. ⁴
4. Adherence to energy conservation measures. ⁵

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

¹ State or federal law controls this policy's content. 105 ILCS 5/10-20.19c.

² Required by 105 ILCS 5/10-20.19c(a-5).

³ Required by 105 ILCS 5/10-20.19c(b) - (e).

⁴ Required by 105 ILCS 5/10-20.19c(e-5). Everything in this paragraph is mandatory except that the statute only "encourages" districts to investigate "potential markets for other recyclable materials that are present in the school district's waste stream." 105 ILCS 5/10-20.19c(e-5) is unclear about what year or baseline number or year that a district must use to determine whether it has achieved at least a 50% reduction in the amount of solid waste that it generates by 7-1-20. One option for a baseline may be to use the date this law became effective, which was 7-18-08, or the year closest to it where-for which the district still retains relevant records; however, consult the board attorney for assistance in determining these baselines.

⁵ Districts are authorized to enter into *guaranteed energy savings contracts* to implement *energy conservation measures*, including any improvement, repair, or alteration of any school district building, or any equipment or fixture to be added to a district building, that is designed to reduce energy consumption or operation costs. 105 ILCS 5/19b. The guaranteed energy savings contract must provide that all payments are to be made over time, and energy cost savings must be specified and guaranteed to the extent necessary to pay the costs of the energy conservation measures. State law provides the process for requesting proposals and entering into contracts. Any contract is valid whether or not funding has been appropriated in any budget adopted by the board.

Consult the board attorney about whether an energy conservation measure qualifies for funding as an energy conservation project under the Ill. Finance Authority Act (FAA). 20 ILCS 3501/. The ~~FAA Ill. Finance Authority Act~~ now specifically includes energy conservation projects in school districts. 20 ILCS 3501/820-10(c). The ~~FAA~~'s definition of *energy conservation project* is ~~almost identical~~ very similar to the School Code's definition of *energy conservation measure* (105 ILCS 5/19b-1.1); it also includes measures that reduce the amount of electricity or natural gas required to achieve a given end use, consistent with the definition of energy efficiency in Section 1-10 of the Ill. Power Agency Act. 20 ILCS ~~3855/1-103501/820-10~~. Funding under the ~~Ill. Finance Authority Act~~ FAA requires a certification that the project will be a cost-effective energy-related project that will lower energy or utility costs in connection with the operation or maintenance of such building or facility, and will achieve energy cost savings sufficient to cover bond debt service and other project costs within 10 years from the date of project installation. 20 ILCS 3501/820-10(c).

LEGAL REF.: 105 ILCS 5/10-20.19c [and 5/19b](#).

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

DRAFT

Operational Services

Resource Conservation

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

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

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

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

ADOPTED: January 22, 2009

General Personnel

Communicable and Chronic Infectious Disease ¹

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and School Board policies. ²

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Superintendent concerning the employee's conditions of employment and necessary accommodations. The Review Team shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law. ³

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

¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns a topic on which a board should seek legal advice before proceeding.

² District employment is contingent upon satisfactory results of a physical examination and freedom from communicable diseases. 105 ILCS 5/24-5. The U.S. Supreme Court, however, has held that the Rehabilitation Act prohibits discrimination against a person handicapped by a communicable disease, provided that person is "otherwise qualified" to perform the job. See *Bd. of Nassau County, Fla. v. Arline*, 480 U.S. 273 (1987) (teacher with tuberculosis was protected by the Rehabilitation Act). The decision supports the position that an HIV-positive employee or applicant who is "otherwise qualified" to perform the job must be reasonably accommodated despite having AIDS.

Following the expansion of the definition of a disability under the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325, the ADAAA may protect an HIV-positive employee or applicant. 42 U.S.C. §12102(2)(A); 29 C.F.R. Part 1630. The federal government's position is that HIV infection qualifies as a disability under the Americans ADAAA. See: www.ada.gov/hiv/ada_hiv_enforcement.htm www.ada.gov/hiv/ada_q&a_aids.pdf (U.S. Dept. of Justice) and www.eeoc.gov/eeoc/publications/hiv_individual.cfm (U.S. Equal Employment Opportunity Commission (EEOC)). The EEOC also issued guidance on COVID-19 as a potential disability requiring accommodation under the ADA, see *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws* (updated 12-14-21) at www.eeoc.gov/coronavirus.

For a discussion of guidance and challenges related to school personnel vaccination/testing mandates and other mitigations during the COVID-19 pandemic, see sample policy 4:180, *Pandemic Preparedness; Management; and Recovery*, at f/n 5.

Other contagious diseases may also qualify as disabilities under the ADAAA; however, employers are not required to accommodate employees in those cases where there is an actual direct threat to the health or safety of others that cannot be eliminated or reduced by reasonable accommodation. 29 C.F.R. §1630.2(r). Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact the employment of an individual with a communicable disease who is otherwise qualified to perform the job.

³ This paragraph is optional. While not required by law, the creation and use of a Communicable and Chronic Infectious Disease Review Team (CCIDRT) could greatly assist a district's efforts to review data on an employee who has a communicable or infectious disease. Its members are appointed by the superintendent according to [sample policy 2:150, Committees](#). Whether the CCIDRT is an administrative committee organized by the superintendent and/or administrators or a board committee subject to the Open Meetings Act must be discussed with the board attorney (see also 2:150-AP, *Superintendent Committees*). The CCIDRT is guided by the board's policies, Ill. Dept. of Public Health rules and regulations, and all other applicable State and federal laws. The CCIDRT also consults the employee's personal physician and local health department officials before making any recommendations.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions.⁴ An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.: ~~Americans With Disabilities Act, 42 U.S.C. §12101 et seq., Americans With Disabilities Act, amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325; 29 C.F.R. §1630.1 et seq., amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325.~~
~~Rehabilitation Act of 1973, 29 U.S.C. §791, Rehabilitation Act of 1973; 34 C.F.R. §104.1 et seq.~~
~~105 ILCS 5/24-5.~~
~~Department of Public Health Act, 20 ILCS 2305/6, Department of Public Health Act.~~
~~105 ILCS 5/24-5.~~
~~Personnel Record Review Act, 820 ILCS 40/, Personnel Record Review Act.~~
~~Control of Communicable Diseases, 77 Ill.Admin.Code Part 690, Control of Communicable Diseases.~~

Commented [DJ1]: Legal References are revised for style only.

CROSS REF.: 2:150 (Committees), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

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

The Americans with Disabilities Act (ADA) specifies that only an employee's direct supervisor and someone who would need to know in the event of an emergency may have access to an employee's medical records. 42 U.S.C. §12112(d). The Review Team's ability to operate may depend on the employee's waiver of the ADA's confidentiality provisions.

⁴ Required by 42 U.S.C. §12101 et seq. See also f/n 2, above.

General Personnel

Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board policies.

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by a District representative. The review provides information and recommendations to the Superintendent concerning the employee's conditions of employment and necessary accommodations. The review shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12101 et seq.; 29 C.F.R. §1630.1 et seq., amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325.
 Rehabilitation Act of 1973, 29 U.S.C. §791; 34 C.F.R. §104.1 et seq.
 Department of Public Health Act, 20 ILCS 2305/6.
 105 ILCS 5/24-5.
 Personnel Record Review Act, 820 ILCS 40/.
 Control of Communicable Diseases, 77 Ill. Admin. Code Part 690

CROSS REF.: 2:150 (Committees), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED: May 17, 2001

REVISED: September 17, 2015

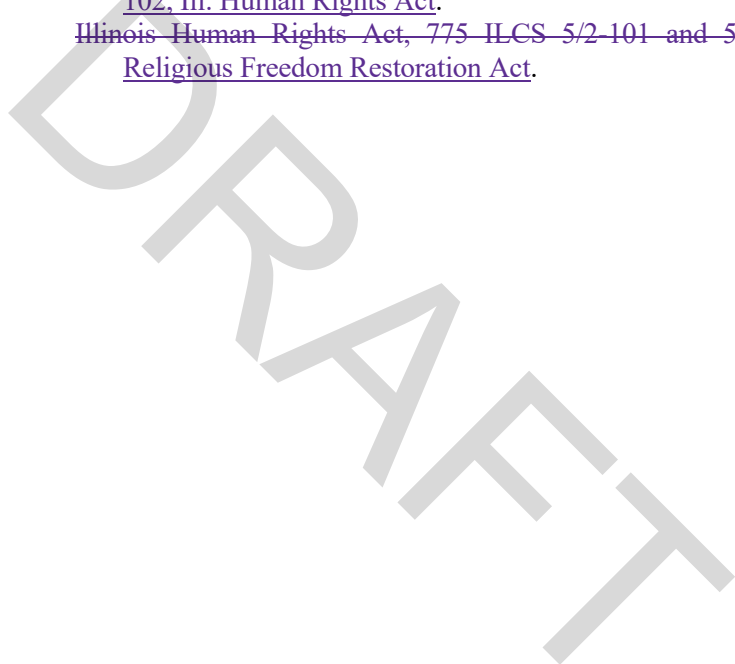
General Personnel

Religious Holidays ¹

The Superintendent shall grant an employee’s request for time off to observe a religious holiday if the employee gives at least five days’ prior notice and the absence does not cause an undue hardship.²

Employees may use earned vacation time or personal leave to make up the absence, provided such time is consistent with the District’s operational needs. A per diem deduction may also be requested by the employee.³

LEGAL REF.: ~~Religious Freedom Restoration Act, 775 ILCS 35/15~~ 775 ILCS 5/2-101 and 5/2-102, Ill. Human Rights Act.
~~Illinois Human Rights Act, 775 ILCS 5/2-101 and 5/2-102~~ 775 ILCS 35/155, Religious Freedom Restoration Act.



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

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. If a local collective bargaining agreement contains a provision on religious holidays, it will supersede this policy for those covered employees. In such cases, the board policy should be amended to state, “Please refer to the applicable collective bargaining agreement(s).” For employees not covered, the policy should reflect the board’s current practice.

² *Religion* includes “all aspects of religious observance and practice, as well as belief, unless an employer demonstrates that it is unable to reasonably accommodate an employee’s or prospective employee’s religious observance or practice without undue hardship on the conduct of the employer’s business.” 775 ILCS 5/2-101(F). School employers may require employees to provide up to five days’ notice before being absent for a religious holiday. 775 ILCS 5/2-102(E).

³ Not provided by law and optional.

General Personnel

Religious Holidays

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

For employees not covered by these Agreements:

Supervisors shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 48 hours prior notice and the absence does not cause an undue hardship.

Employees may use earned vacation time or personal leave to make up the absence, provided such time is consistent with the District's operational needs. A per diem deduction may also be requested by the employee.

LEGAL REF.: Religious Freedom Restoration Act, 775 ILCS 35/15.
Illinois Human Rights Act, 775 ILCS 5/2-101 and 5/2-102.

ADOPTED: May 17, 2001

REVISED: February 6, 2019

General Personnel

Court Duty ¹

~~The District will pay full salary during the time an employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.~~²

The District will deduct any fees that an employee receives for ~~such duties~~ court duty, less mileage and meal expenses, from the employee’s compensation, or make arrangements for the employee to endorse the fee check to the District.³

An employee should give at least five days’ prior notice of pending court duty to the District.⁴

Witness Duty

~~The District will pay full salary during the time a licensed employee is absent due to a subpoena to serve as a witness in a trial or have a deposition taken in any school-related matter pending in court.~~⁵

Jury Duty

~~The District will pay full salary during the time a licensed employee is absent due to jury duty.~~⁶

LEGAL REF.: 105 ILCS 5/10-20.7.
705 ILCS 305/4.1, Jury Act.

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This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. If a local collective bargaining agreement contains a provision on court duty, it will supersede this policy for those covered employees. In such cases, the board policy should be amended to state, “Please refer to the applicable collective bargaining agreement.” For employees not covered, the policy should reflect the board’s current practice.

For more information about subpoenas of school district employees and responding to all types of subpoenas generally, see the Ill. Council of School Attorneys guidance document titled [Answers to FAQs Responding to a Subpoena](http://www.iasb.com/law/FAQsubpoena.pdf), at: www.iasb.com/law/FAQsubpoena.pdf.

~~² State law mandates this provision for certificated employees only. 105 ILCS 5/10-20.7.~~

³ State law permits these deductions but does not mandate them. 105 ILCS 5/10-20.7.

⁴ State law does not provide a deadline, and a district cannot refuse to pay full salary to an employee who fails to follow the policy’s deadline.

~~⁵ The School Code mandates this provision for certificated [licensed] employees serving witness duty. 105 ILCS 5/10-20.7. Despite the statute’s limitation to licensed employees, many boards apply this language to educational support personnel. For boards that wish to apply this language to both licensed and educational support personnel, strike ~~licensed~~ from the text and correct the grammar.~~

~~⁶ The School Code mandates this provision for certificated [licensed] employees serving jury duty. 105 ILCS 5/10-20.7. In contrast, the Jury Act requires that employers give any employee time off from employment for jury duty, but it does not require that employers pay the employee while on jury duty. 705 ILCS 305/4.1. Despite the statute’s limitation to licensed employees, many boards apply this language to educational support personnel. For boards that wish to apply this language to both licensed and educational support personnel, strike ~~licensed~~ from the text and correct the grammar.~~

General Personnel

Court Duty

The District will pay full salary during the time an employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The District will deduct any fees that an employee receives for such duties, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least five days' prior notice of pending court duty to the District.

LEGAL REF.: 105 ILCS 5/10-20.7.

ADOPTED: May 17, 2001

REVISED: May 18, 2017

CURRENT

Professional Personnel

Suspension ¹

Suspension Without Pay ²

The School Board may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure. ³

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed

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¹ State and federal law control this policy’s content. The School Code provides that, “[i]f, in the opinion of the board, the interests of the school require it, the board may suspend the teacher **without pay**, pending the hearing, but if the board’s dismissal or removal is not sustained, the teacher shall not suffer the loss of any salary or benefits by reason of the suspension,” 105 ILCS 5/24-12(d)(1).

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains provisions on suspension, it will supersede this policy for those covered employees. In such cases, the board policy should be amended to state, “Please refer to the applicable collective bargaining agreement.” For employees not covered, the policy should reflect the board’s current practice.

A superintendent or board should consult the board attorney before taking any action to suspend a licensed employee, with or without pay.

² Under the wage and hours rules, employees who are exempt from overtime requirements become eligible for overtime if they are subject to disciplinary suspensions without pay. *Auer v. Robbins*, 519 U.S. 452 (1997). Teachers are exempt from this rule. Although the U.S. Dept. of Labor modified this rule in 2004, the Illinois legislature rejected these rule changes. 820 ILCS 105/4a. Illinois employers must use the federal rules as they existed on March 30, 2003. This sample policy takes a conservative approach: it does not subject non-teaching professional employees to disciplinary suspensions without pay. Some attorneys believe that non-teaching exempt employees, e.g., administrators, will remain exempt from the Fair Labor Standards Act’s overtime requirements as long as suspensions are in increments of a full work week - not day-by-day. Contact the board attorney for an opinion.

The 30-day limit may be modified or deleted.

³ A difference of opinion exists among attorneys concerning whether a board is permitted to authorize the superintendent to suspend teachers without pay. Some attorneys believe such a delegation is void because of the language in 105 ILCS 5/24-12(d)(1), quoted in f/n 1. Others believe that a board may delegate the authority to the superintendent to suspend teachers without pay as a disciplinary measure as opposed to pending a dismissal hearing. Contact the board attorney for advice if the board wants to authorize the superintendent to suspend professional employees without pay.

hearing examiner will conduct a pre-suspension hearing.⁴ The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.⁵

Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS)⁶

Upon receipt of a DCFS recommendation that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee,⁷ in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended by DCFS, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

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

⁴ Some case law suggests a separate hearing must be held before any suspension without pay is invoked: Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985); Barszcz v. Community College Dist. No. 504, 400 F.Supp. 675 (N.D. Ill., 1975); Massie v. East St. Louis Sch. Dist. No. 189, 203 Ill.App.3d 965 (5th Dist.1990); Spinelli v. Immanuel Lutheran Evangelical Congregation, Inc., 118 Ill.2d 389 (1987).

⁵ Only minimal due process is required before a suspension with pay because the property interests at stake are insignificant. Some due process is recommended, however, because a suspension might jeopardize a teacher's good standing in the community and thus infringe the teacher's liberty interests protected by the Constitution. The following option places a ceiling on the number of suspension-with-pay days; the 30-day limit may be modified:

No suspension with pay shall exceed 30 school or working days in length.

⁶ Optional. 325 ILCS 5/7.4(c-5), ~~amended by P.A. 100-176, eff. 1-1-18~~. Consult the board attorney about suspending an employee without pay pursuant to a *DCFS 325 ILCS 5/7.4(c-5)-recommendation*. This language balances the interests of student safety and employee due process when the district receives a recommendation to a remove an employee who is the subject of a DCFS investigation from employment.

Note: Liability may exist when a district receives a *325 ILCS 5/7.4(c-5)-recommendation* and does not remove the employee as a result. Consider In re Estate of Stewart v. Oswego Cmty. Unit. Sch. Dist. No. 308, 406 Ill.Dec. 345 (2nd Dist. 2016)(finding district's response to a student health emergency was willful and wanton as it had prior information regarding appropriate response protocols and denying tort immunity to district); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied).

⁷ The text "Board or Superintendent or designee" allows flexibility if the Superintendent were the subject of a DCFS investigation.

Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to the District all compensation and the value of all benefits received by him or her during the suspension.⁸ The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: [105 ILCS 5/24-125 ILCS 430/5-60\(b\)](#),
[5 ILCS 430/5-60\(b\), State Officials and Employee Ethics Act](#)~~105 ILCS 5/24-12~~,
[325 ILCS 5/7.4\(c-10\), Abused and Neglected Child Reporting Act](#),
[Cleveland Bd. of Educ. v. Loudermill](#), 470 U.S. 532 (1985).
[Barszcz v. Community College Dist.](#) ~~riet~~ No. 504, 400 F.Supp. 675 (N.D. Ill.,
1975).
[Massie v. East St. Louis Sch. Dist.](#) ~~riet~~ No.189, 203 Ill.App.3d 965 (5th Dist. 1990).

CROSS REF.: 5:290 (~~Educational Support Personnel~~—Employment Termination and
Suspensions)

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

⁸ This sentence restates State law. 5 ILCS 430/5-60(b).

Professional Personnel

Suspension

Suspension Without Pay

The Board may suspend without pay: (1) a professional employee (administrator or teacher) pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The Board or Superintendent may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS)

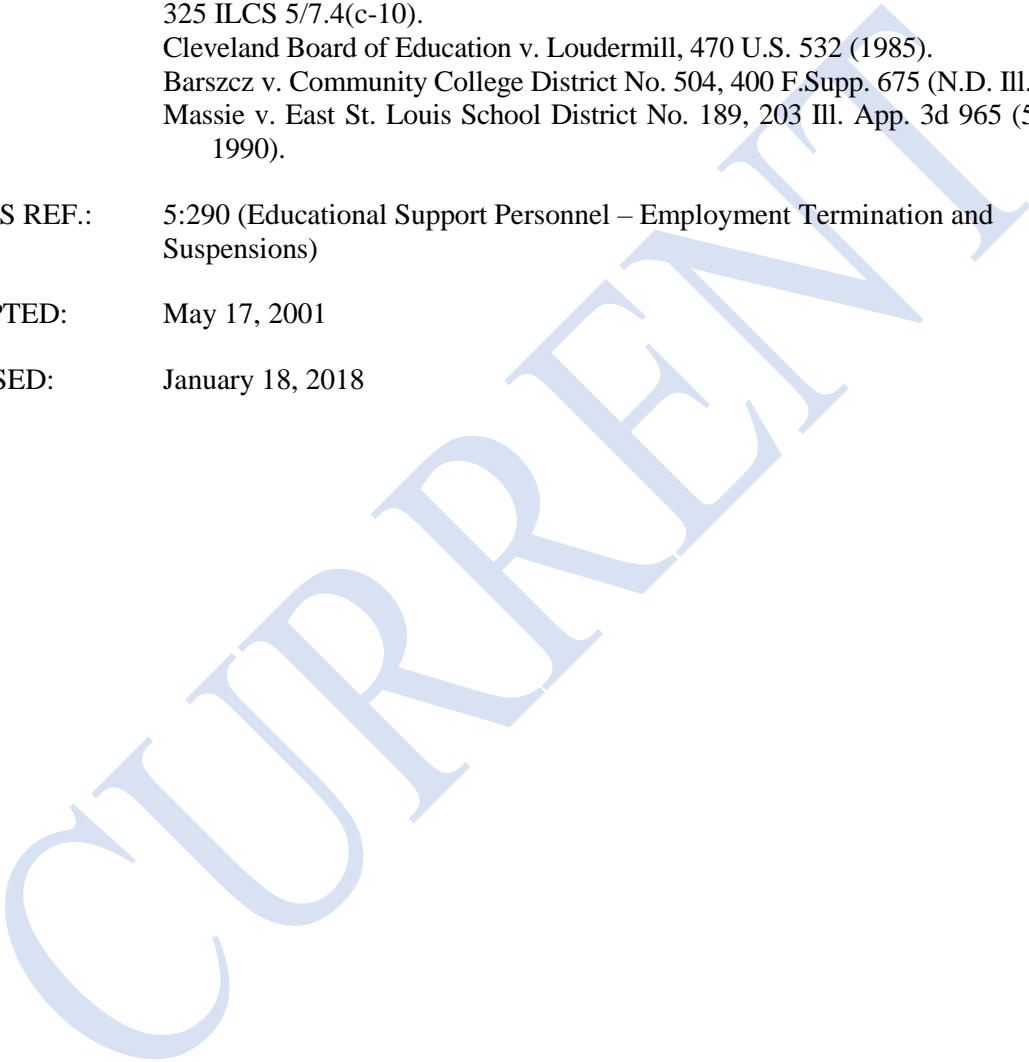
Upon receipt of a DCFS recommendation that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended by DCFS, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to the District all compensation and the value of all benefits received by him or her during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

- LEGAL REF.: 5 ILCS 430/5-60(b)
 105 ILCS 5/24-12.
 325 ILCS 5/7.4(c-10).
 Cleveland Board of Education v. Loudermill, 470 U.S. 532 (1985).
 Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill. 1975).
 Massie v. East St. Louis School District No. 189, 203 Ill. App. 3d 965 (5th Dist. 1990).
- CROSS REF.: 5:290 (Educational Support Personnel – Employment Termination and Suspensions)
- ADOPTED: May 17, 2001
- REVISED: January 18, 2018



Instruction

Teaching About Controversial Issues ¹

The Superintendent shall ensure that all school-sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers, are:

- Age-appropriate. Proper decorum, considering the students' ages, should be followed.
- Consistent with the curriculum and serve an educational purpose. ²
- Informative and present a balanced view.
- Respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.
- Not tolerant of profanity or slander.

The District specifically reserves its right to stop any school-sponsored activity that it determines violates this policy, is harmful to the District or the students, or violates State or federal law.

LEGAL REF.: [Garcetti v. Ceballos, 547 U.S. 410 \(2006\).](#)
 [Mayer v. Monroe Cnty. Cmty. Sch. Corp., 474 F.3d 477 \(7th Cir. 2007\).](#)

CROSS REF.: 6:40 (Curriculum Development), 6:255 (Assemblies and Ceremonies)

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¹ This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Before adopting this policy, a school board should review the scope of any clause on academic freedom contained in a collective bargaining agreement.

While this sample policy and its contents are discretionary with each board, its implementation should respect the constitutional rights of students and teachers to free speech and free association. The intent of this policy is to inform students, staff members, and the community that the board has established standards for the teaching and discussion of controversial topics in order to avoid culture wars from being fought in school.

² Public employee First Amendment issues involve the balance between the importance of the speech and the district's interest in maintaining order and effective school operations. The First Amendment "does not entitle primary and secondary teachers, when conducting the education of captive audiences, to cover topics, or advocate viewpoints, that depart from the curriculum adopted by the school system." [Mayer v. Monroe County Community Sch. Corp., 474 F.3d 477, 480 \(7th Cir. 2007\)](#). See also [Brown v. Chicago Bd. of Educ., 824 F.3d 713 \(7th Cir. 2016\) \(upholding discipline of a teacher for violating written policy against using racial epithets in front of students even though he did so to conduct a well-intentioned discussion of why such words are hurtful and must not be used\)](#); [Kluge v. Brownsburg Cmty. Sch. Corp., 432 F.Supp.3d 823 \(S.D.Ind. 2020\) \(upholding discipline of a teacher for violating written policy requiring employees to address students by their preferred names and genders\)](#). Nor is the First Amendment likely to entitle a teacher to protection for purely personal speech that does not touch on a matter of public concern. See [Pickering v. High Sch. Dist. 205, 391 U.S. 563 \(1968\)](#). However, when public employees speak as private citizens on their own time about matters of public concern, they may face only those speech restrictions that are necessary for their employers to operate efficiently and effectively. [Garcetti v. Ceballos, 547 U.S. 410 \(2006\)](#).

Instruction

Teaching About Controversial Issues

The Superintendent shall ensure that all school-sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers, are:

- Age-appropriate. Proper decorum, considering the students' ages, should be followed.
- Consistent with the curriculum and serve an educational purpose.
- Informative and present a balanced view.
- Respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.
- Not tolerant of profanity or slander.

The District specifically reserves its right to stop any school-sponsored activity that it determines violates this policy, is harmful to the District or the students, or violates State or federal law.

CROSS REF.: 6:40 (Curriculum Development), 6:255 (Assemblies and Ceremonies)

ADOPTED: May 17, 2001

REVISED: November 9, 2017

Instruction

Education of Homeless Children ¹

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education.² A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the ~~III~~-Education for Homeless Children Act.³ The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.⁴

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.⁵

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

¹ State and federal law control this policy's content. This sample policy contains the basic requirements of the ~~III~~-Education for Homeless Children Act (105 ILCS 45/), as well as the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11431 *et seq.*). Other policies that are relevant to the education of homeless children are listed in the Cross References, e.g., school admissions and immunizations.

² For high school districts, delete "including a public pre-school education" at the end of the sentence.

³ Under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a(2)), ~~H~~*homeless children and youths* (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 11302(a)(1)); and (B) includes —

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; ~~or are abandoned in hospitals, or are awaiting foster care placement;~~
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of ~~S~~section 11302(a)(2)(C));
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- iv. *migratory* children (as such term is defined in section 6399 of title 20) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).

Note: Section §11434a(2) no longer includes children "awaiting foster care placement" within the definition of *homeless children and youths*.

Under the ~~III~~-Education for Homeless Children Act (105 ILCS 45/1-5),

Homeless person, child, or youth includes, but is not limited to, any of the following:

- (1) An individual who lacks a fixed, regular, and adequate nighttime place of abode.
- (2) An individual who has a primary nighttime place of abode that is:
 - (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
 - (B) an institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (C) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

See www.isbe.net/Pages/Homeless.aspx for helpful informational resources and training with regard to the education of homeless children in Illinois. See www2.ed.gov/programs/homeless/legislation.html for the U.S. Dept. of Education's information about federal requirements.

⁴ 42 U.S.C. §11432(g)(l)(J)(ii).

⁵ 105 ILCS 45/1-10.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.⁶ Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law.⁷ The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.⁸ If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.⁹ Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.¹⁰

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

⁶ The first sentences in this paragraph are required by 42 U.S.C. §11432(g)(7). 410 ILCS 535/25.3, amended by P.A. 100-506, ~~eff. 1-1-18~~, requires fees for certified copies of birth records be waived for individuals whose homeless status has been verified. A public school homeless liaison or school social worker may verify homeless status, in accordance with procedures established by the State Registrar of Vital Records. *Id.*

⁷ 42 U.S.C. §11432(g)(1)(J)(iii), 42 U.S.C. §11432(g)(4)(A), and 105 ILCS 45/1-15. The School Code and Education for Homeless Children Act permit school districts to use their State transportation funds to provide financial assistance to children who are homeless or who qualify as *at risk of becoming homeless* when: (1) the financial assistance is not in excess of the district's actual costs for providing the transportation to the student, and (2) the district is not otherwise claiming the expenditures through another State or federal grant. 105 ILCS 5/29-5 (transportation reimbursement), ~~amended by P.A. 102-539~~, and 105 ILCS 45/1-17 (homeless assistance), ~~amended by P.A. 100-332~~. A child is considered *at risk of becoming homeless* if the child's parent/guardian, other person who enrolls the child, or unaccompanied minor provides documented evidence that the child's living situation will no longer be fixed, regular, and adequate within eight weeks, resulting in the child becoming homeless. 105 ILCS 45/1-17(d). ~~Prior to a district that provides~~ such financial assistance, a district must enter into a written housing plan with the parent/guardian, person who enrolled the child, or unaccompanied minor. *Id.* at 1-17(c). Financial assistance may include: (1) mortgage or rental assistance that will allow a child to remain permanently in his/her living situation or obtain a new living situation; and/or (2) assistance with unpaid bills, loans, or other financial debts that result in housing being inadequate. *Id.* at 1-17(a). See 6:140-AP, *Education of Homeless Children*, f/n 1, for a discussion of issues that districts should consider in developing such plans.

⁸ Required by 42 U.S.C. §11432(g)(7)(C).

⁹ Required by 105 ILCS 45/1-25. The Ill. State Board of Education's *Homeless Dispute Resolution Procedures* (published September 2017 ~~and updated December 2021~~) are available at: www.isbe.net/Pages/Homeless.aspx.

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

¹⁰ Optional. 105 ILCS 45/1-25(a-5). As an alternative, a school board may omit this sentence or use a permissive verb, such as, "...the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct..." Any change required as a result of this review becomes effective at the close of the school year. Any person who knowingly or willfully presents false information in any review commits a Class C misdemeanor.

LEGAL REF.: ~~McKinney-Vento Homeless Assistance Act~~, 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
~~Ill. Education for Homeless Children Act~~, 105 ILCS 45/, Education for Homeless Children Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADMIN. PROC.: 6:140-AP (Education of Homeless Children)

DRAFT

Instruction

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Ill. Education for Homeless Children Act, 105 ILCS 45/.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADMIN. PROC.: 6:140-AP (Education of Homeless Children)

ADOPTED: November 12, 2002

REVISED: January 19, 2017

Instruction

Homework

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience.¹ The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

Missed Homework ²

Students absent for a valid cause may make up missed homework in a reasonable timeframe per policy 7:70, Attendance and Truancy.

CROSS REF.: 7:70 (Attendance and Truancy)

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

¹ This policy's contents are at the local school board's discretion; a board should customize the list of standards for homework to reflect the district's practices. Below are two optional provisions that can be added at the end of the sample policy:

Option 1: Recognizing the importance of parental involvement in homework, the Superintendent or designee shall ensure that parents/guardians are informed of: (1) whom to contact with questions or concerns about homework assignments, and (2) methods to facilitate homework completion.

Option 2: The Superintendent or designee shall annually report to the Board on the effectiveness of homework assignments on increasing student achievement.

² Optional. This aligns with sample policy 7:70, Attendance and Truancy.

Instruction

Homework

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

ADOPTED: May 17, 2001

REVISED: July 19, 2012

CURRENT

Students

Student and Family Privacy Rights ¹

Surveys ²

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District’s educational objectives as identified in ~~School Board~~ policy 6:10, *Educational Philosophy and Objectives*, or assist students’ career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified ~~and regardless of~~ who created the survey.

Surveys Created by a Third Party ³

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys Requesting Personal Information ⁴

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student’s parent/guardian.

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

¹ State or federal law requires this subject matter be covered by policy. State or federal law controls this policy’s content. The Protection of Pupil Rights Act ([PPRA](#)) requires any school district, “that receives funds under any applicable program [to] develop and adopt policies, in consultation with parents, regarding [statutory privacy rights].” 20 U.S.C. §1232h(c)(1). *Any applicable program* generally refers to any federal program administered by the U.S. Dept. of Education. 20 U.S.C. §1221(c). *Consultation with parents* is not defined; boards are advised, at minimum, to publicize the issue and request public comment during the policy’s adoption.

² This paragraph is not dictated by law. It, however, contains the principles to guide staff and should be carefully considered and re-crafted by each board. Note that ~~IASB-sample board~~ policy 6:10, *Educational Philosophy and Objectives*, is very broad and will thus justify surveys covering many subjects. However, it would prohibit the collection of information for marketing or selling (see f/n 13 of this policy); delete reference if the board wants the option of selling personal information that is collected from students, such as in the following:

A survey requesting personal information from students, as well as any other instrument used to collect personal information from students, must have a business, educational, or marketing justification.

Another alternative is to strictly restrict the subjects on which students may be surveyed, as in the following:

All surveys requesting information from students, as well as any other instrument used to collect personal information from students, must be for the purpose of monitoring the quality of the District’s educational programs or assisting students’ career choices.

³ Required by 20 U.S.C. §§1232h(c)(1)(A)(i) and 1232h(c)(2)(A)(ii).

⁴ Required by 20 U.S.C. §1232h(c)(1)(B). Consult the board attorney to review the survey or questions before administering it. Given the current political climate, attorneys in the field are voicing concern about the increase in schools and staff requesting inappropriate information from a student, e.g., the number of people and/or families living in his or her home and/or whether firearms are present in the student’s home.

2. Mental or psychological problems of the student or the student’s family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student’s parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request,⁵ and/or
2. Refuse to allow their child to participate in the activity described above.⁶ The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material ⁷

A student’s parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child’s educational curriculum within a reasonable time of their request.

The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. ⁸

Physical Exams or Screenings ⁹

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term *invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

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

⁵ 20 U.S.C. §1232h(c)(1)(C)(i).

⁶ 20 U.S.C. §1232h(c)(2)(A)(ii).

⁷ Required by 20 U.S.C. §1232h(c)(1)(C)(i).

⁸ 20 U.S.C. §1232h(c)(6)(A).

⁹ The [PPRA Protection of Pupil Rights Act](#) states that student’s parent(s)/guardian(s) may refuse to allow the student to participate in “non-emergency, invasive physical examination or screening.” 20 U.S.C. §1232h(c)(2)(A)(ii). This does not necessarily mean, however, that schools have authority to conduct invasive physical examinations or screenings of students. In order to avoid misunderstandings, the sample policy prohibits physical examinations and screenings of students as those terms are defined in the policy (and federal law).

A board that wants to retain this option must strike the first sentence and replace it with the following:

A student’s parent(s)/guardian(s) may refuse to allow the student to participate in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance; and (c) not necessary to protect the immediate health and safety of the student, or of other students.

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification. ¹⁰
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*). ¹¹
3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see [pPolicy 7:240, Conduct Code for Participants in Extracurricular Activities](#)). ¹²
4. Is otherwise authorized by Board policy.

Prohibition on Selling or Marketing Students' Personal Information ~~Is Prohibited~~ ¹³

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card. ¹⁴

Unless otherwise prohibited by law, ~~The~~ above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: ¹⁵

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the

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¹⁰ 20 U.S.C. §1232h(c)(4)(B)(ii).

¹¹ 20 U.S.C. §1232h(c)(5)(A)(ii).

¹² Delete if the board has not adopted a drug and alcohol testing program for extracurricular participants in 7:240, *Conduct Code for Participants in Extracurricular Activities*. Also delete reference to 7:240, *Conduct Code for Participants in Extracurricular Activities* in this policy's cross references.

¹³ The Children's Privacy Protection and Parental Empowerment Act ([CPPPEA](#)), 325 ILCS 17/, prohibits the sale of *personal information* concerning a child under the age of 16, with a few exceptions, unless the parent(s)/guardian(s) have consented. Federal law is similar but not identical. Compare 20 USC. §1232h(c)(1)(E). In order to effectuate both laws, the sample policy prohibits the sale or marketing of *personal information* unless the parents/guardians have consented.

Compare *personal information* under the PPRA and CPPPEA with *covered information* under the Student Online Personal Protection Act (SOPPA) (105 ILCS 85/), which districts are always prohibited from selling, renting, leasing, or trading. 105 ILCS 85/26. *Covered information* is broadly defined as personally identifiable information of students (or linked to students) that is shared with an operator of a website, online service or application that is used primarily for K-12 purposes and is designed and marketed for K-12 purposes. Therefore, in cases where the *covered information* is collected, disclosed, or used that also meets the definition of *personal information* under this policy, the PPRA and CPPPEA exceptions to the prohibition on selling students' personal information may not be available. Consult the board attorney for further guidance in these situations, and see sample policy 7:345, *Use of Educational Technologies: Student Data Privacy and Security*, for more information about SOPPA requirements.

¹⁴ 20 U.S.C. §1232h(c)(6)(E); [Children's Privacy Protection and Parental Empowerment Act](#) [CPPPEA](#), 325 ILCS 17/. See ¶n 7 in 7:340, *Student Records*, for a discussion about managing FOIA requests for items (1)-(3) under *personal information* in this paragraph.

¹⁵ 20 U.S.C. §1232h(c)(4)(A); 325 ILCS 17/10.

purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.

5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards. ¹⁶

Notification of Rights and Procedures ¹⁷

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled. ¹⁸
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

Transfer of Rights

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor. ¹⁹

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Act.
[105 ILCS 5/10-20.38.](#)
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
[105 ILCS 5/10-20.38.](#)

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics)

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

¹⁶ 105 ILCS 5/10-20.38.

¹⁷ The details in this section are specified in and required by 20 U.S.C. §1232h(c)(2). This information should be in the student handbook.

¹⁸ If the board chose to keep the option of marketing personal information received from students and/or conducting physical exams, add the following to this list as appropriate: "collection of personal information from students for marketing and physical examinations or screenings."

¹⁹ 20 U.S.C. §1232h(c)(5)(B).

Students

Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s) / guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, or disclose, the identity of any student who completes a survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s) / guardian (s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instruction content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term *invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see Policy 7:240, *Conduct Code for Participants in Extracurricular Activities*).
4. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information*: means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parents/guardians have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, student or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Act .
325 ILCS 17/, Children’s Privacy Protection and Parental Empowerment Act.
105 ILCS 5/10-20.38.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics)

ADOPTED: November 12, 2002

REVISED: January 18, 2018

CURRENT

Students

Administering Medicines to Students¹

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.²

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has

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¹ All ~~boards~~~~districts~~ must have a policy for administering medication. 105 ILCS 5/10-20.14b. State law prohibits school boards from requiring that teachers and other non-administrative school employees administer medication to students; exceptions are certificated school nurses and non-certificated registered professional nurses. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, ~~eff. 1-1-20~~. [For a sample medication authorization form, see 7:270-E1, *School Medication Authorization Form*.](#)

[Separate from this policy, boards must also adopt a policy that addresses the prevention of anaphylaxis and a district's response to medical emergencies resulting from anaphylaxis. See sample policy 7:285, *Anaphylaxis Prevention, Response, and Management Program*, and its accompanying administrative procedure, 7:285-AP, *Anaphylaxis Prevention, Response, and Management Program*, for more information. Due to the structure of the School Code and the IASB Policy Reference Manual, policy 7:285, *Anaphylaxis Prevention, Response, and Management Program*, does not address the administration of epinephrine and instead refers to this policy 7:270, *Administering Medicine to Students*.](#)

² Each district must inform students, e.g., through homeroom discussion or loudspeaker announcement, about, and distribute to their parents/guardians, the district's policy, guidelines, and forms on administering medicines within 15 days after the beginning of each school year, or within 15 days after starting classes for a student who transfers into the district. 105 ILCS 5/10-20.14b. A comprehensive ~~s~~Student ~~h~~Handbook can provide notice to parents and students of the school's rules, extracurricular and athletic participation requirements, and other important information. The ~~h~~Handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Illinois Principals Association maintains a handbook service that coordinates with PRESS material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

completed and signed an *SMA Form*.³ The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.⁴

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*.⁵ A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan.⁶ A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims,

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³ 105 ILCS 5/22-30, amended by P.A. [102-413](#), [100-726](#) and [100-799](#), requires school districts to allow students to *self-administer* their prescribed asthma medication and an epinephrine injector as described. *Self-carry* means a student's ability to carry his or her prescribed asthma medication or epinephrine injector. *Self-administer* and *self-administration* mean that a student may use these two medications at his or her discretion: (1) while in school; (2) while at a school sponsored activity; (3) while under the supervision of school personnel; or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

⁴ 105 ILCS 5/10-22.21b(d), added by P.A. 101-205, ~~eff. 1-1-20~~. The plan must address actions to be taken if the student is unable to self-administer medication and the situations in which the school must call 911. *Id.* For plan guidance, see 7:270-AP1, *Dispensing Medication*.

⁵ 105 ILCS 5/10-22.21b, amended by P.A. 101-205, ~~eff. 1-1-20~~. A student with an asthma action plan, an Individual Health Care Action Plan, an *Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form (Ill. EAP Form)*, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act may self-administer medication if the student's parent/guardian provides the school with: (1) written permission for the student's self-administration of medication, (2) written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the student to self-administer the medication, and (3) the prescription label containing the name of the medication, the prescribed dosage, and the time(s) or circumstances under which the medication is to be administered. *Id.* At 5/10-22.21(c), added by P.A. 101-205, ~~eff. 1-1-20~~. This does not allow a student to self-carry unless otherwise permitted. Contact the board attorney for further guidance.

[105 ILCS 5/2-3.149, repealed and replaced by 105 ILCS 5/2-3.182, added by P.A. 102-413, led ISBE to retire the 2010 publication, *Procedures for Managing Life-Threatening Food Allergies in Schools*, which included the Ill. EAP Form in an appendix. ISBE replaced the 2010 publication with the *Anaphylaxis Response Policy \(2022\)*, which does not include or refer to the now-retired Ill. EAP Form. 105 ILCS 5/10-22.21b, 5/22-30\(b-5\), and 5/22-30\(b-10\) have not been amended to remove or replace the Ill. EAP Form reference. It is unknown if that form will continue to be accessible on the ISBE website. See 7:285-AP, *Anaphylaxis Prevention, Response, and Management Program*, f/n 1, for more information, and consult the board attorney for guidance on the continued use of the Ill. EAP Form or use of another form to document the emergency action plan for a student at risk for anaphylaxis.](#)

⁶ 105 ILCS 5/22-30, [amended by P.A. 102-413](#) (asthma medication and epinephrine injectors) and 105 ILCS 5/10-22.21b, amended by P.A. 101-205, ~~eff. 1-1-20~~ (medications required by a plan listed in 105 ILCS 5/10-22.21b(c), added by P.A. 101-205, ~~eff. 1-1-20~~). 105 ILCS 5/22-30(c) requires this information to be in a notification to parents/guardians. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, ~~eff. 1-1-20~~, does not specifically require this information to be in a notification to parents/guardians. However, 105 ILCS 5/10-22.21b requires parents/guardians to sign a statement that includes the district's protections from liability under 105 ILCS 5/10-22.21b; the signed acknowledgment (see f/n 7) is the notice. This policy includes the liability protection information under 105 ILCS 5/10-22.21b to also inform the community.

The storage of medication is not addressed in the applicable statutes and may not be covered as part of the district's protections from liability and hold harmless provisions. Contact the board attorney and the board's liability insurance carrier for further discussion about the district's liability and coverage in this area.

except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan. ⁷

School District Supply of Undesignated Asthma Medication ⁸

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law,⁹ may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*.¹⁰ Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. ¹¹

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⁷ 105 ILCS 5/22-30(c) and 105 ILCS 5/10-22.21b, amended by P.A. 101-205, ~~eff. 1-1-20~~. Both statutes require parents/guardians to sign a statement: (1) acknowledging the statement from f/n ~~65~~ above; and (2) that they must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student. There are several methods to obtain a parent/guardian's signature for this purpose, e.g., receipt of handbook signature, or see 7:270-E1, *School Medication Authorization Form*. Discuss with the board attorney the method that works best for the district.

⁸ Optional. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A. ~~102-413-100-726~~. The law permits a district to maintain a supply of undesignated asthma medication in any secure location that is accessible before, during, and after school where a person is most at risk, including, but not limited to a classroom or the nurse's office, and use them when necessary. The P.A. 100-726 amendment requiring accessibility before, during, and after school ~~does~~ not address the logistical issues that classrooms are typically locked before and after school. Consult the board attorney about implementation issues with this phrase in the law.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated asthma medication, implement a plan for its use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is when the district provides them, but does not have them accessible before, during, and after school where an asthmatic person is most at risk as required by 105 ILCS 5/22-30, amended by P.A. ~~102-413-100-726~~. See *In re Estate of Stewart*, 406 Ill.Dec. 345 (2nd Dist. 2016)(denying tort immunity to district, finding its response to a student's asthma attack was *willful and wanton* (which district disputed as a possible heart attack)) and *In re Estate of Stewart*, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied).

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated asthma medication in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

⁹ 105 ILCS 5/22-30(a), ~~amended by P.A. 100-726~~, defines *trained personnel* as any school employee or volunteer personnel authorized in Sections 10-22.34, 10-22.34a, and 10-22.34b of the School Code who has completed training required by 105 ILCS 5/22-30(g), ~~amended by P.A. 100-726~~, to recognize and respond to anaphylaxis, an opioid overdose, or respiratory distress. 105 ILCS 5/22-30(a), ~~amended by P.A. 100-726~~.

The Ill. State Board of Education (ISBE) must develop the training curriculum for trained personnel, and it may be conducted online or in person. *Id.* at (h), ~~amended by P.A. 102-413~~, and 23 Ill.Admin.Code §1.540(e)(3). 105 ILCS 5/22-30(h-5), 5/22-30(h), ~~amended by P.A. 102-413~~, and 5/22-30(h-10), ~~amended by P.A. 100-726~~, and 23 Ill.Admin.Code §1.540(e) list the training curriculum requirements to recognize and respond to an opioid overdose, an allergic reaction, including anaphylaxis, and respiratory distress, respectively. See training resources, at: www.isbe.net/Pages/School-Nursing.aspx.

¹⁰ 105 ILCS 5/22-30(a). *Respiratory distress* means the perceived or actual presence of wheezing, coughing, shortness of breath, chest tightness, breathing difficulty, or any other symptoms consistent with asthma. *Id.*

¹¹ *Id.* at (g); 23 Ill.Admin.Code §1.540(e)(~~97~~) and (~~108~~).

School District Supply of Undesignated Epinephrine Injectors ¹²

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law,¹³ may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. ¹⁴

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¹² Optional. If the board adopts this subhead, the use of undesignated epinephrine injectors must align with its anaphylaxis prevention, response, and management policy. See sample policy 7:285, *Anaphylaxis Prevention, Response, and Management Program*, at f/n 7, and its administrative procedure, 7:285-AP, *Anaphylaxis Prevention, Response, and Management Program*, at f/ns 4, 5, and 6. If the district does not maintain an undesignated supply of epinephrine, ensure that policy 7:285 and 7:285-AP do not state that it does maintain such a supply.

A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A. 102-413. The law permits a district to maintain a supply of undesignated epinephrine injectors in any secure location that is accessible before, during, and after school where an allergic person is most at risk, including, but not limited to, classrooms and lunchrooms, and use them when necessary. 105 ILCS 5/22-30 requires accessibility before, during, and after school does not address the logistical issues that classrooms are typically locked before and after school. Consult the board attorney about the implementation issues with this new phrase in the law.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated epinephrine injectors, and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is if the district provides them, but does not have them accessible before, during, and after school where an allergic person is most at risk as required by 105 ILCS 5/22-30, amended by P.A. 102-413. See In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016)(denying tort immunity to district, finding its response to a student's asthma attack was *willful and wanton* (which district disputed as a possible heart attack)); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied).

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated epinephrine injectors in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

¹³ See the discussion regarding *trained personnel*, in f/n 98, above.

¹⁴ See f/n 1140, above.

School District Supply of Undesignated Opioid Antagonists ¹⁵

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel,¹⁶ as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.¹⁷ See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment. ¹⁸

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

¹⁵ Optional. If the board chooses to implement an undesignated opioid antagonist program, and the district employs law enforcement, consult the board attorney about whether this subhead becomes required. See Substance Use Disorder Act, 20 ILCS 301/, ~~amended by P.A.s 100-201 and 100-759.~~

For boards that choose to implement an undesignated opioid antagonists program, consult the board attorney regarding the Safe and Drug-Free School and Communities Act of 1994 (20 U.S.C. §7101(b)). It prohibits funds provided under it to be used for medical services or drug treatment or rehabilitation, except for integrated student supports, specialized instructional support services, or referral to treatment for impacted students, which may include students who are victims of, or witnesses to crime or who illegally use drugs.

A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, ~~amended by P.A. 102-413.~~ The law permits a district to maintain a supply of undesignated opioid antagonists in any secure location where a person is at risk of an opioid overdose and use them when necessary. The consequences of informing the community that the district will obtain a prescription for a supply of opioid antagonists and implement a plan for their use, and then not doing it may be fraught with legal liabilities.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of opioid antagonists in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

¹⁶ See the discussion regarding *trained personnel* in f/n ⁹⁷, above.

¹⁷ See f/n ¹¹⁰, above.

¹⁸ Optional sentence if the board chooses to implement an undesignated opioid antagonist program as discussed in f/n ¹⁵⁴, above. 20 ILCS 301/20-30, ~~added by P.A. 100-494,~~ mandates the Ill. Dept. of Human Services to create a website with these resources. The purpose of this sentence is to provide the community with information about a public health crisis affecting students.

School District Supply of Undesignated Glucagon¹⁹

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis²⁰

The Compassionate Use of Medical Cannabis Program Act²¹ allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old²² and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

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¹⁹ Optional. 105 ILCS 145/27, added by P.A. 101-428, permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement it.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated glucagon, and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated glucagon in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

²⁰ 105 ILCS 5/22-33(g), ~~added by P.A. 100-660~~ (Ashley's Law), requires school boards to adopt a policy and implement it by:

1. Authorizing a parent/guardian and/or a *designated caregiver* of a student who is a *registered qualifying patient* to administer a medical cannabis infused product to that student at school or on the school bus (105 ILCS 5/22-33(b)).
2. Allowing a school nurse or administrator to administer a medical cannabis infused product to a student who is a *registered qualifying patient* while at school, a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care, on school-operated property, or while being transported on a school bus (105 ILCS 5/22-33(b-5), added by 101-370, ~~eff. 1-1-20~~).
3. Authorizing a student who is a *registered qualifying patient* to self-administer a medical cannabis infused product if the self-administration takes place under the direct supervision of a school nurse or school administrator (*Id.*).

Important: If a district would lose federal funding as a result of the board adopting this policy, the board may not authorize the use of a medical cannabis infused product under *Ashley's Law* and not adopt this subsection. 105 ILCS 5/22-33(f). See f/n 25, below, and paragraph two of f/n 1 in policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, for more information about Congress interfering with a state's decision to implement laws governing the legalization of cannabis, and consult the board attorney about the issue of federal funding. [See also ISBE's Frequently Asked Questions, Ashley's Law, at: www.isbe.net/Documents/Medical-Cannabis-FAQ.pdf.](http://www.isbe.net/Documents/Medical-Cannabis-FAQ.pdf)

²¹ 410 ILCS 130/, amended by P.A. 101-363 ~~and scheduled to be repealed on 7-1-20~~.

²² *Id.* at 130/10(i), ~~added by P.A. 100-660~~, and 130/57(a) and (b), amended by P.A. 101-363 ~~and scheduled to be repealed on 7-1-20~~. A student under the age of 18 may have up to three designated caregivers as long as at least one is a biological parent or a legal guardian. *Id.* at 130/57(a). A student 18 years of age or older may appoint up to three designated caregivers who meet the requirements of the Compassionate Use of Medical Cannabis Program Act. *Id.* at 130/57(b).

- a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District; ²³
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and ²⁴
 - d. After administering the product to the student, the designated caregiver immediately²⁵ removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus. ²⁶
 3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator. ²⁷

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped.²⁸ Smoking and/or vaping medical cannabis is prohibited. ²⁹

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²³ The laws are silent about copies of the cards being provided to the district. Requiring copies of the registry cards is a best practice. Consult the board attorney about any records laws implicated in requiring and maintaining copies of these registry cards.

²⁴ A completed and signed school medication authorization form is not required by *Ashley's Law* but is a best practice and consistent with this sample policy's language for other medications. See sample exhibit 7:270-E2, *School Medication Authorization Form - Medical Cannabis*.

²⁵ The word *immediately* is not in *Ashley's law*. It is added to ensure legal compliance with federal laws that could affect federal funding. For example, consider administrators who may be in the situation where a designated caregiver provides his or her child the product and then wants to volunteer in the school or greet another child in the school while carrying the product in the building, which may violate the Cannabis Control Act (720 ILCS 550/5.2). Consult the board attorney about the best term to use here, if any, as nothing in the law addresses these common scenarios that school administrators will encounter.

²⁶ 105 ILCS 5/22-33(b-5), added by P.A. 101-370, ~~eff. 1-1-20~~. A school nurse or administrator must annually complete a training curriculum to be developed by ISBE in consultation with the Ill. Dept. of Public Health prior to administering a medical cannabis infused product to a student in accordance with this section. 105 ILCS 5/22-33(f-5), added by P.A. 101-370, ~~eff. 1-1-20~~. See www.isbe.net/Pages/Health.aspx for training resources.

²⁷ *Id.* Any product administered by a school nurse or administrator, or self-administered under the supervision of a school nurse or administrator, must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator. 105 ILCS 5/22-33(b-10), added by P.A. 101-370, ~~eff. 1-1-20~~.

²⁸ 410 ILCS 130/10(q). Consult the board attorney regarding the controversial issue of students using at, or bringing to school, cannabis-infused products without THC that are derived from *industrial hemp* (hemp oil or cannabidiol (CBD) oil, the naturally occurring cannabinoid constituent of cannabis). Industrial hemp is defined in the Industrial Hemp Act (IHA) as the plant *Cannabis sativa L.* and any part of that plant, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis that has been cultivated under a license or is otherwise lawfully present in Illinois and includes any intermediate or finished product made or derived from industrial hemp. 505 ILCS 89/, ~~added by P.A. 100-1091~~. Industrial hemp is also colloquially known as *agricultural hemp*.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.³⁰

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator³¹ pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy³²

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.³³

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.³⁴

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District

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Products from industrial hemp are widely available. As a consequence, school employees may encounter the argument from a student and his or her parent/guardian that the use of hemp or CBD oil products derived from industrial hemp (containing no THC) is not a violation of Illinois law because 720 ILCS 550/43(a), amended by P.A. 101-593400-1091, states "except as otherwise provided in the Cannabis Regulation and Tax Act and the Industrial Hemp Act, it is unlawful for any person knowingly to possess cannabis." In addition, products containing hemp or CBD oil can be purchased with a prescription and without a medical marijuana card, so a parent/guardian may argue that such prescriptions should be administered at school as any other prescription medication would be. Consult the board attorney for guidance. ~~cannabis does not include industrial hemp as defined and authorized under the IHA (505 ILCS 89/, added by P.A. 100-1091).~~²⁹

²⁹ Optional sentence. 410 ILCS 130/10(q) ~~and scheduled to be repealed on July 1, 2020,~~ prohibits medical cannabis from being smoked. District administrators may find providing this information to the community helpful to enforcement of this policy.

³⁰ 105 ILCS 5/22-33(e) ~~added by P.A. 100-660.~~ Consult the board attorney for guidance regarding whether a school nurse or administrator can be required to administer the product. ISBE's FAQ on Ashley's Law (see f/n 20) states that a school staff member cannot be forced to administer a medical cannabis infused product to a student because Ashley's Law does not require it.

³¹ 105 ILCS 5/22-33(d), amended by P.A. 101-370, ~~eff. 1-1-20.~~

³² Remove this section if the board does not adopt the undesignated asthma medication, the undesignated epinephrine injector, the undesignated opioid antagonist, the undesignated glucagon, or the administration of medical cannabis sections of the policy. If the board adopts one or some but not all, delete the appropriate paragraph(s) or sentence(s) in this section.

³³ Discuss with the board attorney whether the board should remove this sentence when the district reaches full implementation of this section.

³⁴ See f/n 128, above.

a prescription for opioid antagonists from a health care professional³⁵ who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.³⁶

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber,³⁷ or (2) fill the District's prescription for undesignated school glucagon.³⁸

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.³⁹

Administration of Undesignated Medication⁴⁰

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

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.⁴¹

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of

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

³⁵ *Health care professional* means a physician licensed to practice medicine in all its branches, a licensed physician assistant with prescriptive authority, a licensed advanced practice registered nurse with prescriptive authority, or an advanced practice registered nurse who practices in a hospital or ambulatory surgical treatment center and possesses appropriate clinical privileges in accordance with the Nurse Practice Act. 20 ILCS 301/5-23(d)(4), ~~amended by P.A.s 99-173, 99-480, 100-201, 100-513, and 100-759, eff. 1-1-19.~~

³⁶ See f/n 15 above.

³⁷ 105 ILCS 145/27, added by P.A. 101-428, provides that a physician, a physician assistant who has prescriptive authority under the Physician Assistant Practice Act of 1987 (225 ILCS 95/7.5), or an advanced practice registered nurse who has prescriptive authority under the Nurse Practice Act (225 ILCS 65-40) may prescribe undesignated glucagon in the name of the district to be maintained for use when necessary.

³⁸ See f/n 19 above.

³⁹ 105 ILCS 5/22-33(f).

⁴⁰ 105 ILCS 5/22-30, amended by P.A. ~~102-413~~¹⁰⁰⁻⁷⁹⁹, and 105 ILCS 145/27, added by P.A. 101-428, details specific required notifications, which are listed in 7:270-AP2, *Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon.*

⁴¹ 105 ILCS 5/22-30(c). The school, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of an injury to a student arising from the administration of asthma medication, epinephrine injectors, or ~~an~~ opioid antagonists (Id.), a student's self-administration of medication (105 ILCS 5/10-22.21b, added by P.A. 101-205, ~~eff. 1-1-20~~), or administration of undesignated glucagon (insofar as it would be considered part of the care of a student with diabetes, see 105 ILCS 145/45).

105 ILCS 5/22-30(c) requires the district to inform parents/guardians in writing of the protections from liability and hold harmless provisions that apply to the administration of asthma medication, epinephrine injectors, and opioid antagonists. In addition, a statement must be signed by a student's parent/guardian acknowledging the district's protections from liability and hold harmless provisions for these undesignated medications. Id. A similar acknowledgment must be signed by a student's parent/guardian for the self-administration of medication. 105 ILCS 5/10-22.21(c), added by P.A. 101-205, ~~eff. 1-1-20~~. See 7:270-E1, *School Medication Authorization Form*, for a sample acknowledgement.

undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
105 ILCS 145/, Care of Students with Diabetes Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act, ~~and~~
[scheduled to be repealed on July 1, 2020.](#)
720 ILCS 550/, Cannabis Control Act.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (~~Food Allergy~~[Anaphylaxis Prevention, Response, and Management Program](#))

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon), 7:270-E1 (School Medication Authorization Form), 7:270-E2 (School Medication Authorization Form - Medical Cannabis)

DRAFT

Students

Administering Medicines To Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours, or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child’s school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The School District Supply of Undesignated Asthma Medication section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District’s prescription for undesignated school asthma medication.

The School District Supply of Undesignated Epinephrine Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District’s prescription for undesignated epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District’s prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of this policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District’s prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

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

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent/guardian of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parent/guardian should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act, and
scheduled to be repealed on July 1, 2020.
720 ILCS 550/, Cannabis Control Act.
23 Ill. Admin. Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of
Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists,
and/or Glucagon), 7:270-E1 (School Medication Authorization Form), 7:270-E2
(School Medication Authorization Form – Medical Cannabis)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

Students

Anaphylaxis Prevention, Response, and Food Allergy Management Program¹

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis food allergic reaction. Students at risk for anaphylaxis benefit from a School Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis food allergy is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen. an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency²exposure to allergens when a student is at school, an Anaphylaxis Prevention, Response, and Food Allergy Management Program using a cooperative effort among students' families, staff members, and students, health care providers, emergency medical services, and the community helps

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

¹ 105 ILCS 5/2-3.182(d)49, added by P.A. 102-413, requires school boards to update or implement an anaphylactic policy by 8-17-22 (six months after the Ill. State Board of Education (ISBE) distributed its model on 2-17-22) in accordance with the model policy developed by that is based upon the joint State Board of Education (ISBE), and Ill. Dept. of Public Health (IDPH) publication titled *Guidelines for Managing Life-Threatening Food Allergies in Schools Anaphylaxis Response Policy for Illinois Schools, (ISBE Model/ADPH Guidelines)*, available at: www.isbe.net/Documents/Anaphylactic-policy.pdf. Administrative procedures referencing the *ISBE Model/ADPH Guidelines* must support this policy in order to comply with the law. See the discussion in f/n 43 below and 7:285-AP4, Administrative Procedure-Implementing an Anaphylaxis Prevention, Response, and Management-Food Allergy Management Program for a sample implementation procedure.

The law requires the *ISBE Model*, and in turn a district's policy based on the *ISBE Model*, to include: (a) a procedure and treatment plan, including emergency protocols and responsibilities for school nurses and other appropriate school personnel, for responding to anaphylaxis, (b) requirements for a training course for appropriate school personnel on prevention and responding to anaphylaxis, (c) a procedure and appropriate guidelines for the development of an individualized emergency health care plan for children with a food or other allergy that could result in anaphylaxis, (d) a communication plan for intake and dissemination of information provided by Illinois regarding children with a food or other allergy that could result in anaphylaxis, including a discussion of methods, treatments, and therapies to reduce the risk of allergic reactions, including anaphylaxis, (e) strategies for reducing the risk of exposure to anaphylactic causative agents, including food and other allergens, and (f) a communication plan for discussion with children who have developed adequate verbal communication and comprehension skills and with the parents or guardians of all children about foods that are safe and unsafe and about strategies to avoid exposure to unsafe food. 105 ILCS 5/2-3.182(b).

The *ISBE Model* is primarily focused on item (a). Little to no guidance for schools regarding items (b) – (f) exists in it other than to generally cite to voluminous resources made available by the Centers for Disease Control and Prevention (CDC) and National Association of School Nurses (NASN). See f/n 3, below. This policy and its implementing procedures are designed to supplement the *ISBE Model* and further lead school officials to resources regarding items (b) – (f). 105 ILCS 5/2-3.182(b)(1-6).

This legislation stemmed from data showing that the number of children being diagnosed with food allergies is increasing. Every food allergic reaction can develop into a life-threatening reaction and, even with proper treatment, can be fatal. See the *ISBE/ADPH Guidelines*, pages 7 and 8, citing Sampson, H.A., *Food Allergy, from Biology Toward Therapy, Hospital Practice*, available at: www.isbe.net/Documents/food_allergy_guidelines.pdf.

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

the District reduce these risks and provide accommodations and proper treatment for anaphylacticallergie reactions.³

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Food Allergy Management Program for the prevention and treatment of anaphylaxis that:⁴

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by following goals established in the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction identifying students with food allergies, (b) addresses the use of epinephrine in a school setting preventing exposure to known allergens, (c) provides a full food allergy and prevention of allergen exposure plan responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540. Educating and training all staff about management of students with food allergies, including administration of medication with an injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff

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

³ This ends statement requires board work and should be discussed (what effect or impact will this district statement have on the students and the community?) and altered accordingly before board adoption. A food allergy management program should promote prevention and management of life-threatening allergic reactions. The ISBE Model provides that students at risk for anaphylaxis benefit from a policy that coordinates a planned response in the event of an anaphylactic emergency, and it emphasizes that an emergency plan should include all stakeholders. (See 105 ILCS 5/2-3.149(b) and ISBE/IDPH Guidelines, on p. 7). For more information on ends statements and governance, see IASB's *Foundational Principles of Effective Governance* at: www.iasb.com/principles_popup.cfm.

The clause "using a cooperative effort among students' families, staff members, ~~and students, health care providers and emergency medical services, and the community~~" is optional and can be removed. The purpose of the clause is to share responsibility for management among ~~the district, staff, and food allergic students and their families~~ all stakeholders.

⁴ 105 ILCS 5/10-20. To balance the requirement to implement a policy based upon the ISBE/IDPH Guidelines ISBE Model (105 ILCS 5/2-3.182(d)49(b)) with the practicalities of managing a district, this paragraph delegates the board's implementation duty to the superintendent.

Number one outlines the goals that the legislature directed ISBE and IDPH to include in the ISBE/IDPH Guidelines. (105 ILCS 5/2-3.149(a)-(c)). The in-service training program is required by 105 ILCS 5/10-22.39(e). Boards may add further expectations and include additional goals that reflect those expectations here.

Number two balances the requirements of the law with the practicalities of managing a district by referencing ISBE/IDPH Guidelines. (105 ILCS 5/2-3.149(b)). The publication is 78 pages and adopting the entire document as policy is not practical. Further, not every portion of the publication applies to every district's needs.

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

members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540.⁶

- ~~1.3.~~ Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*.⁷
- ~~2.~~ Follows and references the applicable best practices specific to the District's needs in the [Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*](#),⁸ ~~joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at:~~
- ~~4.~~
- ~~3.5.~~ www.isbe.net/Documents/food_allergy_guidelines.pdf Provides annual notice to the parents/guardians of all students to make them aware of this policy.⁹
- ~~4.6.~~ Complies with State and federal law and is in alignment with Board policies.⁵

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

⁶ Number two includes the biennial in-service training program required by 105 ILCS 5/10-22.39(e) and training required by 105 ILCS 5/22-30(g) for those staff members who will be *trained personnel*, authorized by 105 ILCS 5/22-30(b-10), to provide or administer undesignated epinephrine in specific situations. The law authorizes *school nurses* and *trained personnel* to administer undesignated epinephrine. See sample policy 5:100, *Staff Development Program* (at f/n 5 if the board does not list all training in the policy), and 7:270-AP2, *Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon*. 105 ILCS 5/22-30(b-5) does not specifically state that staff members authorized to administer (student-specific) epinephrine under a student's specific individual plan must also complete the more rigorous training required for *trained personnel*. However, the *ISBE Model* is clear that "[o]nly trained personnel should administer epinephrine to a student believed to be having an anaphylactic reaction," and it requires each building-level administrator to identify at least two employees, in addition to the school nurse (if any), to be *trained personnel*. The more in-depth training for staff members who may administer epinephrine (whether student-specific or undesignated) is also a best practice emphasized in the *CDC Guidelines*, which is referenced in the *ISBE Model* (see f/n 8, below).

⁷ Optional. Delete number three if a board has not adopted the **School District Supply of Undesignated Epinephrine Injectors** subhead in policy 7:270, *Administering Medicine to Students*.

⁸ Number four refers to the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs*, at: www.cdc.gov/healthyschools/foodallergies/pdf/20_316712-A_FA_guide_508tag.pdf (*CDC Guidelines*), which is cited in the *ISBE Model* as a resource for a "full food allergy and prevention of allergen exposure plan." Adopting the entire, voluminous *CDC Guidelines* document as policy is not practical. The *CDC Guidelines* also state that not every recommendation will be appropriate or feasible for every district's needs. The *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*, at: www.nasn.org/nasn-resources/resources-by-topic/allergies-anaphylaxis <http://www.nasn.org/nasn-resources/resources-by-topic/allergies-anaphylaxis>, are also linked as a resource in the *ISBE Model*. The *ISBE Model* acknowledges that not all schools have access to school nurses or other health staff on a regular basis, and it encourages districts to take this into consideration when developing building-level plans.

⁹ Number five is required by 105 ILCS 5/2-3.182(c), added by P.A. 102-413. The notification must include contact information for parents/guardians to engage further with the district to learn more about individualized aspects of the policy. For ease of administration, districts may want to include this notification in student handbook(s). The Ill. Principal's Association (IPA) maintains a handbook service that coordinates with PRESS material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

Monitoring ¹⁰

Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy at least once every three years by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions.

LEGAL REF.: 105 ILCS 5/2-3.182~~149~~, and 5/10-22.39(e), and 5/22-30.
23 Ill.Admin.Code §1.540.
~~Guidelines for Managing Life Threatening Food Allergies in Schools~~
~~(Guidelines)Anaphylaxis Response Policy for Illinois Schools, jointly published by the~~
~~Ill. State Board of Education ISBE and Ill. Dept. of Public Health.~~

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

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

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

Students

Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: www.isbe.net/Documents/food_allergy_guidelines.pdf.
3. Complies with State and federal law and is in alignment with Board policies.

LEGAL REF.: 105 ILCS 5/2-3.149 and 5/10-22.39.
Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines), jointly published by the State Board of Education and Ill. Dept. of Public Health.

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

ADOPTED: November 11, 2010

REVISED: September 15, 2016

Regular Agenda

Date: Thursday, May 19, 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 6:00 p.m. A quorum must be met.

Roll Call: Ayes 6/ Absent 1-Mr. Cratty/ Motion Carried

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 6:04 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

Mr. Quagliano moved, Mrs. Melendy 2nd

Roll Call: Ayes 6 / Nays 0/ Absent 0/ Motion Carried

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

Move to exit or suspend closed session at 7:12p.m. and return to open session.

Voice Call: Ayes 6/ Nays 0/ Motion Carried

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

Resume the Regular meeting at 7:12 p.m.

Members: Mrs. Melendy, Mr. Troy, Mrs. Maiorino, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr. Cratty

Roll Call: Ayes 6/ Absent 0/ Motion Carried

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

Will come from the Board.

Roll Call: Ayes 6 / Nays 0/Absent 0/ Motion Carried

Action: Recommendation will come from the Board.

Members: Mr. Cratty, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

4. **Student Recognition**

Senior, Ellie Armstrong, was selected as a winner of the National Merit National Distillers Distributors Foundation Scholarship! Ellie was selected from a pool of 16,000 semifinalists nationwide.

The Board recognized the Varsity Huntley Cheerleaders for their 3rd place state finish.

Huntley HS Journalism Team won their 11th sectional championship on April 8 and subsequently won their 2nd consecutive IHSA State Championship on April 22. Five students (in four events) placed first at the state finals. The Board will be honoring Preston Morrison (State Champion) and Lucas Bittman (6th in state) for IESA Wrestling.

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

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

There were several public comments. (see attached list)

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)

The agenda was adopted with the following item removed 10,11,12,13,14,15,19.

Action: Adoption of the Agenda.

Mr. Quagliano moved, Mrs. Melendy 2nd

Voice Call: Ayes 6/ Nays 0/ Motion Carried

8. **Superintendent's Report (R)** (Dr. Rowe)

Dr. Rowe explained why the lunch tables and desks haven't been swapped out. It has nothing to do with money it has everything to do with the Man Power it would take to swap out the lunch tables with the 400 plus desks that the students use for lunch. That is why it hasn't been done. The contract tracing is done as a courtesy to our families. Dr. Rowe also clarified that Dr. Bryan Zwemke is a replacement for Dr. Schlichter.

Dr. Rowe thanked all of the families of Martin for their understanding and patience in dealing with the water main break.

9. **Associate Superintendent's Report (R)** (Ms. Lombard)

The final calendar was reviewed and discussed by the BOE.

Recommendation: For informational purposes only.

10. **Assistant Superintendent Learning and Innovation (R)** (Dr. Schlichter) (Red Removed from Agenda)

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. MacCrimble)

Updates will be provided at this time.

Recommendation: For informational purposes only.

13. **Chief Financial Officer/Treasurer (R)** (Mr. Altmayer)

Updates will be provided at this time.

Recommendation: For informational purposes only.

14. **Assistant Superintendent of HR Report (R)** (Dr. Zehr)

Updates will be provided at this time.

Recommendation: For informational purposes only.

15. **Chief Technology Officer (R)** (Dr. Budzynski)

Updates will be provided at this time.

Recommendation: For informational purposes only.

16. **Community Relations & Student Outreach** (Mrs. Melendy-Chair, Mr. Geheren, Mrs. Maiorino)

a. **Freedom of Information Act (FOIA) Requests (R)**

A monthly report on the FOIA requests is provided in the packet. The FOIA report was reviewed by the Board.

Recommendation: For informational purposes only.

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

18. **President's Report** (Mr. Quagliano)

a. **Donations to the District** (Dr. Rowe)

Ed Senne donated \$100.00 to the Boys Lacrosse Team.

Anonymous donation to \$1000.00 the Boys Lacrosse Team

MKD Electric, LLC donated 500.00 to the Boys Lacrosse Team

19. **Legislation Committee** (Mr. Cratty- Chair, Mrs. Melendy Mrs. Maiorino) – *Removed from Agenda*

Recommendation: For informational purposes only.

a. **Legislative Updates (R)** (Mr. Cratty)

Mr. Cratty will provide legislative updates.

20. **Consent Agenda** (Mr. Quagliano)

All Items on the consent Agenda were reviewed and moved forward to the COW Meeting on May 2, 2022.

Mr. Quagliano moved, Mr. Gentry 2nd

a. **Board of Education** (Mr. Quagliano)

i. **Minutes (A)**

The following meeting minutes have been prepared for review and approval.

March 3, 2022, March 17, 2022, and April 21, 2022

Recommendation: Seeking approval of the Board at their next regular meeting.

b. **FY22-23 BOE Meeting Calendar Notice** (Dr. Rowe)

c. **Human Resources Committee** (Mr. Gentry-chair, Mrs. Melendy, Mr. Quagliano)

i. **HR Personnel (A)** (Mr. Zehr)

The personnel reports was approved, by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

Recommendation: Seeking approval as presented.

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

i. **Payables (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of the Purchase Orders issued at \$1,585,938.96; Accounts Payable issued at \$8,302.36; Imprest issued at \$61,853.96 and Disbursements issued at \$769,675.19, as presented.

e. **Curriculum Committee** (Mr. Geheren-chair, Mr. Gentry, Mr. Troy)

i. **Materials for Advanced Math Classes and New HHS courses (A)** (Dr. Schlichter)

Administration presented recommendations for adoption of additional math materials applicable to specific advanced classes and materials related to new HHS courses for the 2022-23 school year.

Recommendation: Seeking approval as presented.

21. **Action Item** (Mr. Quagliano)

a. **Resolution Reducing Elementary Supervisor Hours - Resolution #2022-05-01** (A) (Dr. Zehr)

Dr. Zehr sought the approval of Resolution #2022-05-01

Recommendation: Seeking approval as presented.

Mr. Quagliano moved, Mr. Gentry 2nd

Motion Carried 6-0

b. **Multi-Year Contract (2022 - 2025)** (A) (Dr. Zehr)

Dr. Zehr will seek the approval of the Multi-Year contract for Bryan Zwemke.

Recommendation: Seeking approval as presented.

Mr. Quagliano moved, Mr. Troy 2nd

Motion Carried 6-0

c. **Supplemental Purchase Orders (A)** (Mr. Altmayer)

Administration recommends approval of the Supplemental Purchase Orders Report at \$3,549,982.68 and Supplemental Accounts Payable at \$2,874.99 as presented.

Roll Call: Ayes 6/ Nays 0 / Motion Carried

Mr. Quagliano moved, Mr. Troy 2nd

Mr. Quagliano, Mr. Gentry, Mrs. Maiorino, Mr. Troy, Mr. Geheren, Mrs. Melendy, Mr. Cratty

Recommendation: Seeking approval by the Board as presented.

d. **Professional Services Agreement with International Thought Leader Network LLC for Orange Frog Training days and materials.** (A) (Dr. Rowe)

Dr. Rowe will present an agreement with the International Thought Leader Network LLC to provide a two-day Orange Frog workshop, a Train the Trainer session, 740 Orange Frog Materials Kits, and Professional Services Coaching Days.

Roll Call: Ayes 6/ Nays 0 / Motion Carried

Mr. Quagliano moved, Mr. Gentry 2nd

Mr. Quagliano, Mr. Gentry, Mrs. Maiorino, Mr. Troy, Mr. Geheren, Mrs. Melendy, Mr. Cratty

Recommendation: Seeking approval by the Board as presented.

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

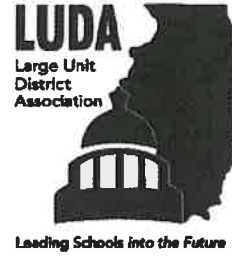
Motion to adjourn the meeting at 9:51 p.m.

Mr. Quagliano moved, Mrs. Melendy 2nd

Voice Call: Ayes 6/ Nays 0/ Motion Carried

Large Unit District Association
 12172 S Il Route 47 #517
 Huntley, IL 60142 US
 tamibuczkiwicz@ludaininois.org
 www.ludaininois.org

Invoice



BILL TO
 Dr. Scott Rowe
 Huntley CSD 158
 650 Dr. John Burkey Drive
 Algonquin, IL 60102-4423
 United States

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1318	05/20/2022	\$5,500.00	07/31/2022	Net 30	

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
07/01/2022	2022-2023 LUDA All-Inclusive District Membership	July 1st, 2022 through June 30th, 2023	1	5,500.00	5,500.00

Please print and mail a hard copy of the invoice with the check in the amount of the invoice total. Please contact LUDA if you would like to arrange a credit card payment.

BALANCE DUE

\$5,500.00

10-2321-640-00-74-500-14

